



MENTAL HEALTH
Education and Training Network



Becoming a New Medical Appraiser

A Comprehensive Course for Medical Practitioners

Thursday 28th March 2019 – Leeds
Thursday 7th November 2019 – Leeds

Schedule

8.45am Registration & coffee
9.00am Course commences
4.30pm Course closes

▶ **A specialised interactive training course using materials compliant with GMC guidance.**

Led by an experienced and fully trained practitioner, our course provides the required knowledge and skills development to enable you to act competently and confidently as an appraiser.

▶ **About our Expert Trainer: Professor John Lord MD, FRCGP, MMedSci, FHEA**

Professor Lord has been involved in appraiser training and in NHS appraisals since these were introduced in 2002. He has been a GP for 42 years, has worked as a GP tutor and was appointed as a visiting Professor of Primary Medical Care at the University of Huddersfield in 2000. He has been appointed as an appraiser of responsible officers and has conducted nearly 700 medical appraisals.

The training includes:

- Pre-course reading
- Interactive MCQ
- One day attended training/assessment face to face course

Course Content:

Pre-course reading

- Purposes of revalidation and appraisal, who does what, the Responsible Officers role
- National policy, process of medical appraisal.
- Supporting information, quality improvement activity, significant events,
- Complaints, compliments, 360 feedback,
- Appraisal documents, Personal Development Plans, appraisal output summaries
- A summative online assessment
- Origins of appraisal and revision
- Qualities and skills of an appraiser
- Reflection
- Sources of guidance

Attended Day

- Appraisal preparation and organisation
- Feedback, challenge and support
- Practical appraisal sessions
- Quality assurance of outputs
- Improving PDPs
- Concerns / challenging appraisals

Who should attend?

All medical practitioners who wish to become an appraiser.

Pre-course preparation

Applicants will receive pre-course information and will be expected to undertake some preparatory work before attending the course.

Assessment

In accordance with GMC guidance, your developing competencies will be assessed throughout our training and a certificate will be issued based on the competencies you demonstrate.



Accreditation

This event is accredited with 9 CPD hours subject to your peer group approval. You will be asked to sign in at the start and finish of the course in order to receive your certificate of attendance.

Course Fee

£385.00 per delegate
including VAT, training materials and mid-afternoon refreshments.

For more information and enquiries please contact us on **0113 257 2139**
or email enquiries@etnetwork.co.uk or visit our website educationandtrainingnetwork.co.uk

Becoming a New Medical Appraiser

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> Delegate booking form

How to book

Online: www.educationandtrainingnetwork.co.uk

Tel: 0113 257 2139 Fax: 0113 257 8159

Post: Education & Training Network, Design House,
1 Coal Hill Lane, Leeds, LS28 5NA

Your details *(block capitals please)*

Title: First name:

Last name:

Job Title:

Department: Speciality:

Organisation:

Location/place of work:

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Email (for all correspondence):

Telephone & Mobile Number:

Diet or special requirements:

Have you previously attended an ETN course? Yes No

How did you find out about this course?:

I am happy to receive ETN's future course information Please tick.

Occasionally, ETN would like to send you exciting news and information about our events and services. We will treat your data with respect and you can locate our T&Cs on our website. You can unsubscribe at any time.

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Contact us

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Tel: 0113 257 2139

Fax: 0113 257 8159

Email: enquiries@etnetwork.co.uk

Information about your booking

Confirmation of registration: All bookings will be confirmed in writing. Online bookings will receive an automated confirmation email/receipt. Joining instructions will be sent as soon as possible. We reserve the right to change the programme without prior notice. Where for any reason, beyond its control, ETN cancels an event, the liability of ETN shall be limited to a refund of the fee payable to ETN for that event. You may wish to take out insurance against cancellation.

Cancellation and refunds: All cancellations must be submitted in writing. If verbal cancellations are given, a written communication must follow immediately. If written cancellation is received more than 4 weeks before the event a 80% refund will be given, between 4 weeks and up to 14 days a 50% refund will be given, within 14 days of the event, no refund will be given. Should you be unable to attend, a substitute delegate may attend in your place. Late cancellations may incur additional charges.

Changes to an order/booking: All changes in delegate bookings will be subject to an administration fee.

Accommodation: If required, delegates will need to book their own overnight accommodation. There are a number of websites that offer accommodation deals eg www.laterooms.co.uk, www.booking.com, www.lastminute.com.

Payment information

By cheque: a cheque for £..... is enclosed. (Made payable to Education and Training Network UK Ltd)

By BACS: Barclays Bank Sort Code: 20-48-95 Account Number: 53873218. Total payment: £.....

By debit/credit card (you can also book online using your card). Please enter your credit card details as they appear on the card. Please debit my visa/mastercard/switchcard (delete as appropriate)

Cardholder's Name: Card Number:

Start Date: Expiry Date: Issue No (switch only): 3 Digit Security No:

Card address (if different from above)

By Purchase order/Invoice: Please provide the contact details (lead name and telephone number) of the person who will be responsible for the financial reconciliation and full payment of your fee. We must receive a purchase order prior to ETN raising an invoice and payment must be received before the event. Alternatively, your place can be guaranteed with your personal charge card details.

Lead Contact: Contact Number:

Organisations: Please email a BACS Remittance Form / Purchase Order Form as confirmation of payment to admin@etnetwork.co.uk including event name, date and the names of the relevant delegate(s).

Please add the event & date and delegate name as your payment reference.

Individuals: Please add your name and event date as your payment reference.

Your payment will be processed via Sage Pay and your details will not be stored after successful processing.