

THE ASSOCIATION OF
AVIATION MEDICAL EXAMINERS



**YEAR OF
APPRAISAL**

2017

**ANNUAL APPRAISAL FOR AVIATION MEDICAL EXAMINER
FORM 1: BASIC DETAILS**

Appraisee name

Registered address and telephone number

Main practice address and telephone number (if applicable)

Name of local PCT, or Responsible Officer for re-licensing (if known)

Qualifications UK or elsewhere, with dates

GMC Registration Type now held, registration number and date of first full registration

Date of last appraisal or revalidation If any

Date of appointment to current post (if applicable)

Main current employment

Other current posts Please list any other current appointments with (1) starting dates (2) average time spent on them (3) whether public sector eg Benefits Agency, or private sector eg nursing home. You should list here any regular locum posts you work.

Previous posts NHS and elsewhere, last five years, with dates

Other relevant personal details Please give any other brief information you wish that helps to describe you eg membership of professional groups or societies

ANNUAL APPRAISAL FOR AMEs FORM 2: CURRENT MEDICAL ACTIVITIES

This form requires a *brief* and *factual* description of the work you do as an AME and in other posts. You will be able to give more detail later.

Average no of hours per week worked

Average number of medicals examinations per week, and type e.g. Class 1 or 2, ATCO

Details of Out-of-hours or emergency work undertaken (e.g. emergency repatriation doctor)

Brief details of any non aviation related clinical work

Any other paid employment, non aviation or medically related

Work for regional, national or international organisations, paid or voluntary

Other professional activities

ANNUAL APPRAISAL for AMEs

FORM 3: MATERIAL FOR APPRAISAL

This form, and the papers you supply with it, will form the main evidence for your appraisal. It is organised around the headings currently used by the General Medical Council in *Good Medical Practice* and should be used in conjunction with 'Good Medical Practice for Aeromedical Examiners', produced by the CAA. The same headings will be used to summarise your appraisal discussion. *These headings changed in 2013.*

The wording under each heading differs, but typically you are asked to provide:

- a commentary on your work
- an account of how your work has improved since your last appraisal
- your view of your continuing development needs
- a summary of factors which constrain you in achieving what you aim for.

It is not expected that you will provide exhaustive detail about your work, but the material should convey the important facts, features, themes or issues, and reflect the full span of your work as an AME and other work you undertake. The form is a starting point and framework to enable you and your appraiser to have a focused and efficient discussion about what you do and what you need. It is a tool, not an examination paper or application form, and it can be completed with some flexibility. **Common sense should be exercised if you feel you are repeating yourself, or if you want to include something for which there is no apparent opportunity. And if a section or a page really needs only a word or two there is no need to do more. Complete as many sections as are relevant to your work.**

The work you put into completing this form is your main preparation for appraisal, and the value of your appraisal will largely depend on it. It will also be an important part of your appraiser's preparation.

The form is fairly open-ended, although some prompts and suggestions are supplied to help you. Please expand the spaces available as necessary, or attach extra sheets.

You are invited to submit documents in support of what you say in the form. You are not expected to "prove" your assertions about your work, but your appraiser will probably want to test some of them with you through discussion, and the documents will help both of you.

The papers you assemble in support of the form should be listed in the appropriate spaces and supplied for your appraiser in a folder, organised in the same order. If the same material is listed in the form more than once, to illustrate different points, do not include it twice in the folder but explain on the form where it is to be found.

The first papers in your folder should be the summary of your last appraisal and your Personal Development Plan (ie last year's Form 4).

All the papers may well be appropriate for inclusion in your Revalidation Folder.

Examples of documentation you might refer to and supply: anonymised correspondence with CAA medical department or pilots, and letters to specialists. Audit data supplied by the CAA. Letter of approval to conduct medical examinations. Policy documents e.g. chaperone, records handling and destruction. Letters from pilots including complaints. Significant untoward event reports e.g. unexpected serious illness or death in a pilot. CPD folder, evidence of reflective learning, certificates of attendance. Feedback forms from lectures given. Record of audits undertaken

Domain 1 - Knowledge, skills and performance

1.1: Maintaining your professional performance

How do you keep your knowledge and skills up to date?

What CPD and educational activities have you completed since your last appraisal?

What audits, appraisals or performance reviews have you taken part in?

1.2: Applying knowledge and experience to practice

Do you undertake any teaching, research or management?

How do you support clients' self-reliance?

How do you assess, advise, and investigate clients as required?

What referral facilities are available to you?

1.3: Documentation

How do you ensure your clinical records are up-to-date and accurate?

How comprehensive are your MARS uploads and casework?

How is the privacy and security of your clinical files ensured?

Examples of documentation you might refer to and attach: Your PDP; your practice charter (if applicable); records of all educational activity including certificates of attendance; membership of learned societies and Associations. Records of Audit of AME work.

Documents reviewed

Domain 2 – Safety and quality

2.1: Quality of Practice

How do you maintain the safety and quality of your practice procedures?

2.2: Safety of Clients

How do you respond to the safety issues of your aviation clients?

2.3: Risks Posed by Your Own Health

How do you care for your own health?

Domain 2 - Overall

How do you monitor and respond to significant events in your practice? What have occurred?

What has changed since your last appraisal?

Documents list

- 1
- 2
- 3
- 4
- 5
- 6

Domain 3 - Communication, partnership and teamwork

3.1: Relations with Aviation Clients

What do you think are the main strengths and weaknesses of your relationships with your clients?

Examples of documentation you might refer to and supply: information for pilots about services available in your AME practice e.g. appointment booking methods. Complaints policy, and responses to any complaints received; appreciative feedback; customer satisfaction data (as appropriate); relevant significant event reports

How do you feel your relationship with pilots has improved since your last appraisal?

*What would you like to do better? What do you think are your current development needs in this area?
This is in preparation for agreeing an updated PDP.*

What factors in your workplace(s) or more widely constrain you in achieving what you aim for in your patient relationships?

What can be addressed locally?

3.2: Working with colleagues

What do you think are the main strengths and weaknesses of your relationships with colleagues?

Examples of documentation you might refer to and supply: a description of the team structure in which you work (if applicable); record of any multi-source feedback exercise undertaken; references from colleagues; information about any problems that have arisen between you and colleagues (including aeromedical advisers)

How do you feel your relationships with colleagues have improved since your last appraisal?

Refer as appropriate to your last appraisal and PDP.

What would you like to do better? What do you think are your current development needs in this area?

This is particularly relevant for an AME in sole practice.

Documents list

- 1
- 2
- 3
- 4
- 5

Domain 4 - Maintaining trust

4.1-2: Respect and Fairness towards Clients and Colleagues

Do you have any concerns about relationships with colleagues or clients?

Have there been any relevant Significant Events (+ve or -ve)?

4.3: Indemnity, Honesty, Probity

What safeguards are in place to ensure propriety in your financial and commercial affairs, research work, use of your professional position etc? Have there been any problems?

Please supply and refer to any records of concerns. You could also include any Declaration of Interest forms you have completed for your posts. Membership of Professional indemnity organisations, including confirmation of cover for Aviation related work. Report from auditors of your accounts.

Do you feel the position needs to change? How?

Does anything need to be included in your updated Plan?

What factors in your workplace(s) or more widely significantly constrain you in this area?

Document list

- 1
- 2
- 3
- 4

Overview of development during the year

With your Personal Development Plan in mind, please look back over the previous sections. How well have you achieved the goals agreed last year? Where you did not succeed, can you describe the reasons?

Overview of development needs

Please summarise what you think your main development needs are for the coming year. Where relevant, how will the reasons for not succeeding last year be overcome?

Sign off

We confirm that the above information is an accurate record of the documentation provided by the appraisee and used in the appraisal process, and of the appraisee's position with regard to development in the course of the past year, current development needs, and constraints.

Signed (appraisee):

Appraisee's name:

GMC number

Signed (appraiser):

Appraiser's name:

GMC number

Date of appraisal:

These forms should be kept by the appraisee in their revalidation folder.