

Appraiser competency self-assessment tool

Please put a '0' in the box that most reflects your confidence level, prior to training
 At the end of training: please use an arrow and a '1' to show how confident you are following your training.

For example:

2	Knowledge and understanding	1	2	3	4	5
2.1	I understand the purpose of appraisal and understand the role and responsibilities of the appraiser			0	>1	

Appraiser competency self-assessment tool						
Appraiser name:				Date:		
		Needs Training	Insecure	Adequate	Confident	Able to teach
1	Professional responsibility	1	2	3	4	5
1.1	I demonstrate high standards of professional responsibility, personal integrity, effectiveness and self-awareness					
1.2	I develop my professional competence as a appraiser					
2	Knowledge and understanding	1	2	3	4	5
2.1	I understand the purpose of appraisal and understand the role and responsibilities of the appraiser					
2.2	I understand quality and safety systems and can relate this to the context of the colleagues work					
2.3	I understand and comply with relevant legislation and guidance including equality and diversity, bullying and harassment, information governance, data protection and confidentiality					
2.4	I understand educational principles sufficiently to inform the appraisal discussion and the design of professional development objectives					
2.5	I understand the relevant specialty-specific guidance					

		Needs Training	Insecure	Adequate	Confident	Able to teach
3	Professional judgement	1	2	3	4	5
3.1	I am able to evaluate the portfolio of supporting information effectively and consistently					
3.2	I am able to judge whether the supporting information					
3.3	I am able to judge whether there is a patient safety issue or emerging conduct, health or performance concern in the materials presented through appraisal and take appropriate action					
3.4	I am able to judge whether the colleague has appropriately engaged in the appraisal process and the review of their full scope of work					
3.5	I am able to evaluate achievement of the previous personal development plan objectives and judge whether the new personal development plan reflects the colleagues development needs					
4	Communication Skills	1	2	3	4	5
4.1	I am able to manage the appraisal discussion effectively					
4.2	I demonstrate good communication skills including appropriate levels of support and challenge					
4.3	I am able to manage a difficult appraisal					
4.4	I am able to produce high quality written appraisal records and outputs					
5	Organisational skills	1	2	3	4	5
5.1	I manage my time and workload effectively					
5.2	I demonstrate sufficient computer skills to perform the role of appraiser					