School of Clinical Medicine

Appraisal Scheme - additional information for clinical (medical) appraisal

1 General Principles

1.1 Clinical academic and research staff are subject to the provisions of the School of Clinical Medicine appraisal scheme. Details of the scheme, and a copy of the appraisal form to be used, are available on the Clinical School website (HR pages, appraisal folder). The scheme enables a focussed discussion on academic achievements/aspirations and relevant goal setting.

1.2 It is recognised that clinical academics and research staff within the University hold honorary clinical contracts with a variety of bodies and that integrated appraisals need to be carried out within a process that is appropriate to each specific operating context. These bodies include:-

- Cambridge University Hospital Foundation Trust (CUHFT)
- Cambridge and Peterborough Foundation Trust (CPFT)
- NHS England
- Public Health England (PHE)
- NHS Blood and Transplant (NHSBT)

2 Academic and Research Clinical Consultant Appraisals

2.1 Context

In 2013, the clinical appraisal system was changed in light of revalidation requirements to focus largely on the clinical aspects of the role.

Following feedback on the new system, and within the context of the recommendations of the Follett report, a review took place within the School of Clinical Medicine with the aim of developing a process that would support consideration all areas of a clinical academic’s role.

It agreed that appraisals would be carried out by a representative from the University and the relevant clinical organisation, so that areas of teaching, research and general contribution could be reviewed at the meeting together with the clinical aspects of the role.

After a year in operation, and following further feedback, the process for academic and research clinical consultant appraisals was further streamlined for 2015 (see below).

2.2 The Clinical Academic and Research Appraisal Process

Each appraisee should agree with their appraiser whether to have a joint appraisal meeting or two separate appraisal meetings.
If two separate meetings are held, the appraiser should ensure that appropriate information is shared that will enable fully informed discussions take place at each meeting. Details of an example process, as agreed with CUHFT, is given below.

If any party, appraisee, appraiser (clinical) or appraiser (academic) request it, a joint appraisal meeting should be held. This may be in addition to a separate academic appraisal meeting if appropriate.

2.3 Appraisal records

The Clinical School appraisal form would normally be completed. However, where it is appropriate, and as agreed between the appraiser and the appraisee, an academic appraisal can be recorded on an NHS, PHE or other clinical appraisal form / e-form as part of an integrated process. If an alternative recording format is used it is important that the academic and research aspects of the appraisal discussion are clearly recorded in the appraisal record.

2.4 Example: CUHFT

The following agreement is in place with CUHFT:-

Academic appraisal should be carried out between January – March

- A summary of the academic appraisal, agreed by appraisee and appraiser, is uploaded by the appraisee into the Cambridge University NHS Trust MAG form, as supporting evidence for their Trust appraisal.
- Clinical appraisal carried out between April – June.
- If the appraisee or appraiser requests it, the academic appraiser will attend the clinical appraisal meeting.
- A copy of the completed MAG form, signed off by the appraisee and NHS appraiser, is submitted to the Medical Director’s office by the appraisee.
- If there are any concerns relating to a clinical academic’s fitness to practice, the Medical Director will discuss with the Regius before taking any other action that may be appropriate.

3 Other clinical (medical) appraisals

3.1 All University employees are expected to have an annual appraisal under the School’s Scheme. This includes clinical researchers and fellows.

3.2 Note: Clinical Lecturers (Doctors in Training)

Doctors in training will revalidate through the Annual Review of Competence Progression (ARCP) which is as is required by their training programme. In addition, University employees are expected to have an annual appraisal under
the School Scheme to enable discussion around academic/research and other matters.

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