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Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)



MARS User Guide – Appraiser

<https://gp.marswales.org>

<https://medical.marswales.org>

This guide is intended to walk you through the Appraisal Process using the online MARS system. Primarily for Appraisers practising in Wales, this does not include information on MARS Online Security.

You can find this information available at: <https://marshelp.heiw.wales>

Guide Index

Page 2 [Appraiser Set Up](#)

Page 3 [Setting Appraisal Availability](#)

Page 6 [Arranging an Appraisal Meeting](#)

Page 9 [Viewing and Building the Appraisal Summary](#)

Page 22 [Submitting an Appraisal Summary](#)

Page 24 [Printing Appraisal Information](#)

Page 25 [Feedback Analytics](#)

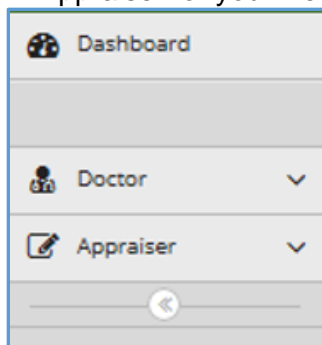
Page 28 [Further Resources](#)



Appraiser Set Up

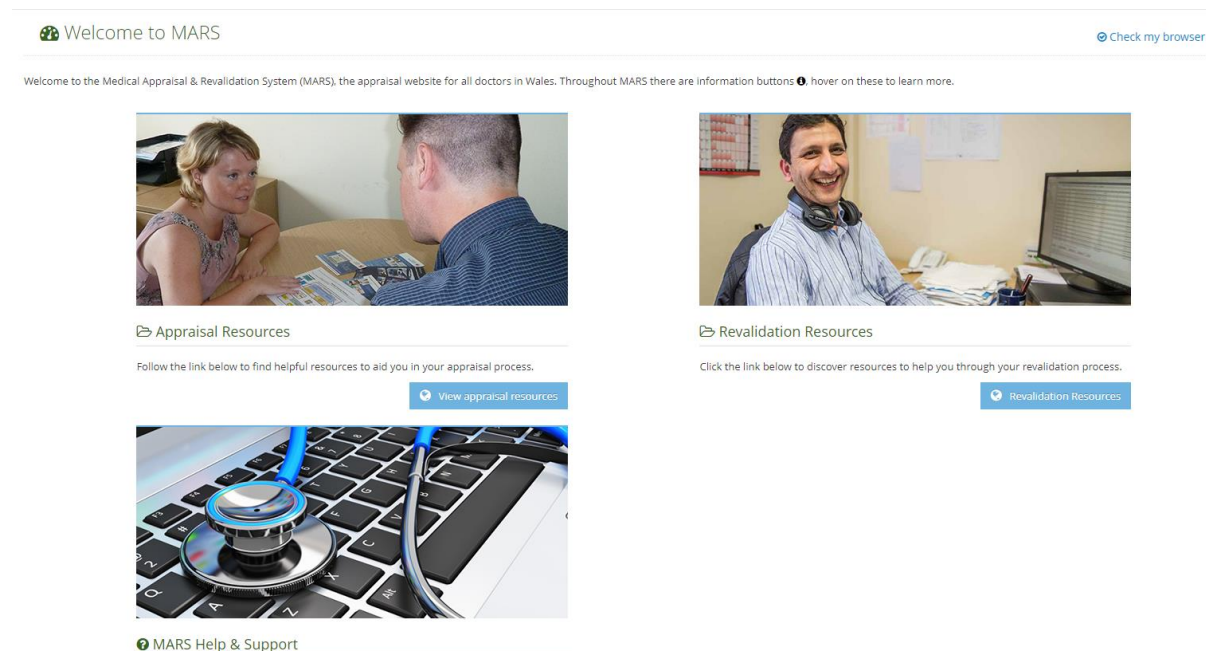
In order to use the Appraiser function to its full potential, Appraisers are encouraged to familiarise themselves with the Appraiser function as well. Guides for Appraisees are available at: <https://marshelp.heiw.wales>

In order to access the Appraisal role on the site you must have been appointed as an Appraiser for your Designated Body and activated in this role by the Revalidation Support Unit (HEIW). If you are a Secondary Care Doctor, your RO should have agreed the number of appraisals you should be doing this year.



Once you have been appointed as an Appraiser and activated by RSU – you will be able to switch between both Doctor and Appraiser roles using the side bar on the left of the MARS site, as shown.

When you enter MARS you will be automatically logged in as a *Doctor*, to use the Appraiser function you will need to click *Appraiser* in the menu on the left.

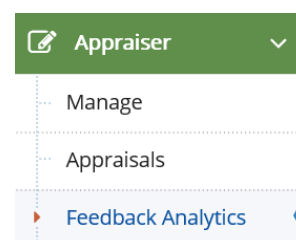


Once you have pressed the Appraiser button you are given the choice of three options: *Manage*, *Appraisals* and *Feedback Analytics*.

The *Manage* button is where you will find your Appraiser calendar and where you can state your availability, organise appraisal meetings and complete outstanding actions.

The *Appraisals* button is where you can view current and previous Appraiser details, view appraisal information and create and edit appraisal summaries.

Feedback Analytics is used to view anonymised feedback from the doctors you have appraised.



Setting Appraisal Availability

Before you begin accepting and rejecting potential Appraisees and organising meeting dates, you are encouraged to write a short biopic to let doctors know a little bit about yourself. To set your biopic, look to the right of screen on the *Appraiser - Manage* page, and select the bottom blue box underneath 'Monthly Availability', here there is a button to *Add/Edit Biopic*, highlighted with a red arrow above. This will then open another box in which you can write .

The biopic can be a short biography focused on your clinical interests, area of speciality, availability and location etc.

There is a key for the calendar which illustrates to you what the various colours and icons that appear in the calendar mean. Please refer to the calendar key to see the different colours and icons that will appear in your calendar.

MARS now automatically makes you available to Appraisees as soon as your account is created, but if you want to set specific dates you need to do this through the calendar. The green highlighted boxes in the calendar illustrate this availability. In this example the availability is set from Monday 3 July – Friday 4 August.

To set availability please click on the *Manage Availability* icon to the top right of the calendar itself. Highlighted on the image of the calendar previously with a red arrow. Once you have clicked on this icon the blue *Manage Availability* option screen will appear. See below:

Here you can highlight days or timeframes when you are free for Appraisal over the month.

You can select days when you are available or periods of time by using the *From* and *To* function. If you are selecting availability for a long period of time remember you will need to manually delete each date if you make a mistake.

You can also pick availability by showing a series when you are available. For example, in the image below the appraiser has identified they are available for appraisal each Monday in August. This has been done by selecting 01/08/2017 in the *From* column and 31/08/2017 in the *To* field, and by ticking *Mon* in the repeat fields below, then selecting *Add Availability*. This availability will then appear in the calendar with shaded green boxes, demonstrated in the image of the calendar on the previous page.

You may decide you will not set availability slots in your calendar and would rather set monthly availability. This is a style preference, we recognise that Appraisers like to work in different ways.

You can also select monthly unavailability (for example, you were away in February or didn't have capacity to appraise) – clicking on the month stated on the box will change the colour from green to grey – if the box is grey you will not be available for appraisal in that month. MARS presumes you are available each month, **if you do not wish to be available you'll need to make sure the box is grey, not green.**

If an Appraiser tries to select you during a month that you are not available, they will be warned by a notification that you do not appear to have availability that month.

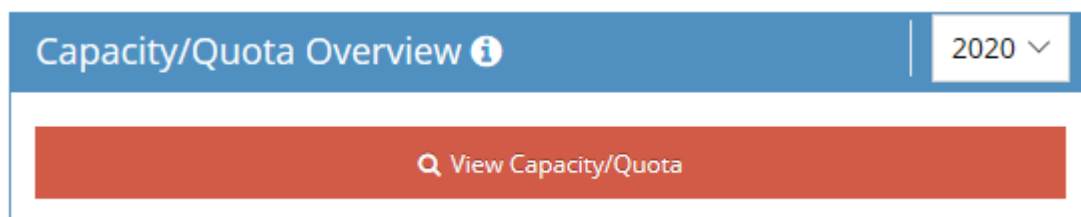
You can also choose whether the information you see shows your whole calendar or shows availability via the Quarterly View box. Booked meetings will appear on the calendar and within this box.

From this page you can also view your allocation. 'View Allocation' details how many summaries / appraisals you should carry out. If you are a GP your quota is set by the Appraisal Officer within the Revalidation Support Unit (HEIW). If you are a Secondary Care doctor your quota is set by the Revalidation team within your Health Board.

Appraisal Year	Annual Quota
2017	20

There is also an iCal button to the top right of the calendar – this button syncs your MARS calendar with that on your computer, tablet or digital device.

You can also check your capacity or quota via the Capacity/Quota overview button as highlighted below:

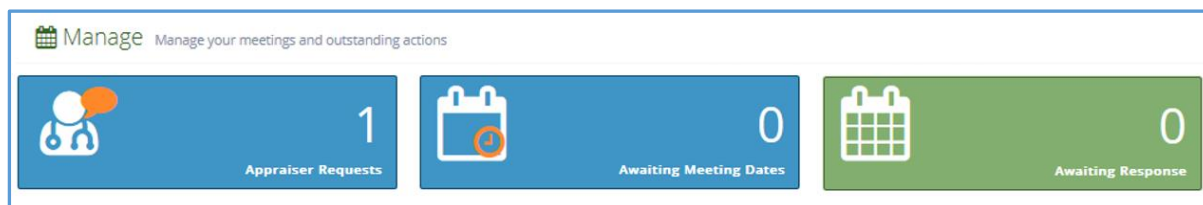


If you click on View Capacity/Quota it will provide you with a brief overview of any appraisals you have underway or have completed.

Capacity/Quota Summary								×
Appraiser Fullname	Quota	Meetings Complete ⓘ	Meetings Booked ⓘ	Meeting Date Confirmation Pending ⓘ	Accepted Requests (No dates sent) ⓘ	Requests Pending ⓘ	Total ⓘ	
								×
								Close

Arranging an Appraisal Meeting

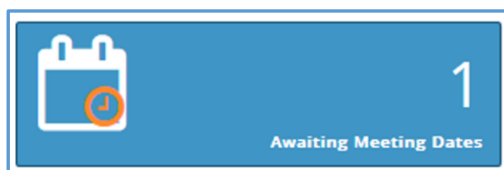
Providing you have availability within a doctor's current or next Allocated Quarter (AQ), they can select you to be their Appraiser. When this happens you will be notified via email and the *Appraiser Requests* box will be populated with a number. As below:



If you click on the *Appraiser Requests* box, a new selection box will appear where you can confirm or reject the request from the doctor. If you wish to accept this request you need to select the green tick icon, to reject it's the red x button you need to press. You can view further information about the potential Appraisee by clicking on their name.

Appraisal Requests								×
You have the following Appraiser requests awaiting your attention. Click on the Dr's name to view their profile.								
Name	Ext. Cir	AQ	Year	Last appraisal	Request Date	Preferred appraisal month	Action	
Doctor Test	No	Apr-Jun	2021	19/02/2020 Mark Connolly	19/02/2020 14:58	February	✓ ✗	
								×
								Close

If you are happy to appraise this individual, the next stage is for you to propose a specific meeting date. You can do this by clicking on the *Awaiting Meeting Dates* box, which will now show a number illustrating to you how many appraisal meetings you have to organise.



Once you click on this *Awaiting Meeting Dates* box you will have the opportunity to arrange a meeting with the doctor you will be appraising.

Appraisees Awaiting Meeting Dates [X]

The following doctors are waiting for meeting dates to be suggested to them. Click on the Dr's name to view their profile.

Icon Key: 📅 Send a meeting date(s) ⚠️ Doctor has declined previously sent dates ✖️ Reset your connection with this doctor

Dr name	Last appraisal	AQ	Year	Preferred appraisal month	Action
Demo03 MARS		Jul-Sep	2017	August	📅 ✖️

To suggest multiple meeting dates to an individual Appraiser you need to press the calendar button in the *Action* column (highlighted with red arrow previously). After you have clicked here, another box will appear, here you can suggest a number of 3 dates and times to the person you will be appraising, doctors can only select an option from the dates and times that you provide. Note you can also see the *preferred* appraisal month here, as selected by the doctor.

Christopher Price - GMC: 3086153 [X]

You can suggest several dates to the doctor, of which they will choose one. Or they can reject them all, if they are unsuitable. Please note MARS will use the soonest date as a default appraisal meeting date, unless confirmed otherwise.

The actual meeting date can be changed/confirmed by you when compiling the doctor's appraisal summary.

The Doctor's has requested the month of **October** for their appraisal meeting.

Date: 05/03/2020 Time: 14:32 [📅 Choose Date(s)]

Selected Dates:

- 20/02/2020 10:32 ✖️
- 20/02/2020 04:32 ✖️
- 05/03/2020 04:32 ✖️
- 05/03/2020 14:32 ✖️

Meeting Information: Venue, time, directions etc...

[📧 Send] [✖️ Cancel]

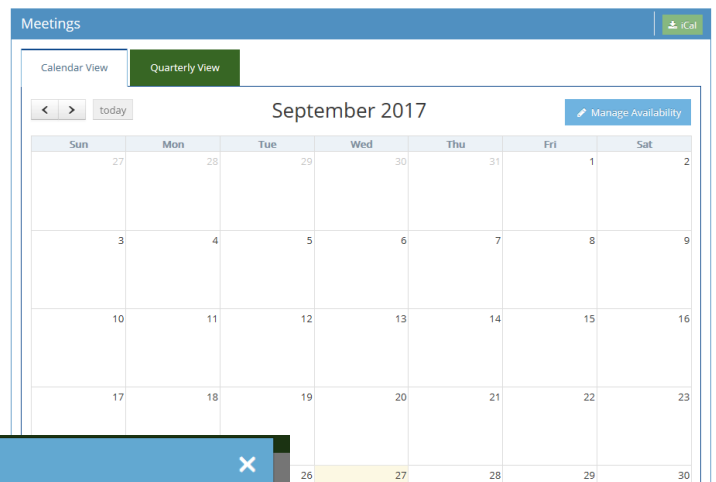
An orange warning notification will appear in the box above if you have offered the same date to another Doctor.

Once you have selected up to three dates for your Appraiser please press the *Send* button, it is then up to the Appraiser to pick which date and time best suits them.

You can also suggest specific meeting dates to an Appraiser by clicking in your calendar. You will have to be linked with an Appraiser (have agreed to appraise them online) to do this.

The first meeting date offered to doctors, defaults as the meeting date - unless MARS is informed otherwise.

Once linked, if you click a specific date in the calendar, another box will appear on screen and you will be able to suggest a meeting date for this individual.



Send a date - 7th September 2017


Please note This appoint will be a booked/confirmed meeting. This date needs to have been discussed and confirmed with the doctor before adding directly to your calendar.

Date	Appraiser	Meeting Information
07/09/2017 00:00	Steffan Biggs	Venue, time, directions etc...

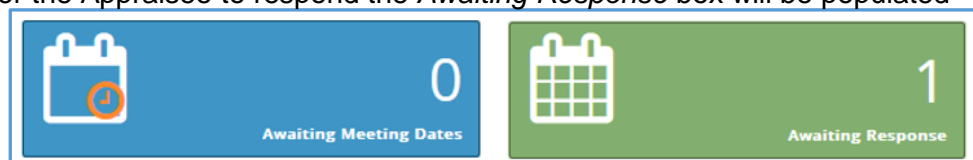
September 2017

Send Close

Did you know? You can access a doctor's information after a meeting date is sent. Click on 'awaiting responses' you can then click the Dr name to get their contact details.

Awaiting Responses	
List of proposed meeting dates which are awaiting a response from the doctor. Click on the Dr's name to view	
Dr Name	Proposed Date
 Jo Small	08/11/2017 08:00

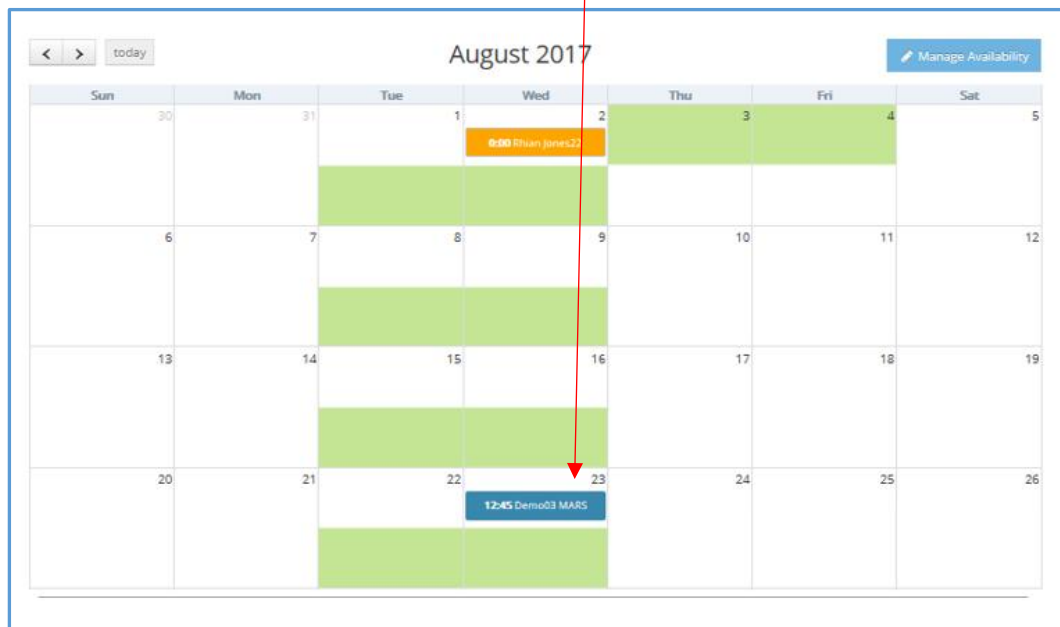
Whilst you wait for the Appraiser to respond the *Awaiting Response* box will be populated with a number.



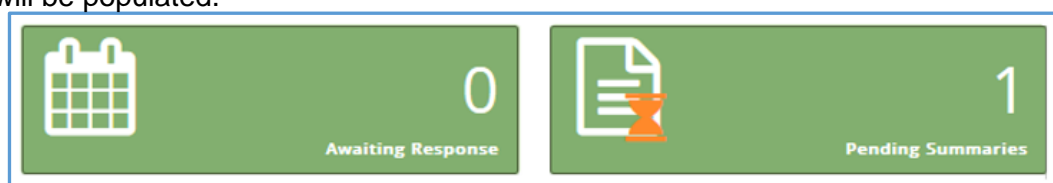
The Appraiser will continue to receive notifications reminding them they need to respond to the meeting suggestion until they have done so. If, before an Appraiser has responded, you wish to change the dates you have offered you can do this by clicking on the *Awaiting Response* box. If you wish to cancel proposed meeting dates just press the red cross icon

next to the date. If you do this for all of your dates you will have the opportunity to reselect all of the dates.

Once the Appraisee has accepted a meeting date you have suggested, the chosen date and time will appear in your calendar, as below:

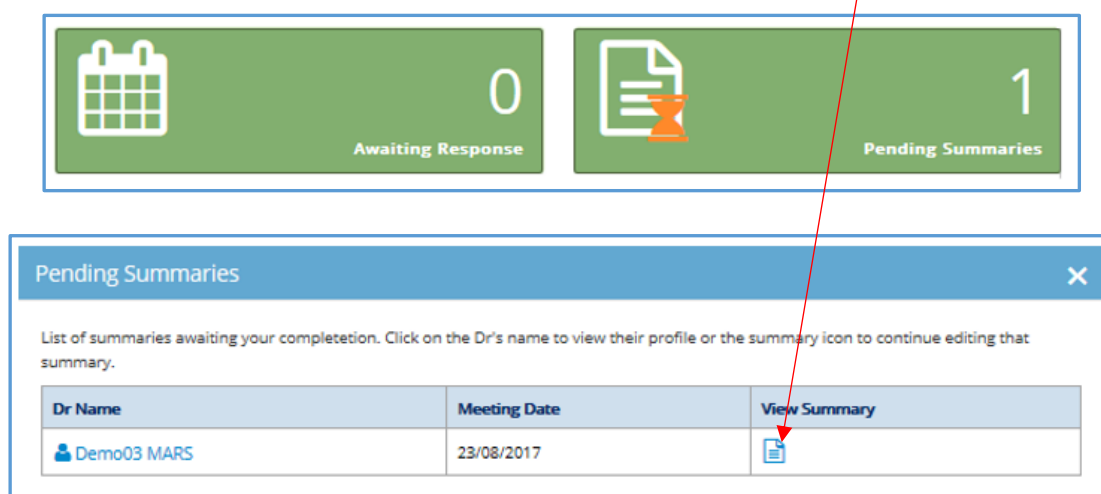


Once an Appraisee has accepted your request, providing you are within 30 days of your meeting date, you will be able to see their appraisal information and are able to begin preparing appraisal summary information. You will know this is happening as the *Pending Summaries* box will be populated.



Viewing and Building the Appraisal Summary

To view the information the doctor has included as part of their appraisal you can click on this *Pending Summaries* box then click on the paper icon in the *View Summary* column.



You can also do this from the *Appraiser – Appraisals* page:

Click on either the document (paper icon) or download (arrow icon) in the *App. Info* column (highlighted below) to view or download the information as required.

Current Appraisals











Previous Appraisals

Show



10

▼

entries

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder
30/11/-0001 00:00	 Demo01	MARS	demo01@marswales.org	Jul-Sep	✓	 	 
02/08/2017 00:00	 Rhian	Jones22	test_jonesrh13@cardiff.ac.uk	Jul-Sep	✓	 	 

Appraisal Summary for Demo01 MARS GMC#:911111

Information	Sections	Supporting Documents
<input type="checkbox"/> Personal Evidence Title of event: CPD Course - Diabetes Study Day Activity: Attended course provided by Trust, the speaker was excellent and obviously had very sound knowledge of the topic. Reason: I see many patients who have diabetes and I wanted to ensure my knowledge and skills in this area were as up to date as possible. Reflection: It was very useful for me to attend and I thoroughly enjoyed the day. The topic is complicated and far reaching so it was important for me to gain a good understanding of all the different scenarios I may come across. Outcome: It has improved my practice and care of patients as I can diagnose more effectively and know when to refer on to a specialist.	<input checked="" type="checkbox"/> Domain 1 - Knowledge, Skills and Performance <input checked="" type="checkbox"/> Domain 2 - Safety and Quality	CPD Course 
<input type="checkbox"/> Significant Event Date and title of event: Acute Asthma Attack Description: 12 year old boy with acute asthma attack seen in surgery at about 10am. Parents had called 999 at 8am and paramedics had attended. Patient was monitored at home, given oxygen, then advised to attend for GP review as he had an infection. Immediately obvious that he was unwell. History from parents that he had been fine the night before. Awoke acutely SOB with PFR 70 (having done 400 recently in surgery). Parents gave 5 puffs, followed by 10 puffs Ventolin via spacer while waiting for ambulance with some improvement - PFR increased to 105. Parents comment that even when he is quite unwell he doesn't complain much. Asthma can 'go off' quite quickly. Speaking in short sentences and breathing with some effort, although no audible wheeze. RR in normal range, chest clear. Afebrile. Mild tachycardia which paramedics had attributed to Ventolin. Managed PFR 110-120 with a lot of effort. Treated with 5mg nebulised salbutamol with no improvement clinically. Obs unchanged. PO2 92% on room air. Now 3 hours from onset with no obvious improvement. Decided to admit via ambulance - 30mins allowed as currently stable. Given 30mg oral prednisolone while awaiting ambulance after discussion with paediatrician. Rang later in the day to see how he was doing - responding to treatment but being kept in overnight. Hospital agreed he needed to be admitted.	<input checked="" type="checkbox"/> Domain 2 - Safety and Quality <input checked="" type="checkbox"/> Domain 4 - Maintaining Trust	SEA Report 

You can then see appraisal information, selected domains and provided supporting information.

Once you are ready to begin building the appraisal summary go to the summary builder page, which you can find below.

Current Appraisals











Previous Appraisals

Show

10

▼

entries

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder
30/11/-0001 00:00	 Demo01	MARS	demo01@marswales.org	Jul-Sep	✓	 	 
02/08/2017 00:00	 Rhian	Jones22	test_jonesrh13@cardiff.ac.uk	Jul-Sep	✓	 	 

If you choose the view and edit button (the paper icon) you will be taken to the *Overview* page – where you can see probity and declaration information.

There is a function here where you can also unlock the probity & declarations section for a doctor. This may be necessary if a change needs to be actioned or a mistake has been made by the doctor when originally inputting the information.

Summary Builder

Appraisal summary for Survey Test-1

Overview

Information

Constraints

Insights & Reflections

PDP

Revalidation

Appraisal Summary Declaration

By committing this summary you confirm that either-

- An appraisal has taken place that reflects the scope of the doctors work.
- A review of last year's personal development plan has taken place and any reasons for non-completion are recorded.

Or

- I have completed the appropriate governance protocol

Appraiser: Mark Connolly

Meeting Date: 02/10/2020

Virtual Appraisal: No

Summary Committed: ✗

Summary Agreed: ✗

Professional Context

Probity and Declarations

Unlock Declarations for Doctor

Unlock

Probity (Good Medical Practice)

Agreed

Probity (Appraisal Material)

Agreed

Health

Agreed

Directives or Suggestions from Outside Agencies

Agreed

Complaints

Disagreed

Safeguarding Children

Level 2

Training Role(s)

Role(s) held: Educational Supervisor

CPD Outcome: Fully Met

Domain 1 - Knowledge, Skills and Performance

Complaints types: New Complaints

Appraiser Comments

Please note that the Virtual Appraisal section will default to No, the opportunity to amend this will arise when you come to set the meeting as Complete.

We have realised that different appraisers like to create appraisal summaries slightly differently (and we realise that Health Boards have differing requirements for appraisal summary content) so we have ensured there is flexible approach to entering and analysing appraisal information.

Summary Builder Appraisal summary for Demo01 MARS

Overview Information Constraints Insights & Reflections PDP Revalidation

Summary status is: **rejected**

[Add Doctor's Information](#) [Create New Information](#)

> Domain 1 - Knowledge, Skills and Performance

Activity/Achievement	Available Supporting Documentation
<p>1 Activity/Achievement</p> <p>Title of event: CPD Course - Diabetes Study Day</p> <p>Activity: Attended course provided by Trust, the speaker was excellent and obviously had very sound knowledge of the topic.</p> <p>Reason: I see many patients who have diabetes and I wanted to ensure my knowledge and skills in this area were as up to date as possible</p> <p>Reflection: It was very useful for me to attend and I thoroughly enjoyed the day. The topic is complicated and far reaching so it was important for me to gain a good understanding of all the different scenarios I may come across.</p> <p>Outcome: It has improved my practice and care of patients as I can diagnose more effectively and know when to refer on to a specialist</p>	<p>Discussion and Feedback from Appraiser</p>
<p>2 Activity/Achievement</p> <p>Date and title of event: SEA Meetings with team</p> <p>Description: Regular SEA meetings with team to review recent incidents and identify shared learning opportunities.</p>	

On the *Information* page you can see the appraisal information that has been entered by a doctor. **Here you can transfer doctor's information (*Add Doctor's Information*) into the summary you are creating, or you can create new information.**

[Add Doctor's Information](#) [Create New Information](#)

When you add information from a doctor's folder you can choose which areas to include using the tick selection box on the right. Alternatively, you can add all information by clicking the blue *Add All Information* button.

If you select 'Add All Information' all of the information is transferred over instead of ticking of the boxes. It is then slotted into the Domains the Appraiser selected along with all of the supporting information.

Add Appraisal Information to Summary

Select appraisal information would you like to add. You can select up to X to be merged together in the next step.

Choosing to "Add All Evidence" (bottom left) will add all the of Dr's information to the summary under the sections chosen by the Dr.

Type	Title	Additional Information	Selection
Personal Evidence	CPD Course - Diabetes Study Day		<input checked="" type="checkbox"/>
Significant Event	Acute Asthma Attack		<input checked="" type="checkbox"/>
Significant Event	SEA Meetings with team		<input type="checkbox"/>
Clinical Audit			<input type="checkbox"/>
Significant Event			<input type="checkbox"/>

[+ Add All Information](#) [Add/merge Selected](#) [Close](#)

bottom left) will add all the of Dr's information to the summary under the sections chosen by the Dr.

Title	Additional Information	Selection
CPD Course - Diabetes Study Day		<input checked="" type="checkbox"/>
Acute Asthma Attack		<input checked="" type="checkbox"/>
SEA Meetings with team		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

[Add/merge Selected](#) [Close](#)

Another function of the summary builder is that you can now group entries using the *add / merge selected* button. This will bring pieces of information together, and allows you to select a category and domain for a set of entries you believe should be together. You can do this even if not done by an Appraisee.

If you wish to use 'Add/merge Selected' you need to select the entries to merge.

https://gpdev.marswales.org/modules/appraiser/summary_builder.php?active_role=78&... MARS Wales | Su... MARS Wales | Ap... Service Desk MARS Wales | ...

Find: tuck Previous Next Options

You are currently using the "Login As" function. [Revert to your original role](#)

Add Appraisal Information to Summary

Select appraisal information would you like to add. You can select up to X to be merged together in the next step.

Choosing to "Add All Evidence" (bottom left) will add all the of Dr's information to the summary under the sections chosen by the Dr.

Type	Title	Supporting Documentation	Selection
Personal Information	test 1	mep	<input checked="" type="checkbox"/>
Team Information	test 2	test1	<input checked="" type="checkbox"/>
Patient and Colleague Feedback		rac	<input checked="" type="checkbox"/>

[Add All Information](#) [Add/merge Selected](#) [Close](#)

Domain 3 - Communication, Partnership and Teamwork

Domain 4 - Maintaining Trust

Insights and Reflections

Probity and Complaints

Patient Feedback

Colleague Feedback

Teaching, Research, Leadership and Innovation

You will then be taken to the next page where you can select which aspects of information to include.

Appraisal Information
×

Check all fields

Personal Evidence - 28/07/2017 13:20
Previously Added

Domain:	<input checked="" type="checkbox"/> Domain 1 - Knowledge, Skills and Performance <input checked="" type="checkbox"/> Domain 2 - Safety and Quality	
Category:	CPD	
Title of event	CPD Course - Diabetes Study Day	<input checked="" type="checkbox"/>
Activity	Attended course provided by Trust, the speaker was excellent and obviously had very sound knowledge of the topic.	<input type="checkbox"/>
Reason	I see many patients who have diabetes and I wanted to ensure my knowledge and skills in this area were as up to date as possible	<input type="checkbox"/>
Reflection	It was very useful for me to attend and I thoroughly enjoyed the day. The topic is complicated and far reaching so it was important for me to gain a good understanding of all the different scenarios I may come across.	<input type="checkbox"/>
Outcome	It has improved my practice and care of patients as I can diagnose more effectively and know when to refer on to a specialist	<input type="checkbox"/>

Significant Event - 28/07/2017 13:21

Domain:	<input checked="" type="checkbox"/> Domain 2 - Safety and Quality <input checked="" type="checkbox"/> Domain 4 - Maintaining Trust	
Category:	Significant Event	
Date and title of event	Acute Asthma Attack	<input checked="" type="checkbox"/>
Description	12 year old boy with acute asthma attack seen in surgery at about 10am. Parents had called 999 at 8am and paramedics had attended. Patient was monitored at home, given oxygen, then advised to attend for GP review as he had an infection. Immediately obvious that he was unwell. History from parents that he had been fine the night before. Awoke acutely SOB with PFR 70 (having done 400 recently in surgery). Parents gave 5 puffs, followed by 10 puffs Ventolin via spacer while waiting for ambulance with some improvement - PFR increased to 105. Parents comment that even when he is quite unwell he doesn't complain much. Asthma can 'go off' quite quickly. Speaking in short sentences and breathing with some effort, although no audible wheeze, RR in normal range, chest clear. Afebrile. Mild tachycardia which paramedics had attributed to Ventolin. Managed PFR 110-120 with a lot of effort.	

Yna mae angen i chi ddewis pa dystiolaeth ategol i'w throsglwyddo i'r sgrin nesaf, ynghyd â Pharth ar ei chyfer.

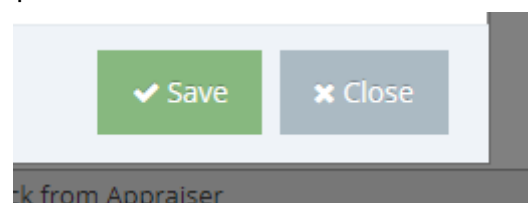
This will then result in the text, and supporting evidence being merged into the Domain that was chosen, as one entry.

Domain 1 - Knowledge, Skills and Performance		
1 Activity/Achievement CPD	Available Supporting Documentation	
Title: test 1	mep test1	
Title: test 2	Discussion and Feedback from Appraiser	

Again, please use the tick boxes to select which information you wish to highlight, and then click **Add Selected** to add this information.



Once you've added information you'll have the opportunity to enter your own analysis. You can change the template the information has been entered into and can enter an appropriate domain and category as appropriate. This can differ from the selections the Appraiser has entered. Once you have entered the information please press **Save** to insert this information into the summary.



Supporting Information

Add Summary Information

Domain: -

Category: -

Activity/Achievement:

Date and title of event:
Acute Asthma Attack

Description:
12 year old boy with acute asthma attack seen in surgery at about 10am. Parents had called 999 at 8am and paramedics had attended. Patient was monitored at home, given oxygen, then advised to attend for GP review as he had an infection. Immediately obvious that he was unwell. History from parents that he had been fine the night before. Awoke acutely SOB with PFR 70 (having done 400 recently in surgery). Parents gave 5 puffs, followed by 10 puffs Ventolin via spacer while waiting for ambulance with some improvement – PFR increased to 105.

Available Supporting Documentation: If supporting info present you will find it here

Discussion and Feedback from Appraiser: Discussion and Feedback from Appraiser

Please tick the grey *Available Supporting Information* box if you wish to include supporting information in the summary you are creating. The *Discussion and Feedback from Appraiser* box is where you can add comments informed by discussions you've had with the Appraisee.

When viewing information you can delete sections by clicking on the red x symbol, by clicking on the pen icon you can also edit information.

Domain 1 - Knowledge, Skills and Performance

Activity/Achievement	Available Supporting Documentation
<p>Title of event: CPD Course - Diabetes Study Day</p> <p>Activity: Attended course provided by Trust, the speaker was excellent and obviously had very sound knowledge of the topic.</p> <p>Reasons: I see many patients who have diabetes and I wanted to ensure my knowledge and skills in this area were as up to date as possible</p> <p>Reflection: It was very useful for me to... The topic is complicated and I may come across...</p> <p>Outcome: It has improved my practice</p>	<p>Discussion and Feedback from Appraiser</p>

Add Doctor's Information Create New Information

The *Create New Information* button gives you the opportunity to add information that hasn't already been entered by an Appraisee (discussed at the appraisal meeting etc). You can choose a domain and category and enter information as appropriate.

Add Summary Information [Close]

Category: -

Domain: -

Activity/Achievement:
Activity/Achievement

Available Supporting Documentation:
Available Supporting Documentation

Discussion and Feedback from Appraiser:
Discussion and Feedback from Appraiser

Constraints

The Constraints page follows a similar format to the previous page, allowing you to view, add and enter information. When you click the pen and paper in the right column you can view doctor's comments regarding these constraints and also create new constraints not initially included. You can also edit and delete comments written by the Appraisee, this functionality is included in case identifying markers or other inappropriate information has been included by the doctor.

Constraint	Doctor Comment	Appraiser Comment
Personal constraints		
	Doctors personal constraints	Comments regarding stated personal constraints

On the Insights and Reflections section of this page you can view progress reflections and identified development needs stated by the Appraisee. You can enter comments here by clicking the pen and paper icon in the *Appraiser Comments* section.

Summary Builder Appraisal summary for Steffan Biggs

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation
Reflections					
Progress Reflection		I have had a productive year			
Development Needs		Would like to focus on developing my knowledge on SEA			
Appraiser Comments					
<div></div>					

On the PDP page you can view an Appraisees personal development plans and progress – you can comment upon and edit current PDP activities in the ‘Agreed Activities’ section. If a doctor hasn’t completed aspects of their PDP you can move them from the last appraisal to their current PDP in ‘Agreed Activities’.

Agreed Activities Agreed to be completed from this Appraisal							+ Add New Activity
Area	What/Description	Why	How	Who	Outcome	Edit/Delete	
Domain 1 - Knowledge, Skills and Performance	- test						

From Last Appraisal Agreed to be completed from last Appraisal							+ Add New Activity
Area	What/Description	Why	How	Who	Outcome	Add to Agreed	
Domain 1 - Knowledge, Skills and Performance	- test	test	test	test	test	+	

Aspirational aims will be discussed with the Appraisee at the appraisal meeting, you can decide whether to add them to the ‘Agreed Activities’ with them or not. You can now also ‘add new activity’ if the PDP entry has been discussed at the meeting but not previously included in the appraisal information.

Revalidation Page

On the Revalidation page you should confirm whether the doctor has fulfilled their revalidation requirements for this appraisal. Please remember to press the Save

Revalidation Changes button to ensure all actions are saved. You can't commit a summary until this section has been completed.

Summary Builder Appraisal summary for Christopher Price

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation
<p>Please use the current appraisal section below to confirm whether the doctors has fulfilled their revalidation requirements for this appraisal. Please remember to 'save' your changes using the button at the bottom of this page.</p>					
Revalidation Date					Completion Date
13/07/2024					
<p>➤ Current Appraisal</p>			<p>➤ Completed Appraisals</p>		
	Complete	Needs more work	Not in appraisal		
Scope of work <i>Important Information</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:	Max 136 characters				
PDP Reviewed <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
CPD <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Probity & Health declarations <i>Important Information</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments:	Max 136 characters				
Review of Complaints and Compliments <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Significant Events <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Supporting Information - Quality Improvement Activity <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Patient Feedback <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Colleague Feedback <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
Whole Practice Appraisal <i>Important Information</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
Comments:	Max 136 characters				
<input checked="" type="button" value="Save Revalidation Changes"/>					

If a section is not included in this year's appraisal please select the red *Not in appraisal* column.

This page also informs you of the doctor's Revalidation date and the Completion date is the date the RO would have made the recommendation.

Please use the current appraisal section below to confirm whether the doctors has fulfilled their revalidation requirements for this appraisal. Please remember to 'save' your changes using the button at the bottom of this page.

Revalidation Date	Completion Date
13/07/2024	

There are also sections on this revalidation page where you can see previous appraisals.

Completion Date

Completed Appraisals

18/09/2018
✓
—
—
✓
—
—
—

There is also a line where you can add comments for each of the Revalidation requirements, by typing in the 'Comments' section under each heading.

➤ Current Appraisal

	Complete	Needs more work	Not in appraisal
Scope of work ! Important Information	<input checked="" type="radio"/>		<input type="radio"/>
Comments:	<input type="text" value="Appraiser enters comments here"/>		









Any comments entered here would then appear on the Revalidation Progress Page for the doctor, as demonstrated below.

The screenshot shows the MARS GP Live Revalidation Progress page. A modal dialog titled 'Appraiser Comments for RO' is open, asking 'Test for Doctor view - can Jo see this in Dr role?'. The background page shows the 'Current Revalidation cycle to 2nd June 2015' and a table of appraisal items. A red arrow points from the dialog box to the 'Current Appraisal' section of the table.

Current Appraisal	
Exceptional Circumstances !	<input type="checkbox"/>
Scope of work !	<input checked="" type="checkbox"/>
PDP Reviewed !	<input type="checkbox"/>
CPD !	<input type="checkbox"/>
Probity & Health declarations !	<input type="checkbox"/>
Review of Complaints and Compliments !	<input type="checkbox"/>
Significant Events !	<input checked="" type="checkbox"/>

Submitting an Appraisal Summary

Once the meeting has taken place you can select the 'Meeting complete' box on the 'Appraisals' page.

<div> <div>Current Appraisals</div> <div>Previous Appraisals</div> </div>											
Show 10 entries											
Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder	Ext. Circ	Meeting Complete	Commit Summary	
27/02/2020 08:00	Beccy	Newton	rebecca.newton@wales.nhs.uk	Jan-Mar 2020	✕	 	 		<input type="checkbox"/>	Pending	
10/03/2020 00:00	Christopher	Price	pricec1@cardiff.ac.uk	Oct-Dec 2020	✓	 	 		<input type="checkbox"/>	Pending	

Showing 1 to 2 of 2 entries

This will then open a pop up box asking you to confirm the meeting date, and it also highlights that once ticked this action cannot be undone and the Doctor's declarations are locked and unable to be edited – so please check that these have been completely correctly.

Confirm Meeting Completion Date

Please confirm the meeting completion date for Dr Christopher Price

Meeting date: 15-10-2020

Virtual appraisal: ☐ Yes ☐ No

Please Note:

- The action cannot be undone. I confirm that this is the actual meeting date for the selected Doctor (please ensure you are on the correct Doctor) and this date will be stored on MARS for this appraisal.
- By ticking the meeting complete button, the Doctor's declarations will be locked and will not be able to be amended.

Save

Cancel

You need to confirm if the appraisal was conducted virtually. If you select yes then you need to choose which application package you used:

Application used for the virtual appraisal:

Please Note:

- The action cannot be undone. I confirm that this is the actual meeting date for the selected Doctor (please ensure you are on the correct Doctor) and this date will be stored on MARS for this appraisal.
- By ticking the meeting complete button, the Doctor's declarations will be locked and will not be able to be amended.

Please Select

Please Select
Facetime
Google Duo
MicroSoft Teams
NHS Video conferencing
Skype
WhatsApp
Zoom
[Other]

This information is carried over into the Dr's appraisal summary, so as you can see in the example below we stated that the appraisal was conducted virtually, via the Microsoft Teams application, but if you had answered no then it would state 'No'.

Appraisal Summary for Christopher Price GMC#:3086153 ✕

Overview
Information
Constraints
PDP
Activities
Revalidation

Download PDF

Appraiser:	Jo Small		
Meeting Date:	06/10/2020	Virtual Appraisal:	Yes - MicroSoft Teams
Summary Committed:	09/10/2020	Summary Agreed:	09/10/2020

Once you have completed all of the necessary sections you can commit the summary for review, to do this you need to click into the *Commit Summary* box. The Appraiser will then be able to accept or reject the summary you have created.

Show 10 entries

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder	Ext. Circ	Meeting Complete	Commit Summary
26/02/2020 00:00	Beccy	Newton	rebecca.newton@wales.nhs.uk	Jan-Mar 2020	✕				<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/03/2020 00:00	Christopher	Price	pricecj1@cardiff.ac.uk	Oct-Dec 2020	✓				<input type="checkbox"/>	Pending

Current Appraisals
Previous Appraisals

Show 10 entries

Search:

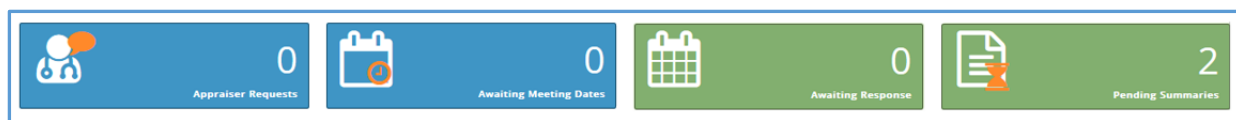
Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder	Ext. Circ	Meeting Complete	Commit Summary	Comments	Last Appraisal
09/08/2017 00:00	Demo01	MARS	demo01@marswales.org	Jul-Sep	✓				<input checked="" type="checkbox"/>	Committed		09/08/2017 Demo01 MARS

Showing 1 to 1 of 1 entries

Previous 1 Next

In the example above you can see the *Meeting Complete* column is greyed out and has been ticked. You need to ensure you have confirmed the meeting has taken place before committing the summary.

Whilst you await to see if your Appraiser is happy with their summary the *Pending Summaries* box on the *Appraiser – Manage* page will be populated with a number. As below:



In the example here there are 2 pending summaries as the Appraiser is waiting for 2 Appraisees to accept or reject their summaries. If the Appraiser accepts the summary then you have completed the appraisal process for this Appraiser.

If the Appraiser disagrees, believes there are inaccuracies or requires something changed, they can use the *disagree* function. They will have to explain the reason for this rejection and you can review their comments accordingly. A red *Rejected* icon will then show in the *Commit Summary* column. If you click on the *Comments* section you will be able to see their reasons for this rejection.

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder	Ext. Circ.	Meeting Complete	Commit Summary	Comments	Last Appraisal
17/08/2017 00:00	Charlie	Hughes	fake_hughesc19@cardiff.ac.uk	Apr-Jun	✓							

If appropriate, you can alter the information as requested and again commit the summary for review. If you disagree with the stated reasons for rejection a dispute may occur – please check the exceptions protocol in the key document library at <https://marshelp.heiw.wales> for further information regarding this.

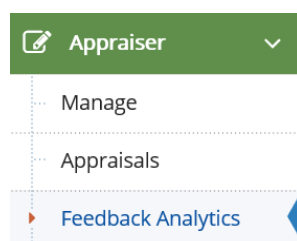
Printing Appraisal Information

You can download and print an Appraisal Summary or Appraisal Information using the download function. Once you've downloaded the summary it will convert to a PDF – you can then print it as you would a normal file.

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder
30/11/-0001 00:00	Demo01	MARS	demo01@marswales.org	Jul-Sep	✓		
02/08/2017 00:00	Rhian	Jones22	test_jonesrh13@cardiff.ac.uk	Jul-Sep	✓		

If you do download or print these files please ensure you maintain agreed confidentiality principles. Appraisal information is highly confidential. Please ensure you safely dispose of printed information after use, and also that you permanently delete information that you download onto a personal or work computer. For more guidance please contact our team at the MARS Service Desk.

Feedback Analytics



Feedback Analytics can be found under the third dropdown of the 'Appraiser' role and is used to view anonymised feedback from the doctors you have appraised.

Select Feedback Analytics, you will need to populate the fields to run a report. There are two surveys available, the initial survey (Appraisal Feedback survey Closed) and the second survey (Medical Appraisal Feedback survey – live, released Oct 2020). You can choose various aspects of the survey to look at (under Pages), and you can find yourself under the Appraiser filter, select the time period and then run the report via the green Search button.

 A screenshot of the 'Feedback Analytics' report configuration page. The page has a header 'Appraiser > Feedback Analytics' and a sub-header 'Survey Results Information'. The main content area has four sections: 'Published Survey' with a dropdown set to 'Appraisal Feedback Survey - Live'; 'Pages' with a list of options including 'Supporting Information' (highlighted with an orange box and an arrow); 'Appraisers' with a dropdown set to 'Small, Jo' (with an arrow pointing to it); and 'From:' and 'To:' year selectors set to '2017' and '2020' respectively (with an arrow pointing to the 'Search' button). A green 'Search' button is at the bottom right. A light blue information box at the bottom contains text about anonymity and survey completion requirements.

Feedback Analytics provides you feedback from the appraisal feedback survey that doctor's are prompted to completed following the completion of an appraisal.

Survey Results Information

Published Survey: Appraisal Feedback Survey - Closed

Pages: About your Appraisal, Supporting Information, Administration of Your Appraisal, General Feedback

Appraisers: Saayman, Anton (Active)

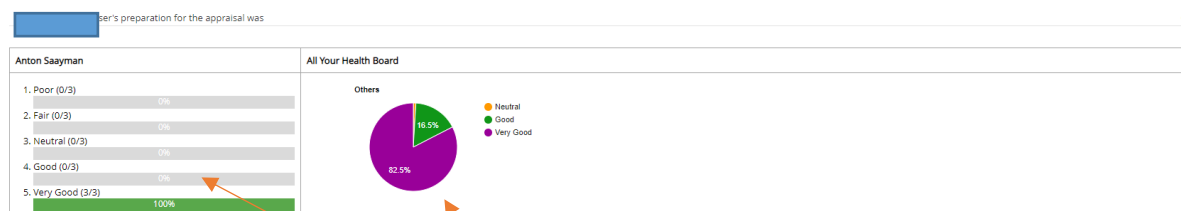
From: 01-01-2020 To: 07-10-2020

Search

Survey results for: Appraisal Feedback Survey Closed

Print

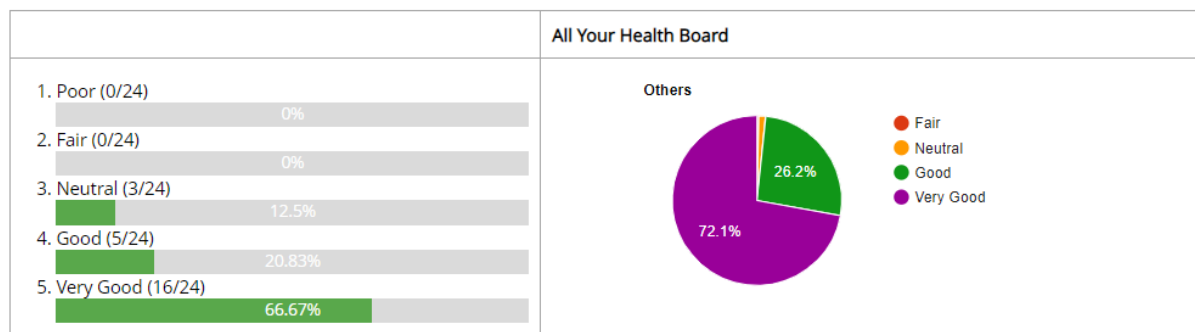
1 About your Appraisal



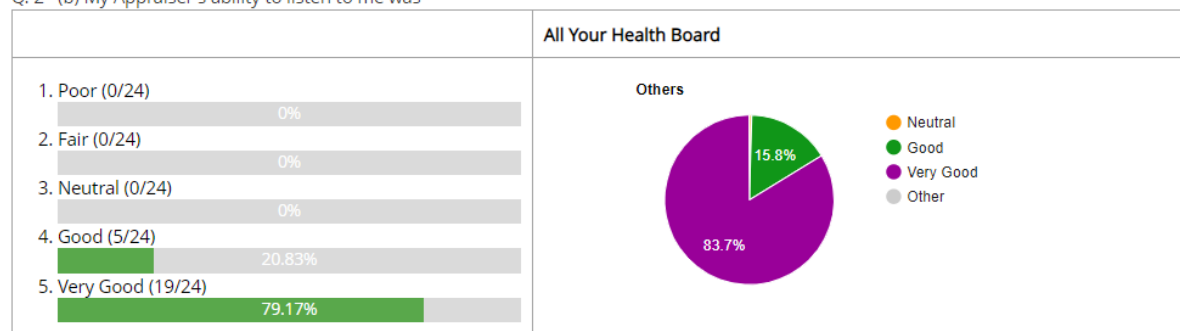
If you have completed more than 3 appraisals then the data will be highlighted in the first column, with the data represented in green, the pie-chart in the next column will compare your data at an all Health Board level. This option allows the data to be printed (so can be saved by PDF here) but not downloaded to Excel.

1 About your Appraisal

Q. 1 (a) My Appraiser's preparation for the appraisal was

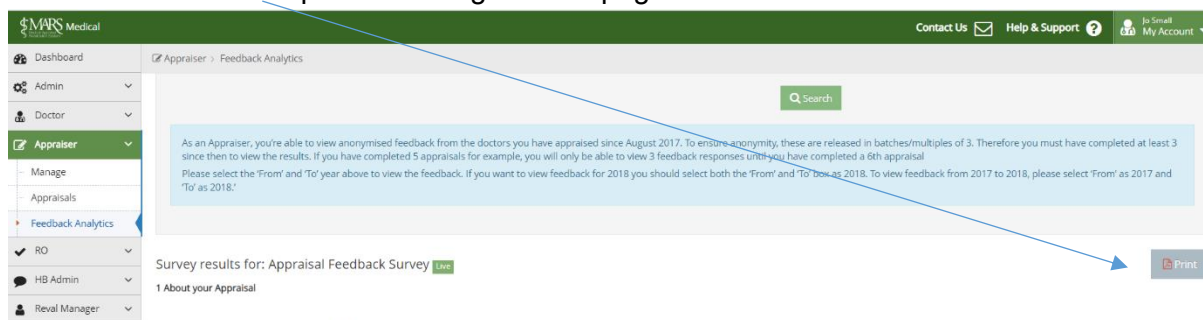


Q. 2 (b) My Appraiser's ability to listen to me was

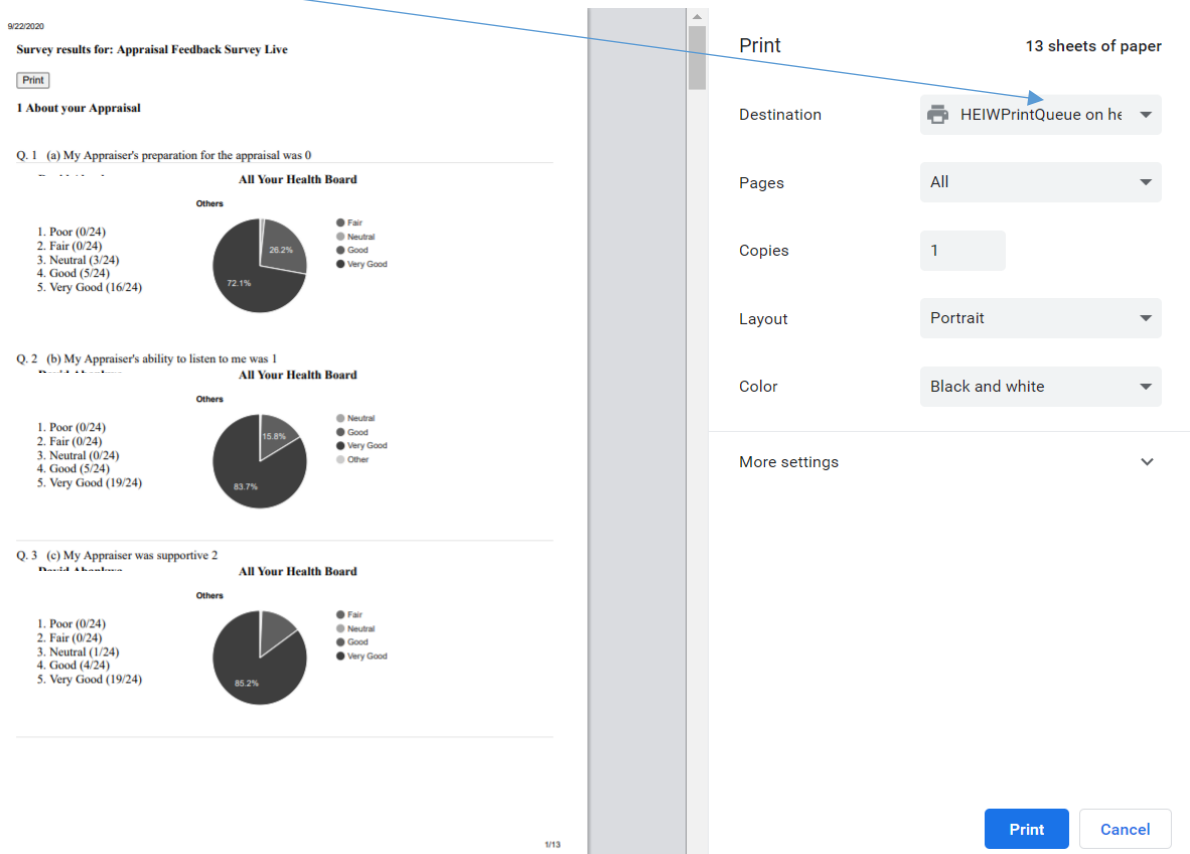


To save your Appraiser Feedback survey to PDF

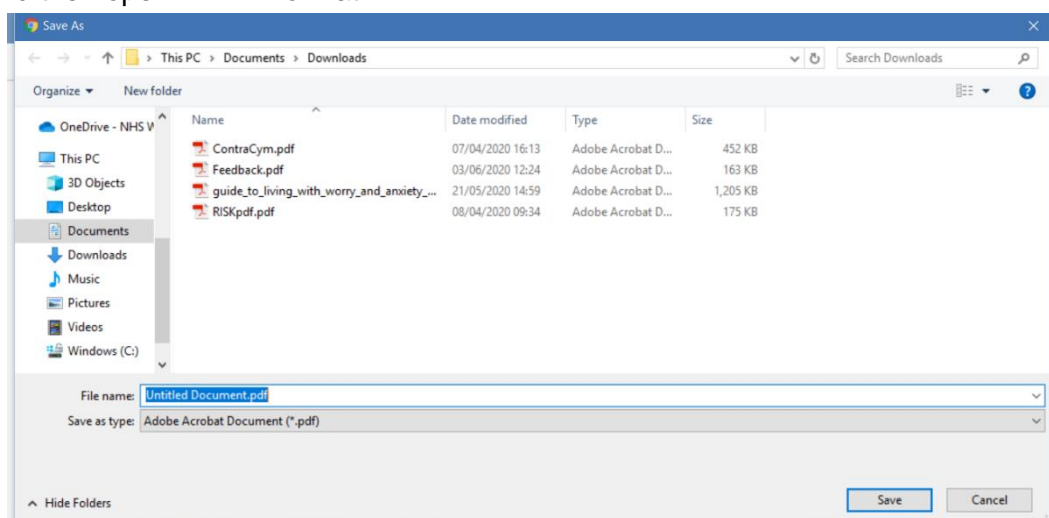
Select the 'Print' option to the right of the page.



This will then open a new window which you will need to change the option on your destination to 'Save as PDF'.



You will then be offered the option to save this download on the device that you are using and then open in PDF format.



Further Resources:

RSU Resources:

A library of resources created by the RSU to support with MARS, CPD and revalidation

<https://marshelp.heiw.wales>

Educational Online Modules:

CPD Webpages – An online resource containing a number of educational modules:

<https://gpcpd.heiw.wales/>

Orbit 360

Orbit360 is now the patient and colleague feedback system for all doctors in Wales. You can now register on Orbit360 at <https://orbit360.heiw.wales/login> and initiate your feedback, please direct any enquires to heiw.orbit360@wales.nhs.uk or via the helpdesk on 03300 584218.

We hope you have found this guide useful. If you have any questions, experience any difficulty using the website or want to leave some feedback, please contact us using the details below.

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Health Education and Improvement Wales (HEIW)
Ty Dysgu
Cefn Coed
Nantgarw
CF15 7QQ

Email: HEIW.MARS@wales.nhs.uk