

MARS is an all-Wales system provided by Health Education & Improvement Wales and funded by Welsh Government to facilitate the appraisal and revalidation of doctors.



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GIG  
CYMRU  
NHS  
WALES

Addysg a Gwellu Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## Appraiser Set Up

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.

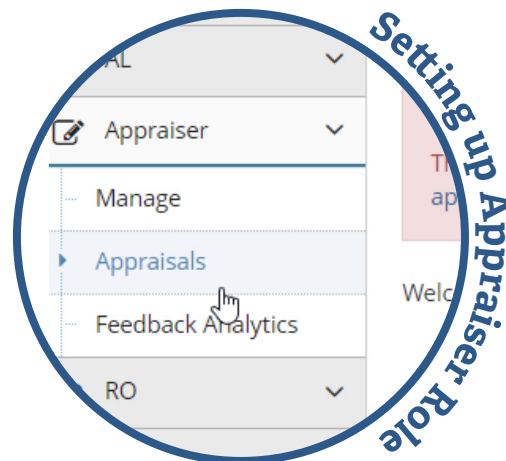
When you enter MARS you will be automatically logged in as a Doctor, to use the Appraiser function you will need to click Appraiser in the menu on the left.

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.

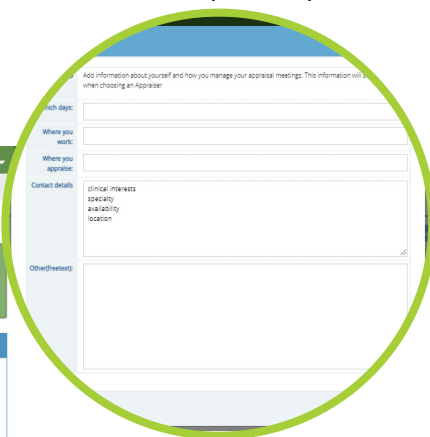
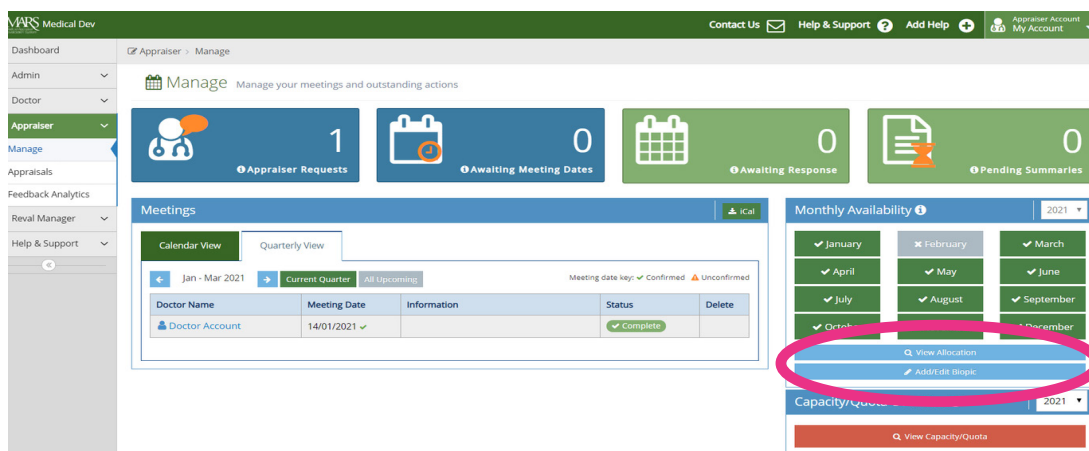
The **Appraisals** button is where you can view current and previous Appraisee details, view appraisal information and create and edit appraisal summaries.

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



## Setting Appraiser Availability

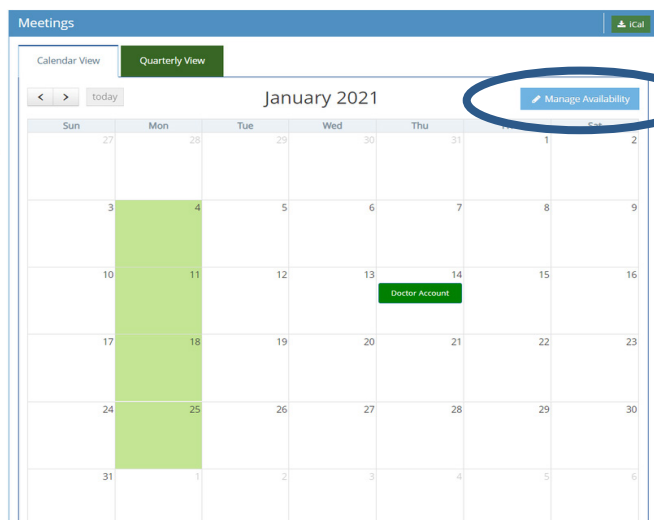
Before you begin accepting and rejecting potential Appraisees and organising meeting dates, you are encouraged to write a short biopic to let doctors know a little bit about yourself. To set your biopic, look to the right of screen on the 'Appraiser' > 'Manage' page, and select the bottom blue box underneath 'Monthly Availability'. Here there is a button to 'Add/Edit Biopic' and will open another box in which you can write in. The biopic should 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. You should refer to the calendar key to see the different colours and icons that will appear in your calendar.

## > Calendar Key

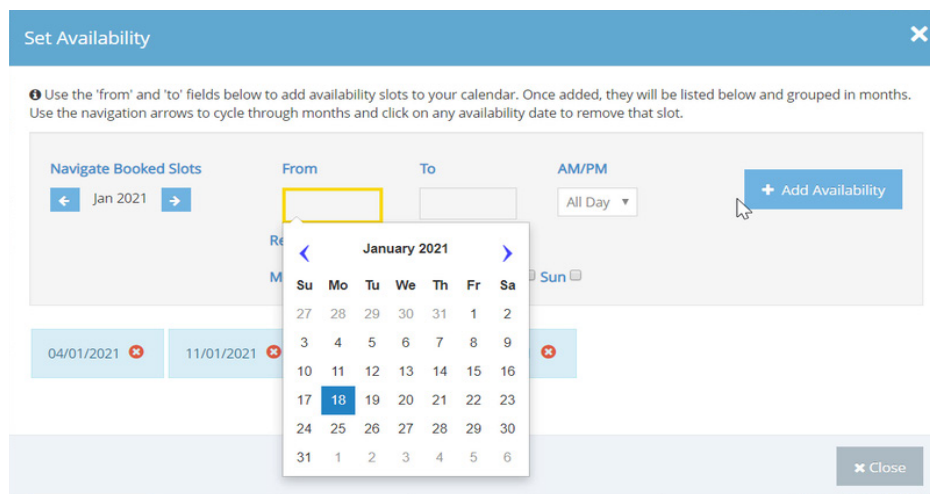
Today's Date	Available Date
Proposed Meeting	Booked Meeting
Meeting Completed	Appraisal Completed



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 availability is Monday in January).

To set availability, click on the 'Manage Availability' icon to the top right of the calendar itself, highlighted on the image of the calendar previously as highlighted by the blue circle. Once you have clicked on this icon the blue Manage Availability option screen will appear.



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, Tuesday, Wednesday, Thursday and Friday in January 2021, and available all day in the 'AM/PM' option, then selecting 'Add Availability'.

This availability will then appear in the calendar with shaded green boxes.



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.



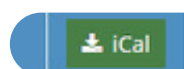
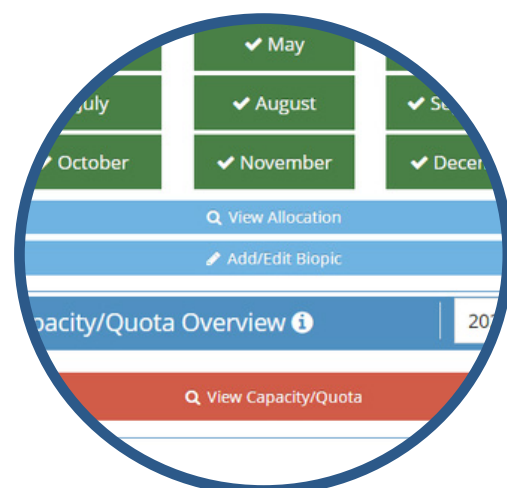


You can also choose whether the information you see shows your whole calendar or shows availability via the Quarterly View box. Booked meetings will appear on the calendar and within this box.

Doctor Name	Meeting Date	Information	Status	Delete
Doctor Account	14/01/2021 ✓		✓ Complete	

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 (RSU, HEIW). If you are a Secondary Care doctor your quota is set by the Revalidation team within your Health Board.

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.



Appraisal Year	Annual Quota

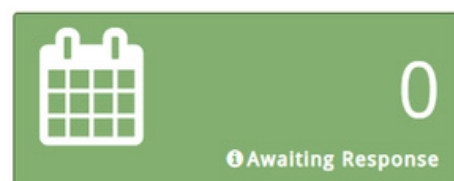
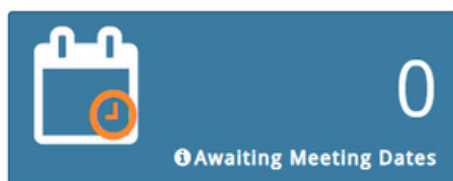
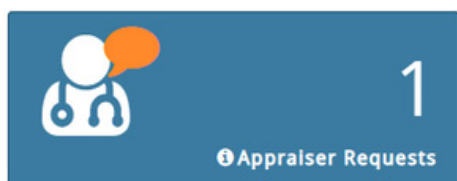


You can also check your capacity or quota via the Capacity/Quota overview button - if you click on View Capacity/Quota button it will provide you with a brief overview of any appraisals you have underway or have completed.

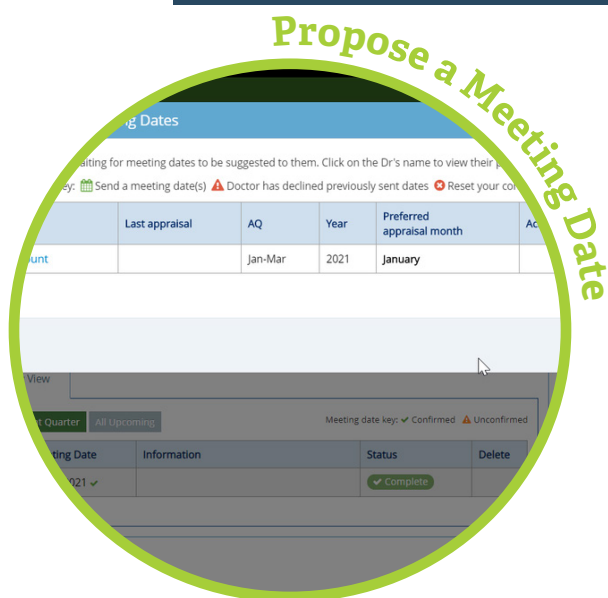
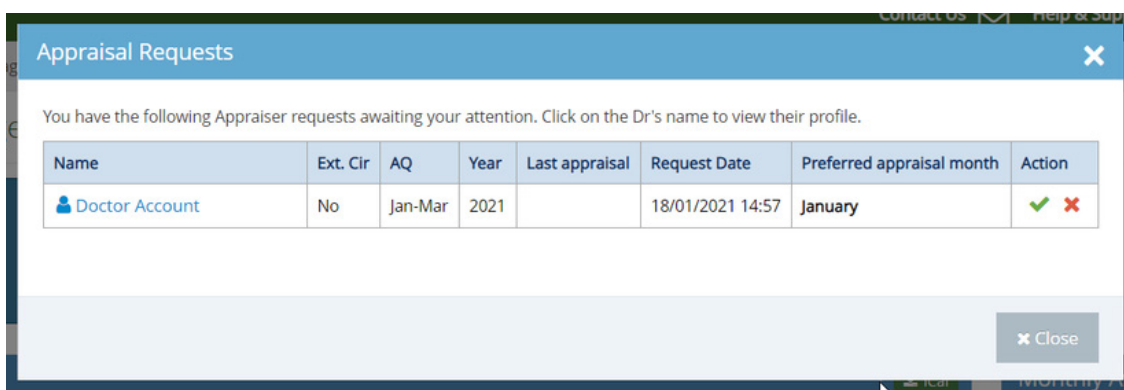
Appraiser Fullname	Quota	Meetings Complete ⓘ	Meetings Booked ⓘ	Meeting Date Confirmation Pending ⓘ	Accepted Requests (No dates sent) ⓘ	Requests Pending ⓘ	Total ⓘ
Doctors Account		0	0	0	1	0	1

## 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.

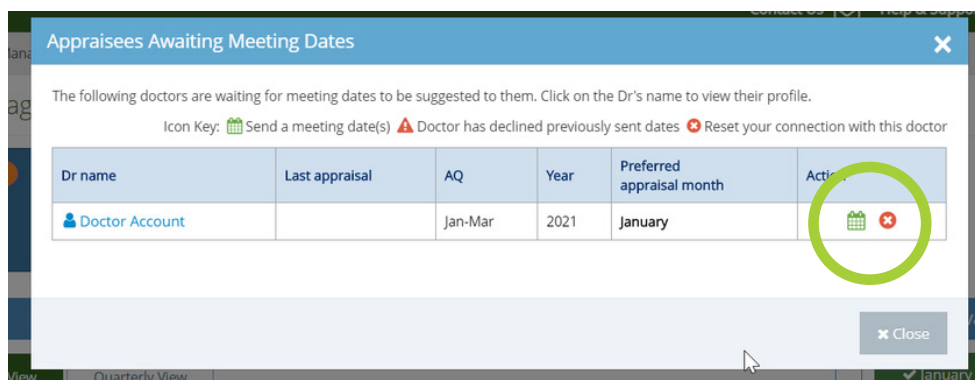


If you click on the Appraiser Requests box, a new selection box will appear where you can confirm or reject the request from the doctor. If you wish to accept this request you need to select the green tick icon, to reject it's the red 'x' button you need to press. You can view further information about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



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.



To suggest multiple meeting dates to an individual Appraiser you need to press the calendar button in the Action column. After you have clicked the calendar button, another box will appear, and 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.

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 press the 'Send' button. It is then up to the Appraiser to pick which date and time best suits them.

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



Christopher Price - GMC: 3086153

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

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

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Send Close

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.

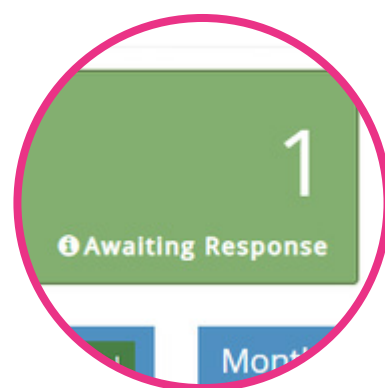
Awaiting Responses

List of proposed meeting dates which are awaiting a response from the doctor. Click on the Dr's name

Dr Name	Proposed Date
Jo Small	08/11/20

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 Appraiser has accepted a meeting date you have suggested, the chosen date and time will appear in your calendar.

Meetings

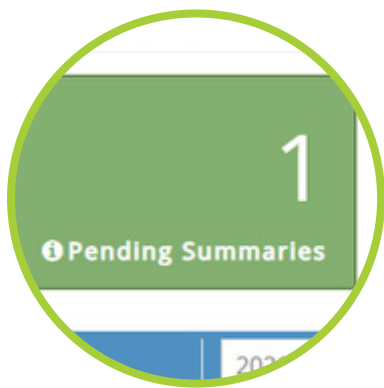
Calendar View Quarterly View

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

15:00 Admin Account



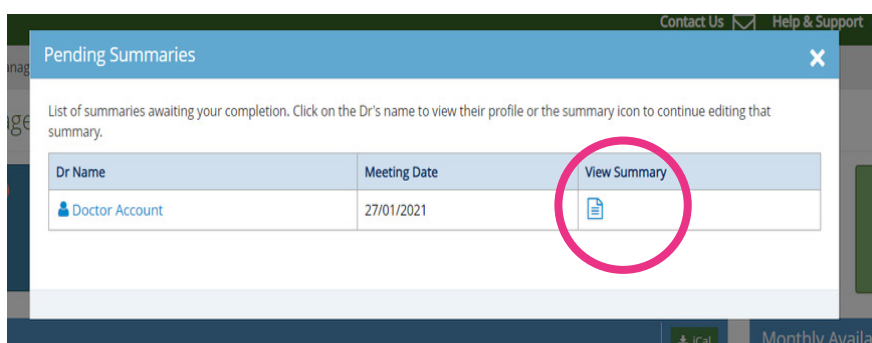


Once an Appraiser has accepted your request, providing you are within 30 days of your meeting date, you will be able to see their appraisal information and are able to begin preparing appraisal summary information. You will know this is happening as the Pending Summaries box will be populated.



## 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 to view or download the information as required.



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







Appraisal Summary for Demo01 MARS GMC#911111		
Information	Sections	Supporting Documents
<b>Personal Evidence</b> <b>Title of event:</b> CPD Course - Diabetes Study Day <b>Activity:</b> Attended course provided by Trust, the speaker was excellent and obviously had very sound knowledge of the topic. <b>Reason:</b> 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 <b>Reflection:</b> 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. <b>Outcome:</b> It has improved my practice and care of patients as I can diagnose more effectively and know when to refer on to a specialist		
<b>Significant Event</b> <b>Date and title of event:</b> Acute Asthma Attack <b>Description:</b> 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.		
Domain 1 - Knowledge, Skills and Performance Domain 2 - Safety and Quality		CPD Course SEA Report
Domain 2 - Safety and Quality Domain 4 - Maintaining Trust		SEA Report

Once you are ready to begin building the appraisal summary go to the summary builder page.

Appraisals Current and previous Appraiser details, meetings and summaries

Current Appraisals Previous Appraisals

Show 10 entries

Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder
19/01/2021 00:00	Doctor	Account	fake_Doctor@wales.nhs.uk	Jan-Mar 2021	✕	 	 

Showing 1 to 1 of 1 entries

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 Doctor Account

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: Appraiser Account Meeting Date: 27/01/2021 Virtual Appraisal: No Summary Committed: ✕ Summary Agreed: ✕


Professional Context Add information


> Probity and Declarations


Unlock Declarations for Doctor   


Confirm Personal and Professional Details (Scope of Work)  View Doctor details

Probity (Good Medical Practice) 

Probity (Appraisal Material) 

Health 

Directives or Suggestions from Outside Agencies 

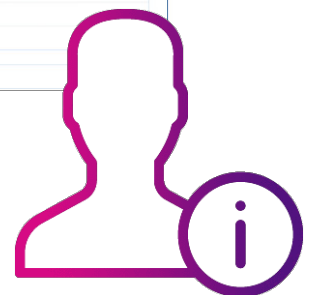
Complaints 

Safeguarding Level 1

Training Role(s) No training role

Appraiser Comments Add information

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 Doctor Account

Overview Information Constraints Insights & Reflections PDP Revalidation

Domain 1 - Knowledge, Skills and Performance

1 Activity/Achievement CPD Available Supporting Documentation

Title of event: Skills

Patient Feedback: Feedback good

2 Activity/Achievement CPD Available Supporting Documentation

Title of event: Skills

Activity:

Reason:

Reflection:

Outcome:

3 Activity/Achievement Quality Improvement Activity Available Supporting Documentation

Describe the activity:

CPD CPD

Add Doctor's Information Create New Information

On the 'Information' tab you can see the appraisal information that has been entered by a doctor. Here you can transfer doctor's information into the summary you are creating via the 'Add Doctor's Information' button, or you can '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.

Add Appraisal Information to Summary

Select appraisal information you would 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 of the Dr's information to the summary under the sections chosen by the Dr.

Type	Title	Domain	Supporting Documentation	Selection
Personal Information	Skills	Domain 1 - Knowledge, Skills and Performance	CPD	<input type="checkbox"/>
Patient and Colleague Feedback	Feedback good	Colleague Feedback Patient Feedback		<input type="checkbox"/>
Review of Clinical Outcomes	Review of outcomes	Domain 1 - Knowledge, Skills and Performance		<input type="checkbox"/>
Personal Information	MARS training	Domain 1 - Knowledge, Skills and Performance	Training	<input type="checkbox"/>

+ Add All Information > Add/merge Selected x Close

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.

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 Appraiser.

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

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"/>

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

You then need to select which supporting evidence to carry across in the following screen, along with the 'Domain' to add it into.

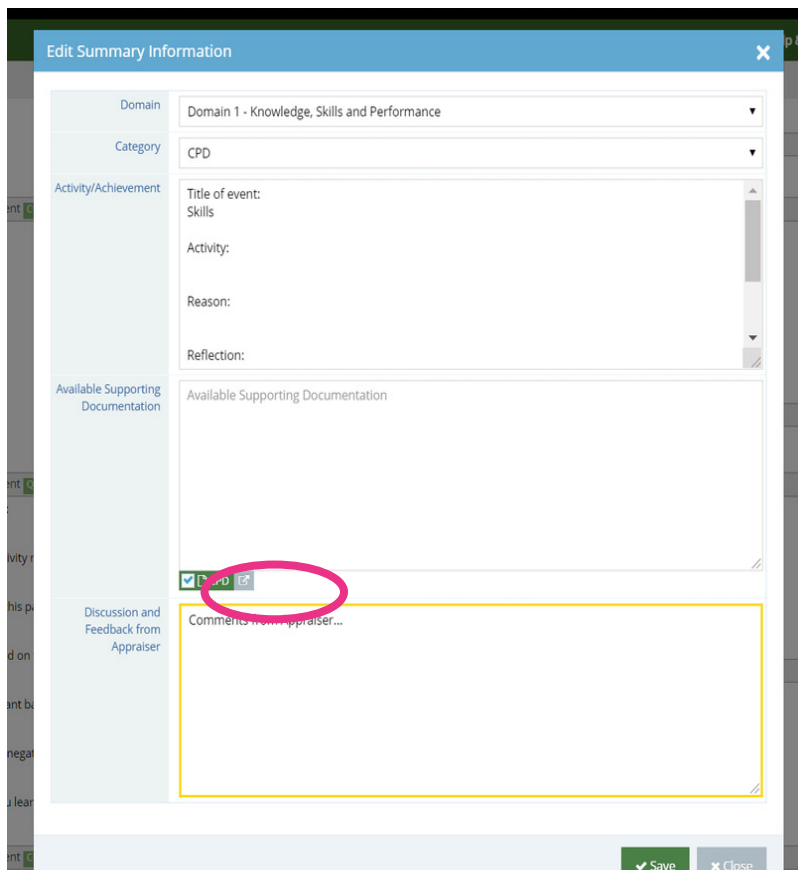
This will then result in the text, and supporting evidence being merged into the 'Domain' that was chosen, as one entry.

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. This can differ from the selections the Appraiser has entered. Once you have entered the information, press 'Save' to insert this information into the summary.



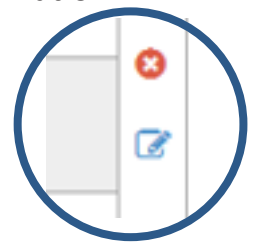
## Supporting Information




Tick the grey 'Available Supporting Information' box if you wish to include supporting information in the summary you are creating.

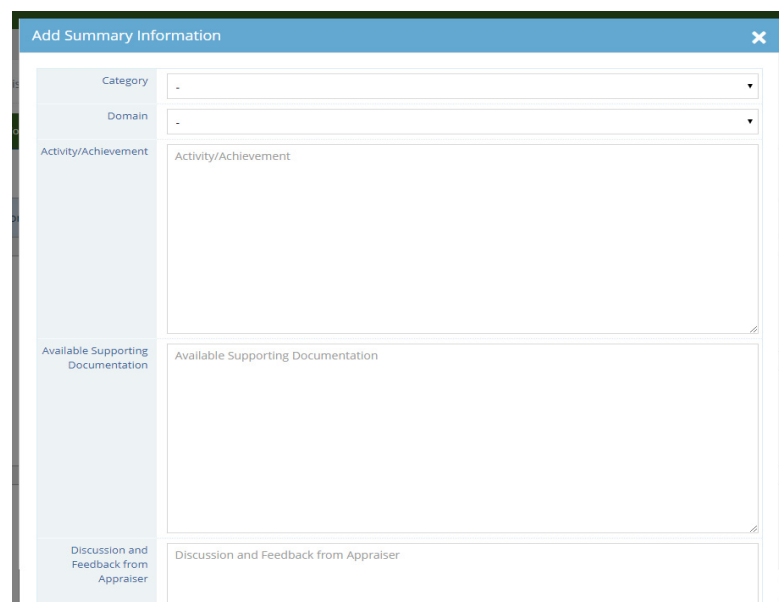
The 'Discussion and Feedback from Appraiser' box is where you can add comments informed by discussions you've had with the Appraisee.

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.



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



 Create New Information



## 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.

Summary Builder Appraisal summary for Doctor Account

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation
Constraint		Doctor Comment			Appraiser Comment
Personal constraints					
IT skills		Training needed			
Hospital constraints					
Service 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 Doctor Account

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation
Reflections					
Progress Reflection		Reflection			
Development Needs					
Appraiser Comments					
					

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'.

Summary Builder Appraisal summary for Steffan Biggs

Overview

Information

Constraints

Insights & Reflections

PDP

Revalidation

Agreed Activities

Agreed to be completed from this Appraisal

+ Add New Activity

Area	What/Description	Why	How	Who	Outcome	Edit/Delete
------	------------------	-----	-----	-----	---------	-------------

From Last Appraisal

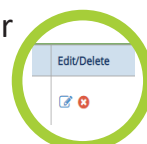
Agreed to be completed from last Appraisal

Area	What/Description	Why	How	Who	Outcome	Add to Agreed
------	------------------	-----	-----	-----	---------	---------------

Aspirational Activities

completed this appraisal period or for future appraisals

Area	What/Description	Why	How	Who	Expected Completion Date	Add to Agreed
Domain 1 - Knowledge, Skills and Performance	- test	test	test	test	test	<div>+</div>



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. You must 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

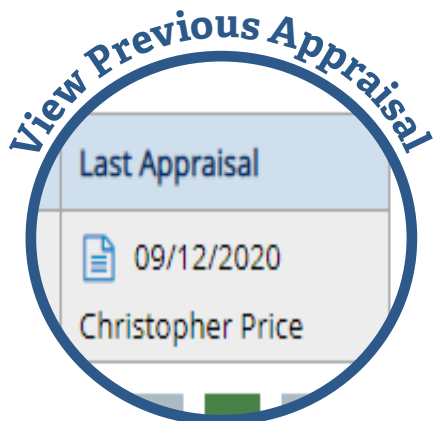
Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation
Please use the current appraisal section below to confirm whether the doctors has fulfilled their revalidation requirements for this appraisal. Please remember to 'save'					
Revalidation Date					
13/07/2024					
Current Appraisal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

Go to 'Appraisals' and then there is the last column for 'Last Appraisal' and click on the paper icon (this will bring up the doctors last appraisal summary).

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

A screenshot of the 'Current Appraisal' section. It shows a table with three columns: 'Complete' (green), 'Needs more work' (yellow), and 'Not in appraisal' (red). The rows are 'Scope of work' and 'PDP Reviewed', both with an 'Important Information' icon. Below the table, there is a 'Comments' field with a placeholder 'Max 136 characters', which is highlighted with a green oval.

Any comments entered as above would then appear on the Revalidation Progress Page for the doctor.

A screenshot of the 'Revalidation Progress' page. It shows a table of requirements with columns 'Exceptional Circumstances', 'Scope of work', 'PDP Reviewed', 'CPD', 'Probity & Health declarations', 'Review of Complaints and Compliments', and 'Significant Events'. A 'Current Appraisal' section is highlighted with a pink circle. A modal window titled 'Appraiser Comments for RO' is open, showing a 'Test for Doctor view - can Jo see this in Dr role?' and a 'Close' button.

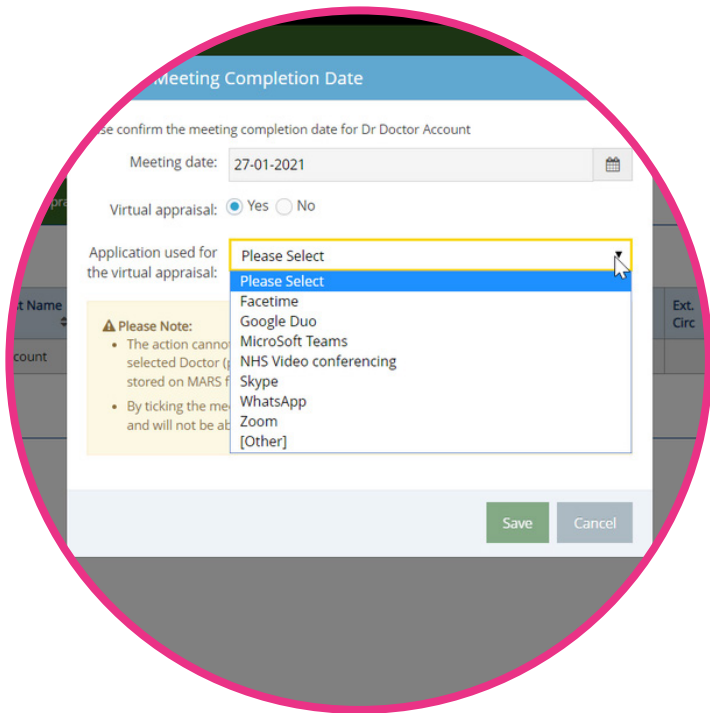
Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

## Submitting an Appraisal Summary

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

Current Appraisals											
Previous Appraisals											
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	Becy	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 you will need to check that these have been completely correctly.

You also need to confirm if the appraisal was conducted virtually. If you select yes then you need to choose which application package you used (e.g. MicrosoftTeams / Skype / Zoom etc.)

This information is carried over into the Dr's appraisal summary, and 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

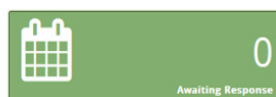
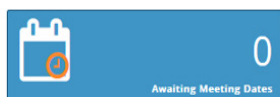
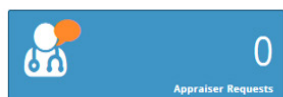
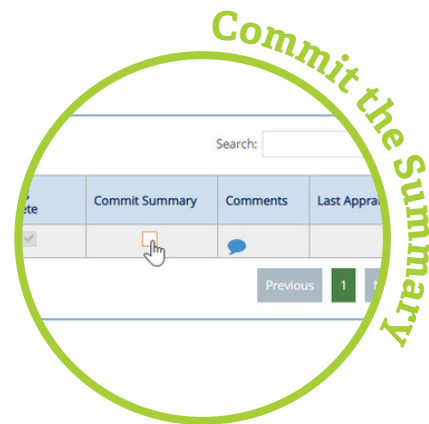
Appraiser:	Jo Small	Virtual Appraisal:	Yes - MicroSoft Teams
Meeting Date:	06/10/2020	Summary Committed:	09/10/2020



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 Appraisee will then be able to accept or reject the summary you have created.

If you 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 Appraisee is happy with their summary the 'Pending Summaries' box on the 'Appraiser > Manage' page will be populated with a number.



In the example above 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 Appraisee.

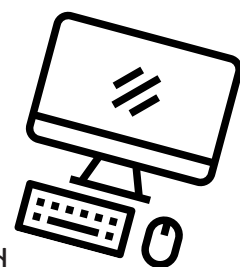
If the Appraisee **disagrees**, believes there are inaccuracies or requires something changed, they can use the disagree function. They will have to explain the reason for this rejection and you can review their comments accordingly. A red 'Rejected' icon will then show in the 'Commit Summary' column.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



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 – check the exceptions protocol in the key document library on our Frequently Asked Questions page (link at end of document) for further information regarding this or email the MARS Service Desk team.

## 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.



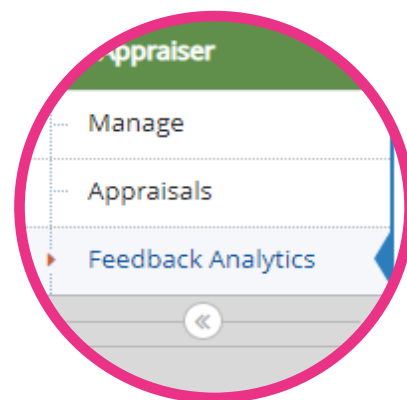
If you do download or print these files you should ensure you maintain agreed confidentiality principles. Appraisal information is highly confidential. Please ensure you safely dispose of printed information after use, and also that you permanently delete information that you download onto a personal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

To analyse the data, select 'Feedback Analytics' and then this will bring up blank fields which you will need to populate in order 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.



Appraiser > Feedback Analytics

Survey Results Information

Published Survey: Appraisal Feedback Survey - Live

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

Appraisers: Small, Jo

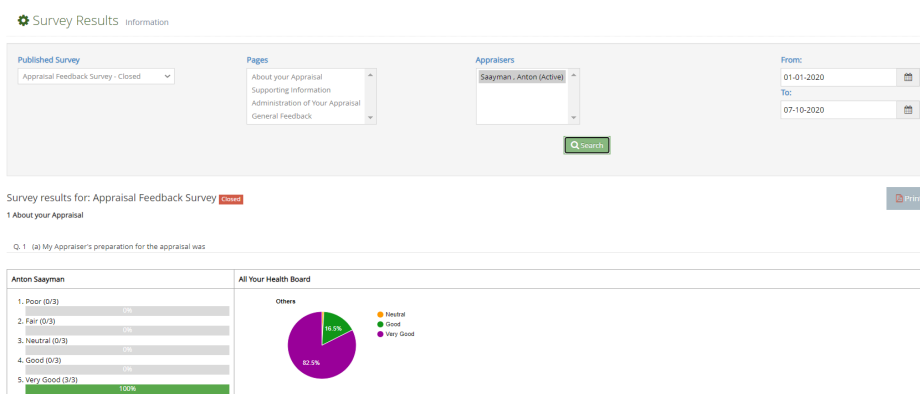
From: 2017 To: 2020

Search

As an Appraiser, you're able to view anonymised feedback from the doctors you have appraised since August 2017. To ensure anonymity, these are released in batches/multiples of 3. Therefore you must have completed at least 3 since then to view the results. If you have completed 5 appraisals for example, you will only be able to view 3 feedback responses until you have completed a 6th appraisal. Please select the 'From' and 'To' year above to view the feedback. If you want to view feedback for 2018 you should select both the 'From' and 'To' box as 2018. To view feedback from 2017 to 2018, please select 'From' as 2017 and 'To' as 2018.

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



## Save Your MARS Appraiser Feedback Survey to PDF

Once you have the survey selected, click on the 'Print' button 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.

Survey Results Information

Published Survey: Medical Appraisal Feedback Survey - Live

Pages: The Appraisal, The administration and the management of the appraisal system, The Appraiser, The Appraisal Overall

Appraisers: Owen, Ellie

From: 2021, To: 2021

Search

As an Appraiser, you're able to view anonymised feedback from the doctors you have appraised since August 2017. To ensure anonymity, these are released in batches/multiples of 3. Therefore you must have completed at least 3 since then to view the results. If you have completed 5 appraisals for example, you will only be able to view 3 feedback responses until you have completed a 6th appraisal. Please select the 'From' and 'To' year above to view the feedback. If you want to view feedback for 2018 you should select both the 'From' and 'To' box as 2018. To view feedback from 2017 to 2018, please select 'From' as 2017 and 'To' as 2018.

Survey results for: Medical Appraisal Feedback Survey

8 The Appraisal Overall

Print

## Further Information

MARS Help & Support - <https://marshelp.heiw.wales>

Orbit360 - this is now the patient and colleague feedback system for all doctors in Wales. You can register on Orbit360 at <https://orbit360.heiw.wales/> and initiate your feedback, please direct any enquires via email to [heiw.orbit360@wales.nhs.uk](mailto:heiw.orbit360@wales.nhs.uk) or visit our [Frequently Asked Questions](#) (FAQ) page for further information.

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:

**Post** - Revalidation Support Unit, Health Education and Improvement Wales, Tŷ Dysgu, Cefn Coed, Nantgarw, CF15 7QQ

**Email** - [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)