

Improving Medical Appraisal Skills

Tuesday 1 October 2019

The Met Hotel, King Street, Leeds, LS1 2HQ

12.30pm Registration, 1pm Welcome and 4.30pm Close

This course is aimed at further developing medical appraiser skills for existing medical appraisers. The Masterclass will identify the key tasks for medical appraiser in assessing an appraisal portfolio, deciding when to go ahead with the appraisal, listening and questioning skills, agreeing a SMART PDP and completing a detailed summary of the appraisal.

After attending this course delegates will be able to:

- Assess the doctor's appraisal portfolio and knowing when to proceed with the appraisal meeting
- Use exiting listening and questioning skills
- Help doctors to develop a truly SMART PDP
- Ensure that the appraisal summary is an accurate summary of the appraisal meeting

Programme:

12.30pm	Registration
1.00pm	Welcome and introduction
1.05pm	Assessing the Appraisal Portfolio <i>Are we ready to meet?</i>
1.35pm	Developing the Appraisal Conversation <i>Challenging, Supporting, Questioning and Listening</i>
2.30pm	~ Afternoon refreshments ~
2.45pm	Agreeing a SMART PDP
4.15pm	Completing the Appraisal Summary <i>Understanding QA tools</i>
4.30pm	Evaluation and close

About Our Speaker:

Dr Douglas Fraser, Associate Medical Director for Medical Appraisal, Leeds and York Partnership NHS Foundation Trust, is a Consultant General Adult Psychiatrist and has been working in Leeds for the past 24 years. He has past experience of being a Responsible Officer and has been AMD for Medical Appraisal in PYPFT for the past 7 years.

Gina White, Medical Directorate Manager, Leeds and York Partnership NHS Foundation Trust is an experienced senior NHS manager. Her aim is to offer a different approach to appraisal conversations to increase knowledge and skills to achieve high quality medical appraisals which are both supportive and challenging to the doctor for their personal and professional development.

Course Fees:

£105.00

All learning materials, and refreshments are included.

Reservations:

Please complete the reservation form overleaf and post or scan to: Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, LS15 8ZB. (Please note this is our correspondence address only.)

Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 3 CPD hours subject to your peer group approval.

This conference is suitable for:

Existing Medical Appraisers
Previously trained and carrying out medical appraisals



Andrew Sims Centre Reservation Form

Course Title: **IMPROVING YOUR MEDICAL APPRAISAL SKILLS**

Date: **TUESDAY 1 OCTOBER 2019**



Leeds and York Partnership
NHS Foundation Trust

YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title First Name

Surname Job Title

Speciality

Trust / Organisation

Preferred Mailing Address

..... Postcode

Work Telephone Mobile

Email

Dietary Other

Signature Date

NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please tick []

COURSE FEES

[] One Place £105.00

Promotional Code Making Course Fee £.....

BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 6)

- 1. ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT
- 2. TELEPHONE:** 0113 855 5638
- 3. POST:** Administrator at Andrew Sims Centre, 2150 Century Way, Thorpe Park Industrial Estate, Leeds, LS15 8ZB
- 4. BACS:** Account Number: 10003312 Sort Code: 60-70-80
Please use ref ASC011019-DELEGATENAME
- 5. INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net
Trust

Purchase Order Number

- 6. LYPFT Internal Transfer:**
Budget Holder Name

Budget Holder Email

Budget Code:

Budget Holders signature

Budget Transfer will occur in **October 2019**

All Payment must be received in advance of event.

HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and either post to: **Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB** or Email it to **andrewsimscentre.lypft@nhs.net**.

Please note this is our correspondence address only. Please check individual courses for venue details.

PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

ACCREDITATION

This course is eligible for **3 CPD** hours subject to your peer group approval.

THE VENUE

The Met Hotel is approx. 2 minutes' walk from Leeds city train station. If you are travelling by car, please note that The Met has no parking for delegates and it is recommended that you park in the long-stay train station car park off Aire Street or one of the other city-centre car parks.

CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ("GDPR"). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, please tick []

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here []

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick []