

MARS - Appraiser role video transcript (English)

- 0:01** MARS Medical Appraisal Revalidation System [logo]
- 0:01** Appraiser role tutorial
- 0:06** This video has been created to support Appraisers who are undertaking appraisals on MARS. We recommend you use up to date browsers and operating systems when using MARS, using the latest versions is more secure and provides better compatability with key features on the site.
- You may still be able to access the site on older browser versions but we cannot guarantee that all the features will work correctly or provide sufficient security. Please note that Windows 7 is no longer supported by Microsoft and therefore some features in MARS may not display correctly.
- To check your browser and operating system go to www.whatismybrowser.com
- 0:32** There are 3 tabs under Appraiser:
- Manage – here you can view and accept appraiser requests, book meetings and set availability.
- Appraisals – here you can see the doctors profile and all the information uploaded by the doctor. This is where you will edit and commit the appraisal summary.
- Feedback Analytics – here you can see anonymous feedback from appraisees you have appraised. This is released in increments of 3.
- 0:51** Within the ‘Manage’ page you can set your availability.
- 1:02** You can make certain months unavailable to appraisee’s.
- 1:10** If you only turn off 1 month in an AQ, you will still show as available for that quarter. You can add more detailed information to your Appraiser biopic.
- 1:24** Or you can specify dates you are available within ‘Manage Availability’.
- 2:08** If you have an appraisal allocation entered it will display here.
- 2:23** You are encouraged to write a short biopic.
- 2:51** Here you can see a brief overview of any appraisals you have underway or have undertaken.
- 3:08** You can view your calendar by quarter - the current quarter or all upcoming appraisals.
- 3:31** This box shows your pending ‘Appraiser Requests’.
- 3:42** The doctors revalidation date is here, you should consider this before accepting/rejecting the appraisal request.
- 3:59** Once you have accepted an appraiser request, you will need to confirm a meeting date with the appraisee.
- 4:07** You can enter a meeting date in 2 ways. You can choose a selection of dates/times for the appraisee to select from, or if you have agreed a meeting date/time outside of MARS, you can enter this directly into the calendar.
- 4:21** Click on the calendar icon and then suggest suitable meeting times.
- 5:06** If you send a selection of proposed meeting dates and the doctor does not agree one of these dates via MARS, MARS will take the first meeting date as confirmed and use this for system functions, such as lockout for example.
- 5:16** As you can see from the key the calendar is colour coded. In this instance the meetings are proposed as the appraisee has yet to agree a date.
- 5:26** The ‘Awaiting Response’ box has now been populated as the appraisee needs to respond to your meeting request.

- 5:33** Alternatively, if you have agreed a meeting date with your appraisee outside of MARS, you can enter a confirmed date directly into your calendar.
- 5:43** Double click your selected date, choose the appraisee, then enter the time of the meeting and enter any additional information.
- 6:08** The meeting will now appear on the appraisee's dashboard. You can see from the key that this is a booked meeting.
- 6:28** Now the meeting date has been entered on MARS, this box populates in preparation of the appraisal meeting and indicates outstanding summaries for you to complete.
- 6:44** Select 'Appraisals'.
- 6:50** When you select the 'Appraisal' page, you will see a list of doctors who you have agreed to appraise. You can start preparing for appraisal meetings and creating the appraisal summary in this section.
- 7:02** Anytime you see a blue icon you can view the appraisee's profile by clicking on it. There are 5 tabs to view, which show information about the appraisee.
- 7:14** This indicates the appraisee's primary employment.
- 7:49** This indicates a job plan has been uploaded. Click to download it.
- 7:58** You can view an appraisee's information 30 days prior to the meeting date entered on MARS.
- 8:22** This indicates electronic supporting information has been uploaded to MARS. You can click to download and view.
- 8:40** If there is no grey symbol, this indicates supporting information is available and will be brought to the appraisal meeting.
- 8:54** You can download all the appraisal information to a PDF document if you wish.
- 9:09** The 'Summary Builder' is where you will create the appraisal summary. There are 6 tabs you need to action.
- 9:24** You should enter professional context here which will appear at the beginning of the appraisal summary.
- 9:37** Should the appraisee wish to amend their declarations within the lock out period, you can unlock them from here.
- 9:57** The 'Information' tab is not auto-populated.
- 10:08** Click here to populate this section.
- 10:14** Here you can choose to add selected entries into the appraisal summary. You can add comments on these individually.
- 10:23** You can choose to 'merge' similar entries and comment on these as a collective entry. Once merged, you'll assign a category and type.
- 11:20** Alternatively you can 'Add All information'.
- 11:40** You should click here to add comments detailing the discussion at the appraisal meeting. These comments will be visible to the Health Board Revalidation teams.
- 12:00** All these sections are editable, including the category and type. You can edit the information that the appraisee has entered if they don't want this to appear in their appraisal summary or if you feel it is not appropriate.
- 12:34** If you need to 'Create New Information' that has not been included in the Appraisee's folder, but discussed at the meeting, you can do so here.
- 13:09** You can add comments to the constraints in the same way.

- 13:17** These comments are not mandatory, however they are encouraged. All comments are visible to the Health Board. If the appraisee has added comments that they don't want to be seen you can edit these.
- 13:45** Here you can view the appraisees progress against last years objectives.
- 13:52** Some of the objectives may have been met already. You can comment on these. Anything left in this section will be disregarded in the next appraisal.
- 14:12** If an objective has not been met but is still applicable it can be moved back to the 'Agreed PDP' for the next appraisal period, by selecting 'Add to Agreed'.
- 14:56** If the appraisee has added any aspirational PDP items and you agree this forms part of the PDP for the next appraisal period, you can move these over by selecting 'Add to Agreed'.
- 15:22** Any PDP items that arise from the appraisal discussion can be added using the blue 'Add New Activity' button.
- 16:01** Here you can document the appraisee's progress towards revalidation. You can enter comments under each sub-section if required.
- 16:46** Ensure you click 'Save Revalidation Changes'.
- 17:09** Once you have completed each tab, you will need to 'commit' the appraisal summary. The appraisee will be notified that this is available to review and will need to 'accept' or 'reject' this.
- 17:25** Once the meeting has taken place, you will need to mark this as 'complete' and confirm this went ahead. Please note, this cannot be reversed, so please ensure you are marking the correct meeting as complete.
- 17:40** You now have the option to select if the meeting was conducted virtually. If you select yes you will need to choose the application you used.
- 17:59** Once you have saved this box the 'actual meeting date' is confirmed in MARS and cannot be amended. It will also lock out the appraisee's declarations permanently.
- 18:14** Once you are happy with the appraisal summary you can commit it by clicking the 'Commit Summary' box.
- 18:19** The appraisee will receive a notification that the summary has been committed, giving them the option to accept or reject the summary.
- 18:25** The next step will show you how MARS appears if the appraisee rejects the appraisal summary.
- 18:37** The speech bubble indicates the reason the appraisee has rejected the summary.
- 18:41** You may wish to discuss this with the appraisee directly, if you decide that the appraisal summary should be amended, you should do this via the 'summary builder'. Once done, you'll need to re-commit the summary.
- 19:23** The summary can be committed again. The appraisee will be notified that the appraisal summary is available to review. The appraisee can accept or reject this.
- 19:30** The next step will show you how MARS appears if the appraisee accepts the appraisal summary.
- 19:37** Once the appraisee accepts the appraisal summary, they will be moved from 'Current Appraisals' to 'Previous Appraisals'.
- 19:46** If you wish to view or download the appraisal summary, you can do so here.
- 19:56** The Feedback Analytics page allows you to view anonymous feedback from appraisee's. These are released in batches of 3.
- 20:23** Select this option to download and/or print your feedback.

20:39 For further help and support, please email HEIW.MARS@wales.nhs.uk

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A library of resources created by the RSU to support with MARS, CPD and revalidation can be found at <https://marshelp.heiw.wales>

Created by the Revalidation Support Unit (RSU, Health Education and Improvement Wales).