Appraisal admin receive updated Performers List. Appraisal month checked / allocated

Appraiser allocated to appraisee by random allocation process

Appraiser is informed of their allocations for the appraisal year

Opportunity for appraiser to veto appraisee

Notification e-mail sent to appraisee with appraiser details, plus generic information about appraisal process, at least two months before appraisal due month

Opportunity for appraiser to veto appraiser

Agree a date for appraisal before the end of the due month, or complete a postponement application

The toolkit for documentation/electronic portfolio is chosen and populated by the doctor (in some areas the tool is mandated e.g. SOAR (Scotland), MARS (Wales). A professional venue is agreed, usually nominated by the doctor.

If no date set, by six weeks before, a reminder e-mail sent to appraisee. Two weeks before due month, reminder e-mail sent to appraiser.

Two weeks before appraisal, appraisee shares pre-appraisal documentation

Appraisal discussion on due date

Locked down appraisal outputs uploaded into the appraisal database

Appraiser/appraiser asked to complete online survey and give feedback about appraisal

Appraisal outputs agreed and signed off by doctor and appraiser (within 28 days)

Appraisee/appraiser asked to complete online survey and give feedback about appraisal

On receipt of completed appraisal outputs, all appraisal documentation is stored securely. The receipt of fully signed off documentation allows the appraiser invoice to be processed

Appraiser is paid

Qualify as a GP / move area. Update status on the Performers List to show new details. Accurate contact details are essential

Re-allocate if there is a perceived conflict of interest

Re-allocate if there is a perceived conflict of interest

Once the date is entered on the database, reminders cease, until the date is reached

If no response from e-mail reminders, send a final, recorded delivery reminder letter; designated body will take action if no response received, or date for appraisal not set

The appraisal process starts and a date is set, or the performers list is updated/ the doctor is removed or performance processes start

Issues raised with administrative team, appraiser, appraisal lead or responsible officer

Quality assure appraisal outputs (using recognised QA tools) and collate results

Feedback to the individual appraiser (annually): CPD, Quality Assurance, Appraisee Evaluations, Self-Assessment, PDP

Share feedback with senior team at designated body (Quarterly and Annual Reports)