

**Appraisal of Specialty Tutors**

*Done by DME and/or TPD. Exact model to be determined locally  
Outcome of Appraisal to be copied to DME & relevant TPDs*

**Name:**

**Date:**

**Specialty:**

**Hospital:**

**Time in Job Plan:**

**Date appointed as Tutor:**

**1. Describe your role as specialty tutor.** What aspects of the role has gone well and not so well. What are your current challenges?

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**2. Review of recent Quality Control form.** Please ensure you know the number & grade of doctors in dept in Foundation, Specialty & GP training and also any Trust doctors on short-term contracts. What evidence do you have for stating compliance with PMETB Standards for Training?

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**3. Trainee evaluation.** Reference will be made to the PMETB Trainee survey and other placement evaluation information. What actions have been taken as a consequence of this information?

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**4. Do you have any information on how the delivery of medical training in your department compares with other Trusts?**

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**5. Describe how you share, manage and review the educational roles of your colleagues. How are you supporting & developing the multiprofessional team within the dept?**

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**6. Detail any significant incidents / issues that you or your team have been involved with in the last year? How were these dealt with? What have you learnt from these?**

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**7.**

Teaching 1/2 days per year
ARCPs/Interviews
Journal Club
Exam rev sessions
Clinical supervision Modular role
Simulation/teaching courses
Research, /Audit
Induction participation

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**3. How are the following Education & Training activities delivered in your dept?**

<i>Activity</i>	<i>Brief description of activity. Any challenges / issues? What supporting information can be provided?</i>
<b>Teaching</b> (formal & informal)	
<b>Observation of practice / WPB Assessments / giving feedback</b>	
<b>Appraisal / Careers Advice / Pastoral care</b>	
<b>Organising / Managing training processes</b> ( <i>dept induction, rotas, records of teaching activities etc</i> )	
<b>Evaluation of education / training</b>	
<b>Programme / Course review &amp; development</b>	

**4. What meetings have you attended, locally & regionally in the last 12 months? What was your contribution? What have you done as a consequence of the learning from the meeting?**

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 .....4.

**What training in any aspects of training & education have you received in the previous 12 months?**

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**5. What strengths & weaknesses have you identified?**

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**Summary of appraisal discussion**

This is a summary of the appraisal discussion and should be completed by the appraiser and agreed by the appraisee. It may be forwarded to the local DME, relevant TPD and to the tutor's Clinical Director by agreement of the appraisee.

<b>Current performance to job description</b>
Comments
Agreed actions

<b>Developing &amp; maintaining own knowledge &amp; skills for tutor role</b>
Comments
Agreed actions

<b>Creating &amp; maintaining the learning environment</b> (integrating education & educational governance into dept)
Comments
Agreed actions

<b>Supporting trainees &amp; trainers</b> (including management of performance issues)
Comments
Agreed actions

**Personal Development Plan – please carry this forward onto your final PDP**

As a tutor you should have something educational on your PDP

<i>Areas for further development identified</i>	<i>How will you address them?</i>	<i>By when?</i>	<i>Outcome - how will your practice change?</i>	<i>Date Completed</i>

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 Signed & name of Tutor

.....  
 Signed & Name of Appraiser