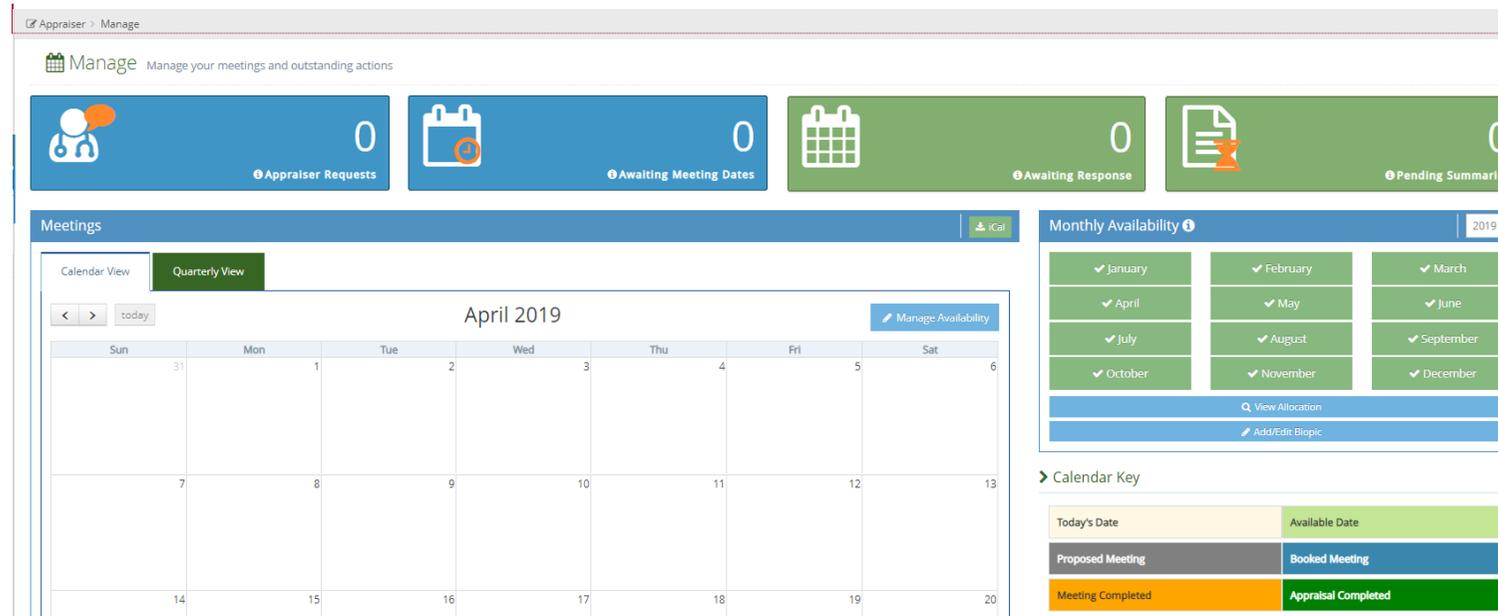## Quick MARS Guide – Appraiser Role

There are a couple of ways to set a meeting up on MARS and people use this in different ways. A common approach is that the appraisal is agreed outside of MARS and then put onto the system. To access the Appraiser pages select 'Appraiser' on the left hand menu and you have 2 pages – Manage & Appraisals The MARS process is;

Doctor selects Appraiser from their list > Appraiser accepts request > Appraiser can either send Doctor a selection of dates/times to choose from OR Appraiser can just input the meeting directly into the calendar.

The Appraiser > Manage page looks like this;

The next page you have is Appraiser > Appraisals

Here you will see a list of the Doctors you have accepted to appraise. You can switch tabs and view any previous appraisals you have undertaken.

☐ 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
20/05/2019 08:00 ⊗	👤 Beccy	Newton	rebecca.newton@wales.nhs.uk	Jan-Mar 2019	✓	📄 ⬇	📄 ⬇		☐	Pending	💬	

Showing 1 to 1 of 1 entries

Previous 1 Next

Here is the meeting date & time. You can cancel the meeting using the red cross but do not do this if you have started the appraisal summary.

You can click the blue person symbol here and you will see a pop-up box with the Doctor's full personal & professional information

Here is the Doctor's Allocated Quarter in which they should undertake their appraisal (this is aligned to Revalidation if possible)

Here you can view all the appraisal information entered by the Doctor. You can view this on-screen or use the download option

Here you will create a summary of the appraisal, mark the meeting as complete and 'commit' the summary to the Doctor

Dr's Current Profile   ✕

| Personal and Professional Information | Appraisal Information | Activities | Job Plan |

👤 **Personal Information**

Username/Email:	rebecca.newton@wales.nhs.uk		
First Name:	Beccy	Last Name:	Newton
Known As:		Gender:	
Date of Birth:			

📍 **Preferred Contact Information**   👥 **Professional Information**

Address:		GMC Number:	7414789
Town:		Specialty:	Clinical Genetics
County:		Status:	Substantive consultant post
Postcode:		Health Board:	DVLA
Contact Number:	02920687509	Other Relevant Qualifications:	

⚕ **Main Employment**

Health Board	Hospital	Primary

Appraisal Summary for Beccy Newton GMC#:7414789   ✕

Download PDF ⬇

Information	Sections	Supporting Documents
📄 Personal Information		
Title of event: CPD course		
Activity: This is where the Doctor will enter all the relevant information for their appraisal. The Doctor can also upload supporting information to support their written entries. This is the activity I have undertaken	📄 Domain 1 - Knowledge, Skills and Performance	📄 Fake Supporting Information
Reason: This is the reason I have done this		
Reflection: This is my reflection		
Outcome: This is the outcome		
📄 Patient and Colleague Feedback		
Patient Feedback : Here the Doctor will write their reflections on their patient feedback	📄 Colleague Feedback	📄 Fake 360 report
Colleague Feedback: Here the Doctor will write their reflections on their colleague feedback	📄 Patient Feedback	
📄 Clinical Audit		
Title and date(s) of audit: My Clinical Audit		
Your role in the audit How does this represent your practice? : Fake text relating to this audit		
Summary of results: Summary of results following the audit cycle	📄 Domain 2 - Safety and Quality	📄 Fake Audit upload
Summary of changes made: Summary of the changes I have made to my practice		
Reflection: This is my reflection following the audit		

✕ Close

Creating the appraisal summary

We have a 'summary builder' to create the appraisal summary, there are 6 tabs to work through in total.

1. Overview

This is where you can add professional context and review the Doctor's declarations.

Please note: If the Doctor has completed their declarations incorrectly, you are able to 'unlock' these on this screen. This will allow the Doctor to login and re-complete their declarations.

2. Information

When you first go to the information tab, this will be blank, bar the information headings. This is where you can copy the Doctors information in to the summary.

Here you should select 'Add Doctor's Information' and a pop up box will appear.

You can copy the information over in 2 ways. Either just 'add all' or you can choose to merge similar entries (if there were multiple entries on CPD course that were very similar for example).

It all depends on how you work and what the RO likes in appraisal, some prefer summarisation and others like all the information to be copied into the summary.

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	Domain	Supporting Documentation	Selection
Personal Information	CPD course	Domain 1 - Knowledge, Skills and Performance	Fake Supporting Information	☐
Patient and Colleague Feedback	Here the Doctor will write their reflections on their patient feedback	Colleague Feedback Patient Feedback	Fake 360 report	☐
Clinical Audit	My Clinical Audit	Domain 2 - Safety and Quality	Fake Audit upload	☐

+ Add All Information   > Add/merge Selected   × Close

Once you have copied the Doctor's information over, you will see something like this;

> Domain 1 - Knowledge, Skills and Performance

1 Activity/Achievement **CPD**	Available Supporting Documentation
Title of event: CPD course Activity: This is where the Doctor will enter all the relevant information for their appraisal. The Doctor can also upload supporting information to support their written entries. This is the activity I have undertaken Reason: This is the reason I have done this Reflection: This is my reflection Outcome: This is the outcome	📄 Fake Supporting Information ⧉
	Discussion and Feedback from Appraiser

> Domain 2 - Safety and Quality

2 Activity/Achievement **Quality Improvement Activity**	Available Supporting Documentation
Title and date(s) of audit: My Clinical Audit Your role in the audit How does this represent your practice?: Fake text relating to this audit Summary of results: Summary of results following the audit cycle Summary of changes made: Summary of the changes I have made to my practice Reflection: This is my reflection following the audit	📄 Fake Audit upload ⧉
	Discussion and Feedback from Appraiser

Doctor's information here

Supporting Information

Your Appraiser comments here. You can populate this section using the blue edit button on the right hand side. You can also edit the Doctor's information (if for example a patient name is included) or you can delete an entry using the red cross.

3 &4 – Constraints, Insights & Reflections

Here you can view any constraints & progress reflections that have been entered, along with any developmental needs.

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation

Constraint	Doctor Comment	Appraiser Comment	
Personal constraints			
Being out of hours Dependant children Personal time management	Here the Doctor can write free text comments relating to any personal constraints they have identified if they wish		✎
Hospital constraints			
Finance/availability of locums Workload distribution	Here the Doctor can write free text comments relating to any hospital constraints they have identified if they wish		✎
Service constraints			
No service constraints identified	Here the Doctor can write free text comments relating to any service constraints they have identified if they wish		✎

Overview	Information	Constraints	Insights & Reflections	PDP	Revalidation

Reflections	
Progress Reflection	Here the Doctor can write some generic reflections on their progress during their appraisal period if they wish
Development Needs	Here the Doctor can identify development wants/needs for their next appraisal period if they wish. The PDP on MARS is typically created by the Appraiser but the Doctor can identify PDP needs below if they wish

Appraiser Comments	
	✎

5. PDP

Please note: If this is the Doctor's first appraisal on MARS, they will not have a PDP 'from last appraisal' as we cannot add this retrospectively. If this is not their first MARS appraisal, the previous PDP will appear in the 'from last appraisal' box and the Doctor will need to indicate whether they have 'fully met', 'partially met' or 'not met' each PDP item.

To create a PDP item, select 'add new activity' on the right hand side.

Alternatively, if a Doctor has added a PDP item through the 'Aspirational PDP' and you agree this should be moved to the agreed PDP, you can select this button to move this over.

6. Revalidation

The final tab is where you can indicate the status of the strands of information required for Revalidation. You can also add comments if required.

	Complete	Needs more work	Not in appraisal
Scope of work ⓘ Important Information	●		○
Comments:	Max 136 characters		
PDP Reviewed ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
CPD ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Probity & Health declarations ⓘ Important Information	●		○
Comments:	Max 136 characters		
Review of Complaints and Compliments ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Significant Events ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Supporting Information - Quality Improvement Activity ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Patient Feedback ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Colleague Feedback ⓘ Important Information	○	○	●
Comments:	Max 136 characters		
Whole Practice Appraisal ⓘ Important Information	○	○	●
Comments:	Max 136 characters		

✔ Save Revalidation Changes

Once you have created the appraisal summary and gone through the tabs in the summary builder, you will be able to finalise the appraisal.
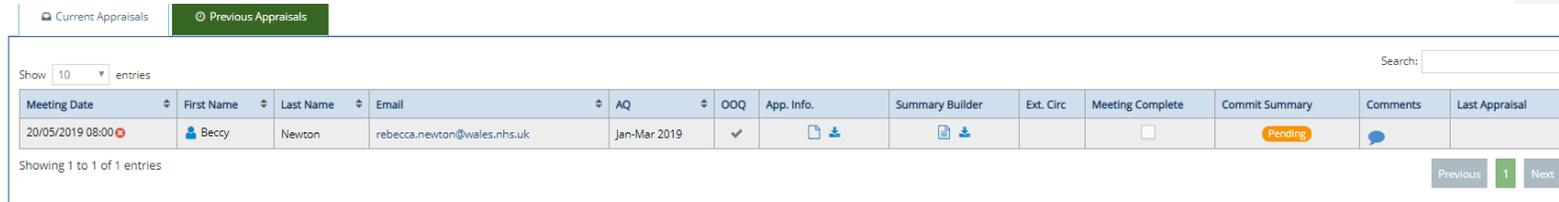
Meeting Date	First Name	Last Name	Email	AQ	OOQ	App. Info.	Summary Builder	Ext. Circ	Meeting Complete	Commit Summary	Comments	Last Appraisal
20/05/2019 08:00 ⊗	👤 Beccy	Newton	rebecca.newton@wales.nhs.uk	Jan-Mar 2019	✔	📄 ⬇	📄 ⬇		☐	Pending	💬	

Showing 1 to 1 of 1 entries

Mark the meeting as complete – if you select the box under 'meeting complete', you will be asked to confirm the meeting date again. Once the meeting has been marked as complete, the meeting date cannot be changed.

Commit the summary – once you are happy with the appraisal summary, select the box in the 'commit summary' column. This will send the appraisal summary electronically to the Doctor's MARS account. They will receive a notification to review the summary. If the Doctor accepts the summary, the process is complete and the appraisal will revert into the 'previous appraisals' tab.

If the Doctor is not happy with the summary, they can 'reject' it, a box will pop up where they can write their comments. You can then review the summary again or have further discussion with the Doctor. The summary can then be recommitted.

Commented [RN(5): You will not be able to commit the appraisal summary until;

-The Doctor has saved their declarations
-The appraisals summary is not blank
-The Revalidation progress has been completed