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# MARS User Guide

## Appraiser

Welcome to the MARS (Medical Appraisal and Revalidation System) user guide for appraisers. This guide is designed to help you understand how to use the platform, from setting up your appraiser role to completing the appraisal process.



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# Appraiser Set Up

## Switching Between Roles

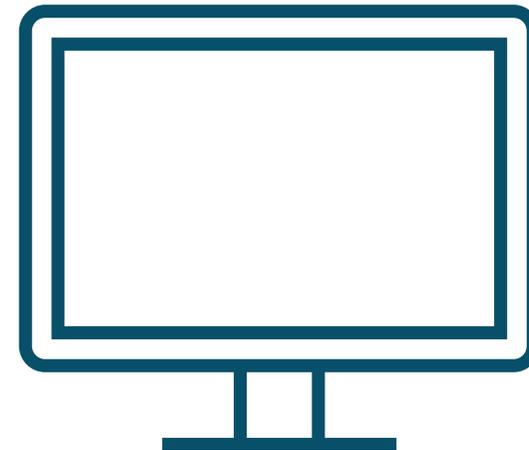
Once activated, you can switch between the "Doctor" and "Appraiser" roles:

- When you log into MARS, you are initially logged in as the "Doctor."
- To access the appraiser functions, click on Appraiser in the left-hand drop-down menu.

## Appraiser Menu Options

After selecting the Appraiser option, you will see three main options:

- **Manage:** Set availability, view your calendar, and complete outstanding actions.
- **Appraisals:** View and manage appraisals, including editing summaries.
- **Feedback analytics:** view anonymised feedback from the doctors you have appraised.



- Dashboard
- Admin
- Doctor
- AL
- Appraiser
- Manage
- Appraisals
- Password change
- Feedback Analytics

Appraiser > Manage

Manage Manage your meetings and outstanding actions

0  
**Appraiser Requests**

0  
**Awaiting Meeting Dates**

0  
**Awaiting Response**

0  
**Pending Summaries**

Meetings

Calendar View Quarterly View

< > today October 2023  Manage Availability

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 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  |

Monthly Availability 2023

|           |            |             |
|-----------|------------|-------------|
| ✓ January | ✓ February | ✓ March     |
| ✓ April   | ✗ May      | ✓ June      |
| ✓ July    | ✓ August   | ✓ September |
| ✗ October | ✓ November | ✗ December  |

View Allocation  
Add/Edit Biopic

Capacity/Quota Overview 2023

View Capacity/Quota

Calendar Key

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

# Setting Appraiser Availability

Before you start accepting or rejecting potential appraisees and scheduling appraisal meetings, it's a good idea to create a brief biopic to help doctors get to know you. This can include your clinical interests, area of specialty, location, and availability. Here's how you can set your biopic and manage your availability:



The screenshot shows a user interface for setting monthly availability. At the top, there is a blue header with the text 'Monthly Availability' and an information icon, followed by a dropdown menu set to '2023'. Below this is a grid of 12 green buttons, each representing a month from January to December and containing a white checkmark. At the bottom of the grid are two blue buttons: 'View Allocation' with a magnifying glass icon and 'Add/Edit Biopic' with a pencil icon.

## Adding Your Biopic

1. On the left-hand side of your screen, click **'Manage'**.
2. Select 'Monthly Availability': Under this section, find the blue box labeled 'Monthly Availability'.
3. Click 'Add/Edit Biopic': A text box will appear where you can write a short biography. Focus on your clinical interests, specialty, availability, and location.

## Setting Your Availability

MARS automatically sets you as available for appraisals as soon as your account is created, but you can specify certain dates and times for your availability. Follow these steps:

1. Navigate to the Calendar on the Appraiser role dashboard.
2. Click 'Manage Availability': At the top right of the calendar, you'll see the Manage Availability icon. Click this icon to open the availability settings.
3. Select Available Dates: Use the 'From' and 'To' fields to select dates and times when you are available for appraisals. You can choose:
  - Single Days or;
  - Time Periods (e.g., Monday mornings).
4. Select Weekly or Monthly Availability: You can set recurring availability for specific days (e.g., every Monday and Wednesday from 9 AM to 1 PM) or set monthly availability.

**Example:** If you are available every Monday in January, the calendar will show green boxes for each Monday in January.

5. Set Unavailability: If you are not available during a specific month or period, you can mark those months as unavailable by clicking on the month and turning the box grey. For example, if you are on leave in February, mark the February box as grey. If an appraiser tries to book during that time, they will receive a notification that you are unavailable.

Use the 'from' and 'to' fields below to add availability slots to your calendar. Once added, they will be listed below and grouped in months. Use the navigation arrows to cycle through months and click on any availability date to remove that slot.

Navigate Booked Slots

From To AM/PM

Nov 2023

+ Add Availability

Repeat

Mon  Tue  Wed  Thu  Fri  Sat  Sun

01/11/2023 ✖ 06/11/2023 ✖ 07/11/2023 ✖ 08/11/2023 ✖ 13/11/2023 ✖ 14/11/2023 ✖

15/11/2023 ✖ 20/11/2023 ✖ 21/11/2023 ✖ 22/11/2023 ✖ 27/11/2023 ✖ 28/11/2023 ✖

29/11/2023 ✖

Monthly Availability ⓘ 2023

✓ January ✓ February ✓ March

✓ April ✓ May ✓ June

✓ July ✓ August ✓ September

✓ October ✓ November ✓ December

View Allocation

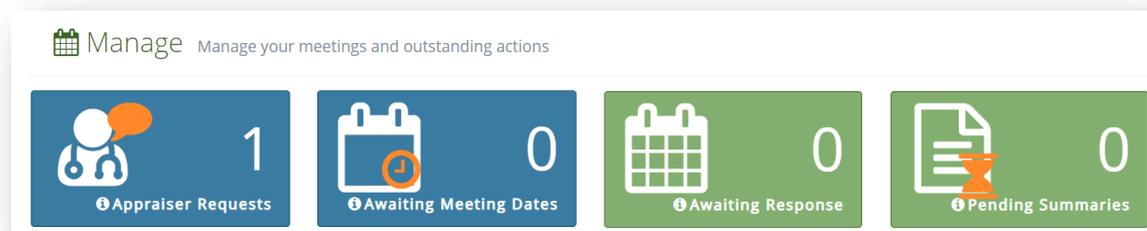
Add/Edit Biopic

# Arranging an Appraisal Meeting

Once a doctor has selected you as their appraiser within their Allocated Quarter (AQ), and provided you have availability, you will be notified via email. You'll also see a number appear in your Appraiser Requests box on your dashboard.

## Respond to the Appraisal Request

1. **Click on the Appraiser Requests Box:** This will open a new selection screen.
2. **View Appraisee Information:** You can click on the doctor's name to view more details about the appraisee.
3. **Confirm or Reject the Request:**
  - o To **accept** the request, click the **green tick** icon.
  - o To **reject** the request, click the **red 'X'** icon.



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 | Revalidation Date | Action |
|------|----------|----|------|----------------|--------------|---------------------------|-------------------|--------|
|      |          |    |      |                | 25/10/2023   |                           |                   | ✓ ✗    |

**Reval Date:**

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 **November** for their appraisal meeting.

Date:  Time:  Choose Date(s)

Selected Dates:

- ✗
- ✗
- ✗

Meeting Information:

Send ✗ Cancel

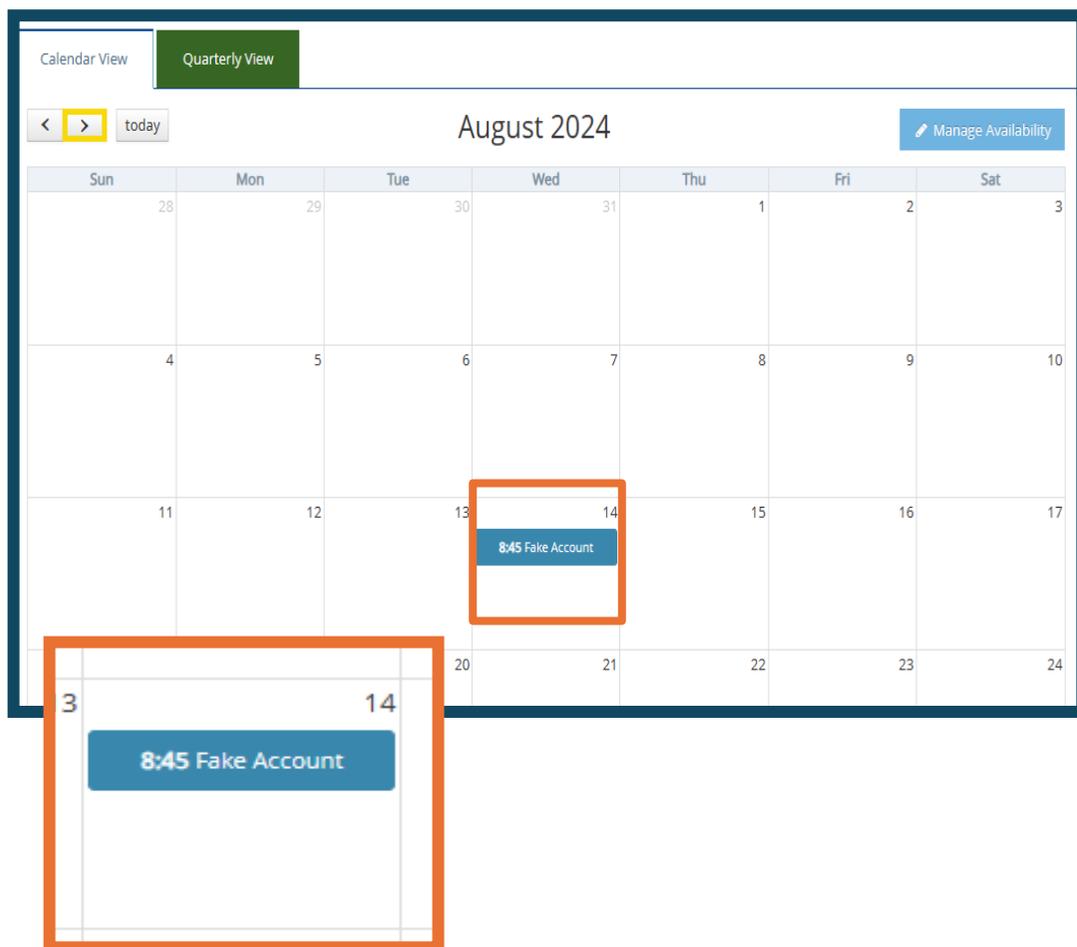
## Propose Meeting Dates

If you accept the request, the next step is to propose a specific meeting date. This can be done through the **Awaiting Meeting Dates** box, which will show a number representing the number of meetings you need to arrange.

1. **Click the Awaiting Meeting Dates Box:** This will open the option to arrange a meeting with the doctor you'll be appraising.
2. **Propose Multiple Dates:**
  - To suggest several dates, click the **calendar button** in the **Action** column. A new window will appear where you can propose up to three different meeting dates and times.
  - Doctors will only be able to choose from the options you provide.
3. **Preferred Appraisal Month:** You will also be able to see the doctor's preferred appraisal month in this section.

## Send Date Suggestions

- After selecting the dates, click **'Send'** to send the proposed dates to your appraisee.
- You will now see the **Awaiting Response** box populated with a number representing the pending responses.



## Appraiser Chooses a Date

- The appraiser will select the date that works best for them from the options you provided.
- Once the appraiser confirms a date, it will appear in your calendar.

## Modifying or Cancelling Proposed Dates

While waiting for the appraiser's response, you can modify or cancel the proposed dates:

- To **cancel a proposed date**, click on the **red 'X'** next to the date. If you cancel all proposed dates, you can select new ones.

## Confirmation and Preparing for the Appraisal

Once the appraiser accepts a meeting date, it will appear in your calendar. You will also be able to see the appraiser's appraisal information if the meeting is within **30 days**. This allows you to start preparing the **appraisal summary**. The **Pending Summaries** box will show the number of appraisals pending for you to complete.

# Viewing and Building the Appraisal Summary

To begin reviewing and creating the appraisal summary, you need to view the information the doctor has submitted. Here's how to do that and start building the summary.

## Access Appraisal Information

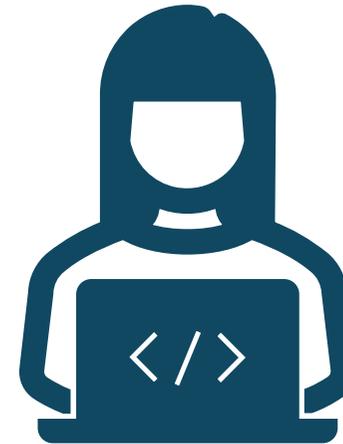


1. From the Dashboard:
  - Click on the Pending Summaries box.
  - Click on the paper icon in the View Summary column to open the details.
2. From the Appraiser Page:
  - Go to the Appraiser > Appraisals page.
  - Click on the paper icon (view) or the download arrow icon (download) in the 'App. Info' column to either view or download the information.

You will be able to see the appraisal information submitted by the doctor, including their selected domains and any supporting information they've provided.

## Start Building the Appraisal Summary

1. Go to the Summary Builder Page: Once you've reviewed the submitted information, you can begin creating the appraisal summary.
2. View and Edit Summary:
  - Click on the View and Edit button (paper icon) to go to the Overview page.
  - On the Overview page, you'll find sections on probity and declarations.
3. Unlock Probity & Declarations: If needed, you can unlock this section to make changes (e.g., if the doctor made an error in their initial entry).
4. Virtual Appraisal: This section will default to "No," but you can amend this when you mark the meeting as complete.



### > Probity and Declarations

Unlock Declarations for Doctor ⓘ

🔒 Unlock ⓘ

Confirm Personal and Professional Details  
(Scope of Work) 🔍 [View Doctor details](#)

Disagreed

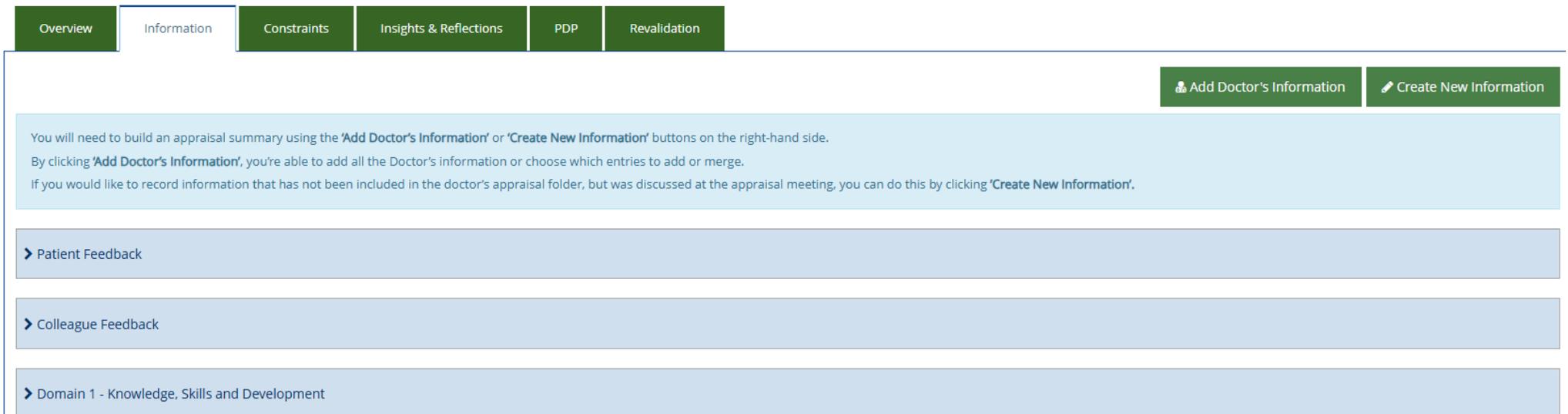
## Creating the Summary

### 1. Information Tab:

- Under the Information tab, you'll see the details submitted by the doctor. You can add this information to the summary you're creating by:
  - Clicking Add Doctor's Information to pull details from the doctor's profile.
  - Clicking Create New Information if you need to add new content (e.g., notes from the meeting).

### 2. Select the Information:

- You can tick the boxes on the right to choose specific pieces of information to add to the summary.
- Alternatively, you can click Add All Information to transfer all the appraisal entries at once.



The screenshot shows a navigation bar with tabs: Overview, Information (selected), Constraints, Insights & Reflections, PDP, and Revalidation. On the right side of the main content area, there are two green buttons: 'Add Doctor's Information' and 'Create New Information'. Below these buttons is a light blue informational box with the following text:

You will need to build an appraisal summary using the 'Add Doctor's Information' or 'Create New Information' buttons on the right-hand side. By clicking 'Add Doctor's Information', you're able to add all the Doctor's information or choose which entries to add or merge. If you would like to record information that has not been included in the doctor's appraisal folder, but was discussed at the appraisal meeting, you can do this by clicking 'Create New Information'.

Below the informational box are three expandable sections, each with a right-pointing arrow:

- > Patient Feedback
- > Colleague Feedback
- > Domain 1 - Knowledge, Skills and Development

### 3. Group Entries:

- Use the Add/Merge Selected button to group related entries. This allows you to organise the information better and assign it to the correct domain.
- To use Add/Merge Selected, simply select the entries you wish to group and click Add/Merge. This will bring the selected entries into one category and domain.

### 4. Merge Information:

- After selecting entries to merge, you will be prompted to choose which supporting evidence to include.
- You will then select the Domain (e.g., Clinical Skills, **Professional Development**) to add it to.

### 5. Add Supporting Evidence:

- Select the tick boxes to highlight relevant evidence, then click +Add Selected to add this information into the chosen domain.

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

If you choose to merge entries, MARS will automatically default to the first domain selected in these entries. This can be amended on the next page if required.

Choosing to "Add All Information" (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                |
|-------------------|------------------|--|--------------------------|--------------------------|
| Significant Event | Testing Domain 4 | Domain 3 - Colleagues, culture, and safety<br>Domain 4 - Trust and professionalism |                          | <input type="checkbox"/> |

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

Category: -

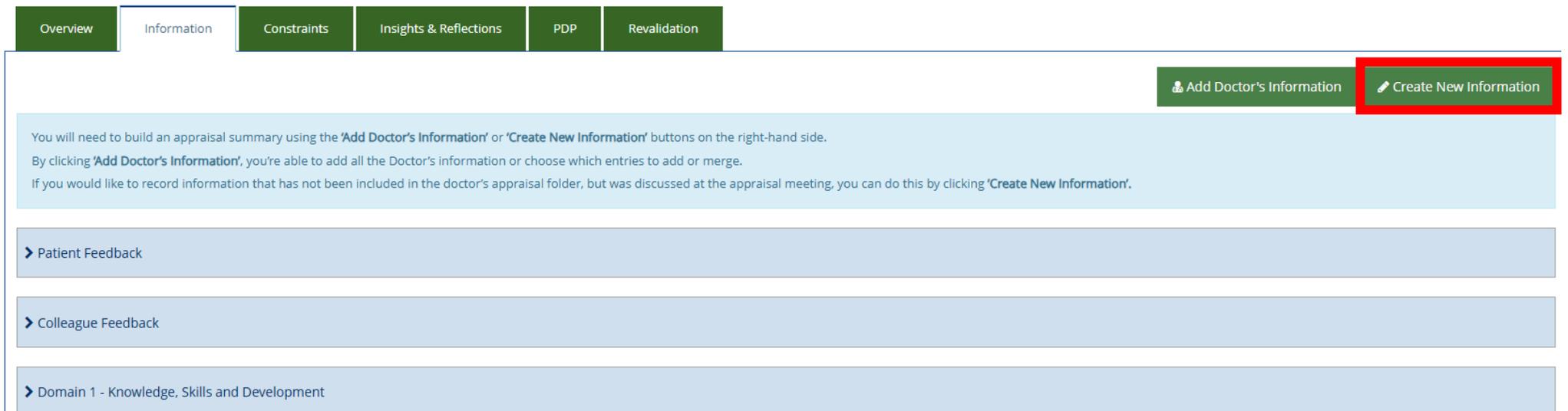
Domain: -

Activity/Achievement: Describe the case review/discussion activity. When did it take place? :  
Example  
Patient Feedback :  
Example  
Title:  
Example

Available Supporting Documentation: Available Supporting Documentation

## Finalizing the Summary

- 1. Enter Your Analysis:** Once information is added, you can enter your own analysis or comments on the appraisal summary.
  - You can change the domain or category if needed to better fit the context of the appraisal.
  - Press Save to insert the information into the summary.
- 2. Discussion and Feedback from Appraiser:** This section is where you can add feedback based on the discussion during the appraisal meeting.
- 3. Edit or Delete Information:**
  - To delete a section, click the **red 'X'** next to the entry.
  - To edit an entry, click the **pen icon** next to the information.
- 4. Add New Information:** If there's new information from the appraisal meeting that wasn't previously submitted by the doctor, click Create New Information.
  - Choose a domain and category, then enter the relevant details.



The screenshot shows the 'Information' tab selected in a navigation menu. Below the menu, there are two buttons: 'Add Doctor's Information' and 'Create New Information'. The 'Create New Information' button is highlighted with a red border. Below the buttons, there is a light blue box containing instructions: 'You will need to build an appraisal summary using the 'Add Doctor's Information' or 'Create New Information' buttons on the right-hand side. By clicking 'Add Doctor's Information', you're able to add all the Doctor's information or choose which entries to add or merge. If you would like to record information that has not been included in the doctor's appraisal folder, but was discussed at the appraisal meeting, you can do this by clicking 'Create New Information'.' Below this box, there are three expandable sections: 'Patient Feedback', 'Colleague Feedback', and 'Domain 1 - Knowledge, Skills and Development'.

# Constraints

## Viewing and Managing Constraints:

### How to view and comment on constraints:

- Doctors can now add free-text comments alongside individual constraints. You can review and edit these comments in the Summary Builder > Constraints section by clicking on the free text.
- If a doctor used the previous format to add free-text, their comments will still be available under Doctor Comments when you click the edit/pen icon. These remain editable.
- You can add your own comments using the edit/pen icon, which opens a large free-text box as before.
- Once all appraisals are complete using the previous format you will no longer see the Doctor Comments box when you click the edit/pen icon.

Summary Builder Appraisal summary for Rhiannon DAS Owens

Overview Information Constraints Insights & Reflections PDP Revalidation

For further information and support around health and well-being please visit [Health Education and Improvement Wales Colleague Health and Wellbeing Resources](#).

| Constraint  | Appraiser Comment   |
|---|---|
| Personal constraints  |   |
| <b>Constraint: Discrimination</b><br>Note: <a href="#">New free text</a>              |   |
| <b>Constraint: Dependant children</b><br>Note: <a href="#">New Free Text</a>          | Appraiser 6  |
| Hospital constraints  |   |
| <b>Constraint: Changes to work environment</b><br>Note: <a href="#">New Free Text</a> |              |
| Service constraints   |   |
|   |              |

# Insights and Reflections

The Insights and Reflections section helps you track the appraisee's

## Reviewing and Adding Comments

View Progress and Development Needs:

In this section, you can view the progress reflections and identified development needs that the appraisee has outlined.

## Add Your Comments

You can add your own comments in the Appraiser Comments section. Click the pen and paper icon next to the comments box to enter your feedback and reflections.

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

# Personal Development Plan (PDP)

The PDP page is where the appraisee's development plans are outlined, along with their progress on agreed activities.

## Managing PDP Activities:

### View PDP and Progress:

- On this page, you can see the appraisee's personal development plans and the progress they've made.

### Comment on or Edit PDP Activities:

In the 'Agreed Activities' section, you can:

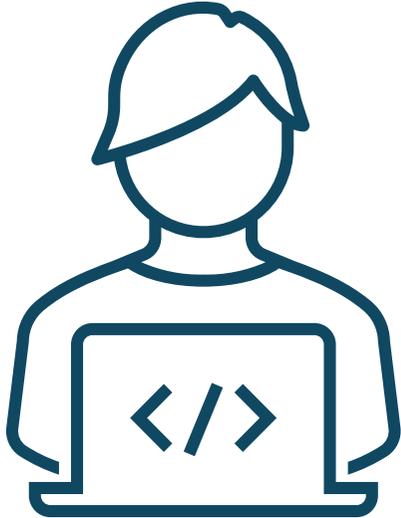
- Comment on current activities.
- Edit the existing PDP activities as necessary (e.g., if any changes were made or activities need further clarification).

### Move Unfinished PDP Items:

If a doctor has not completed aspects of their previous PDP, you can move them to the current PDP by adding them to the 'Agreed Activities' section. This ensures continuity in their development.

| Appraisal Information   | Constraints      | Insights and Reflections | Current PDP | Declarations |
|---|------------------|--------------------------|-------------|--------------|
| Your current list of agreed PDP from your last appraisal. Please add the status of each and where completed, the location of the evidence |                  |                          |             |              |
| Area  | What/Description | Why                      | How         |              |

| Overview   | Information      | Constraints | Insights & Reflections | PDP | Revalidation             |               |
|--|------------------|-------------|------------------------|-----|--------------------------|---------------|
| PDP items should be SMART (Specific, Measurable, Achievable, Realistic, Timebound) to ensure they are clear and reachable. You should use the 'add new activity' button to add PDP items for the doctor. |                  |             |                        |     |                          |               |
| Agreed Activities Agreed to be completed from this Appraisal <a href="#">+ Add New Activity</a>  |                  |             |                        |     |                          |               |
| 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 |



### **Aspirational Aims:**

During the appraisal meeting, aspirational aims (long-term development goals) will be discussed with the appraisee.

You have the option to decide whether to:

- Add these aims to the 'Agreed Activities' section.
- Or, leave them out if you think they are not yet suitable or need further discussion.

### **Add New Activities:**

If any new activities were discussed during the appraisal meeting that were not previously included in the appraisal information, you can add them to the PDP by selecting 'Add New Activity'.

# Revalidation Page

On the Revalidation page, you must confirm whether the doctor has fulfilled their revalidation requirements for the current appraisal period. This is a mandatory step before you can commit the appraisal summary.

## **Handling Sections Not Included in This Appraisal**

If a particular section is not included in this year's appraisal, you should select the 'Not in appraisal' column. This will indicate that this section has not been reviewed or discussed for this particular cycle.

## **Viewing Revalidation Date and Previous Appraisals**

The page will show the doctor's revalidation date, which is the date the Responsible Officer (RO) made the recommendation for revalidation.

## **Save Changes:**

**IMPORTANT:** After reviewing and entering any necessary information, press the 'Save Revalidation Changes' button to ensure all updates are saved. Without saving, the revalidation section will not be finalized, and you will not be able to complete the appraisal summary.

## You can also view the doctor's previous appraisals:

Go to the 'Appraisals' section.

In the 'Last Appraisal' column, click on the paper icon to open the doctor's last appraisal summary.

This allows you to review previous appraisals and ensure continuity in the doctor's revalidation journey.

### Adding Comments for Each Revalidation Requirement

For each revalidation requirement, you will see a Comments section under the relevant heading. Here, you can:

Add comments based on the doctor's performance, progress, or any issues that need to be addressed.

Your comments will appear in the Revalidation Progress Page for the doctor, providing a record of the discussions and decisions made during the appraisal

|  | Complete  | Needs more work                  | Not in appraisal      |
|--|---|----------------------------------|-----------------------|
| Scope of work<br> Important Information   | <input checked="" type="radio"/>                |                                  | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| PDP Reviewed<br> Important Information  | <input type="radio"/>                           | <input checked="" type="radio"/> | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| CPD<br> Important Information   | <input type="radio"/>                           | <input checked="" type="radio"/> | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| Probity & Health declarations<br> Important Information                           | <input checked="" type="radio"/>                |                                  | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| Review of Complaints and Compliments<br> Important Information                    | <input checked="" type="radio"/>                | <input type="radio"/>            | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| Significant Events<br> Important Information                                      | <input checked="" type="radio"/>                | <input type="radio"/>            | <input type="radio"/> |
| Comments:  | <input type="text" value="Max 136 characters"/> |                                  |                       |
| Supporting Information - Quality Improvement Activity<br> Important Information | <input checked="" type="radio"/>                | <input type="radio"/>            | <input type="radio"/> |

# Submitting an Appraisal Summary

| App. Info.   | Summary Builder   | Ext. Circ | Meeting Complete         | Commit Summary       | Comments  | Last Appraisal |
|--|---|-----------|--------------------------|----------------------|---|----------------|
|  |  |           | <input type="checkbox"/> | <span>Pending</span> |  |                |

## Steps for Submitting the Appraisal Summary

### 1. Mark the Meeting as Complete

#### Select the 'Meeting Complete' Box:

Once the appraisal meeting has been completed, you can mark it as finished by ticking the 'Meeting Complete' box on the 'Appraisals' page. This is a crucial step in finalizing the appraisal process.

### 1. Confirmation Pop-Up Box

After selecting this option, a pop-up box will appear asking you to:

Confirm the meeting date.

Acknowledge that once the meeting is marked complete, the doctor's declarations will be locked and cannot be edited.

Ensure that the declarations have been completed correctly by the appraisee before ticking this box.

### 3. Confirm Virtual Appraisal (if applicable)

If the appraisal meeting took place virtually (e.g., via Zoom, Skype, or Microsoft Teams), you will need to confirm this by selecting 'Yes' to indicate that the meeting was virtual.

You will then be prompted to select which application package was used for the virtual meeting (e.g., Microsoft Teams, Skype, Zoom, etc.).

### Confirm Meeting Completion Date

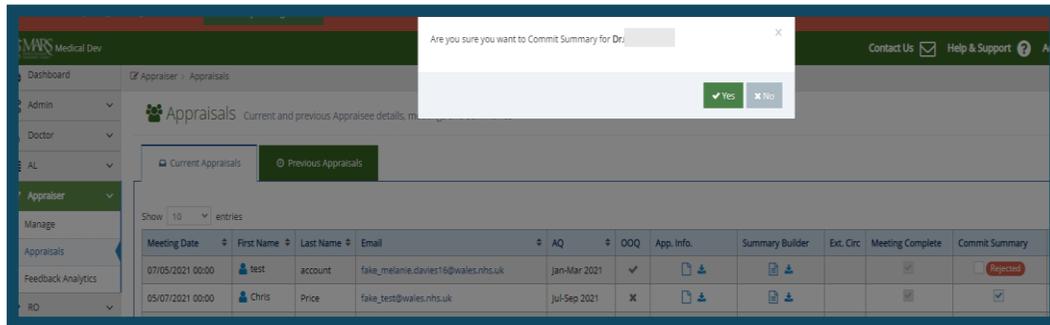
Please confirm the meeting completion date for Dr Doctor Account

Meeting date:

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.



#### 4. Commit the Summary for Review

Once all required sections are completed (meeting confirmation, virtual appraisal confirmation, etc.), you can proceed to commit the summary for review.

Click the 'Commit Summary' box to submit the summary to the appraiser for their review and acceptance.

Important: Ensure that the 'Meeting Complete' box is ticked and confirmed before committing the summary. If it is greyed out, it means that the meeting has not been fully confirmed, and the summary cannot be submitted yet.

#### 5. Review the Pending Summaries

After committing the summary, the 'Pending Summaries' box on the 'Appraiser > Manage' page will display a number, indicating how many summaries are awaiting approval from the appraiser.

The appraiser will then review the summary and either:

**Accept the summary:** This means the appraisal process is complete for this appraiser.

0

Appraiser Requests

0

Awaiting Meeting Dates

0

Awaiting Response

1

Pending Summaries

## New Block for Required Appraiser Comments

One of the key updates is a **core block** that has been added to all appraisal summaries.

Appraisers will now be required to input comments in specific sections before finalising the summary.



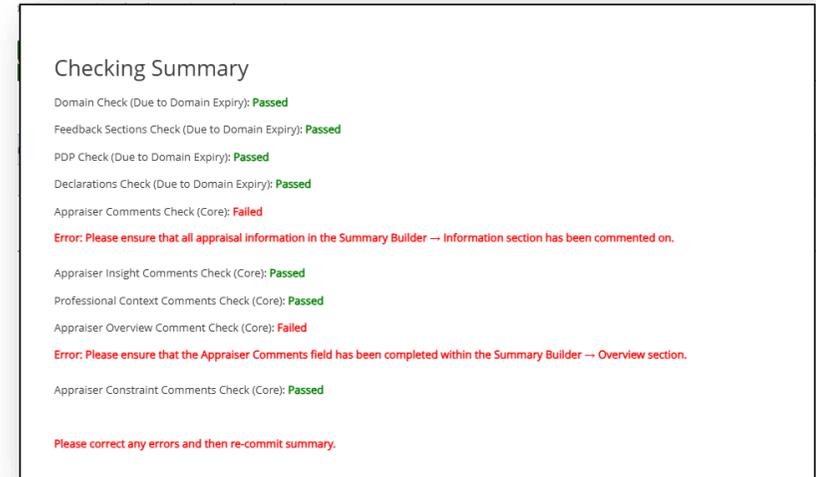
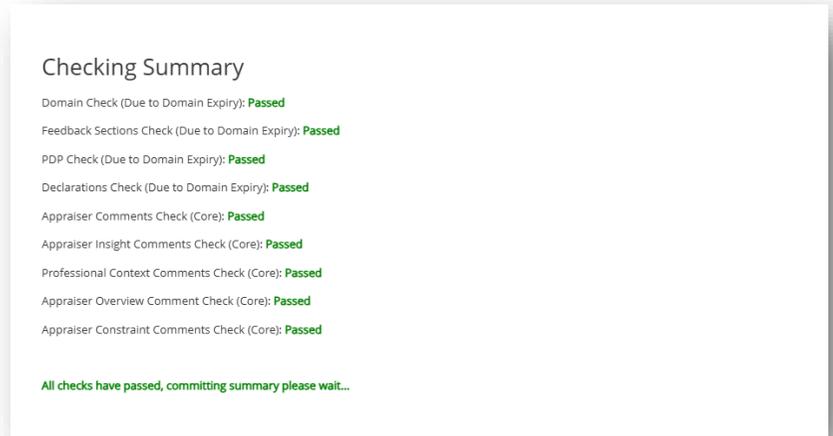
## Required Sections for Appraiser Comments:

Appraisers must provide comments on the following areas of the appraisal summary:

1. **All Appraisal Information**
2. **Personal Constraints**
3. **Practice/Hospital Constraints**
4. **Service Constraints**
5. **Insights and Reflections**
6. **Professional Context**
7. **Probity and Declarations – Appraiser Comments**



The system now includes checks to ensure that these sections are filled out before the summary can be submitted.

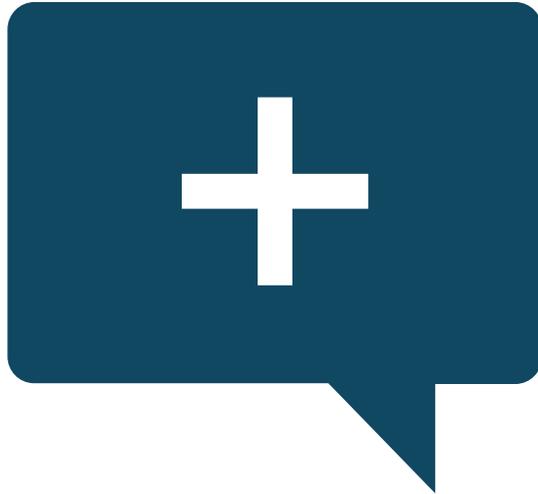


**Important Notes for Appraisers:** *If any section is not discussed (e.g., personal or service constraints), you must still enter a comment in the comment box. For instance, you can write “Not discussed in appraisal” or “N/A” if the section is not relevant. These updates are crucial for maintaining the quality of appraisals, so please ensure that each required comment is completed before finalizing the appraisal.*



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



## 6. Handling Rejections

If the appraiser rejects the summary, a red 'Rejected' icon will appear in the 'Commit Summary' column.

Click on the blue speech bubble 'Comments' icon to view the appraiser's reasons for rejection. They will need to explain the changes or inaccuracies they believe need to be addressed.

You can:

- **Revise the summary:** If appropriate, make any adjustments based on the appraiser's feedback and commit the summary again for review.
- **Disagree with the rejection:** If you do not agree with the rejection or proposed changes, refer to the exceptions protocol in the FAQs, or contact your Appraisal Coordinator (GP appraisers) or Appraisal Lead/Revalidation team (Secondary appraisers) for guidance.

# Downloading the Appraisal Summary/Information

## Download the Appraisal Summary/Information

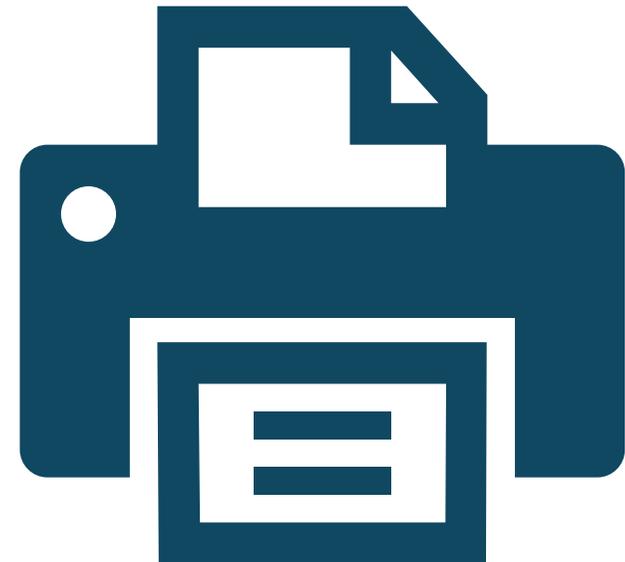
On the 'Appraisals' page, find the summary you wish to download.

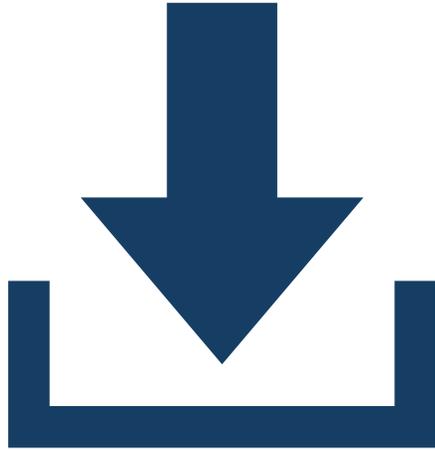
Next to the appraisal summary or appraisal information, you will see the download icon (usually represented by a downward-facing arrow or a document symbol).

When you click the download icon, the appraisal information will automatically convert to a PDF file

Once the document has been downloaded as a PDF, you can open it on your computer or device and print it as you would with any other document.

However, it's crucial to handle this information with the highest level of confidentiality, as appraisal data is highly sensitive.





## Confidentiality and Data Protection

Appraisal information is highly confidential, and you are required to follow strict confidentiality principles when handling and storing these documents. Here are some important guidelines to follow:

### Confidentiality Principles:

Do not store personal appraisal information on personal devices unless absolutely necessary, and ensure it is encrypted or protected by strong passwords.

Safely dispose of printed documents: After printing, shred any physical copies of appraisal information to prevent unauthorized access.

Delete downloaded files: Ensure you permanently delete any appraisal files you download from the MARS system on both work and personal computers, once they are no longer needed.

# Feedback Analytics

## How to Access Feedback Analytics:

Navigate to Feedback Analytics:

Log in to the MARS system.

Under your Appraiser role, click on the third dropdown menu.

Select 'Feedback Analytics' from the available options.

Once you're in the Feedback Analytics section, you will be presented with blank fields that need to be populated to run your report.

You will be able to choose between two available surveys:

Appraisal Feedback Survey (Closed)

Medical Appraisal Feedback Survey (Live, Released Oct 2020)

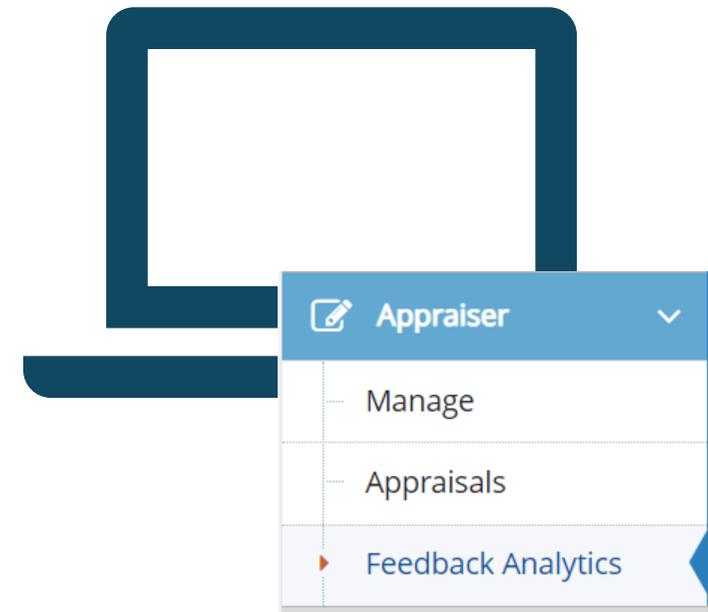
## Apply Filters:

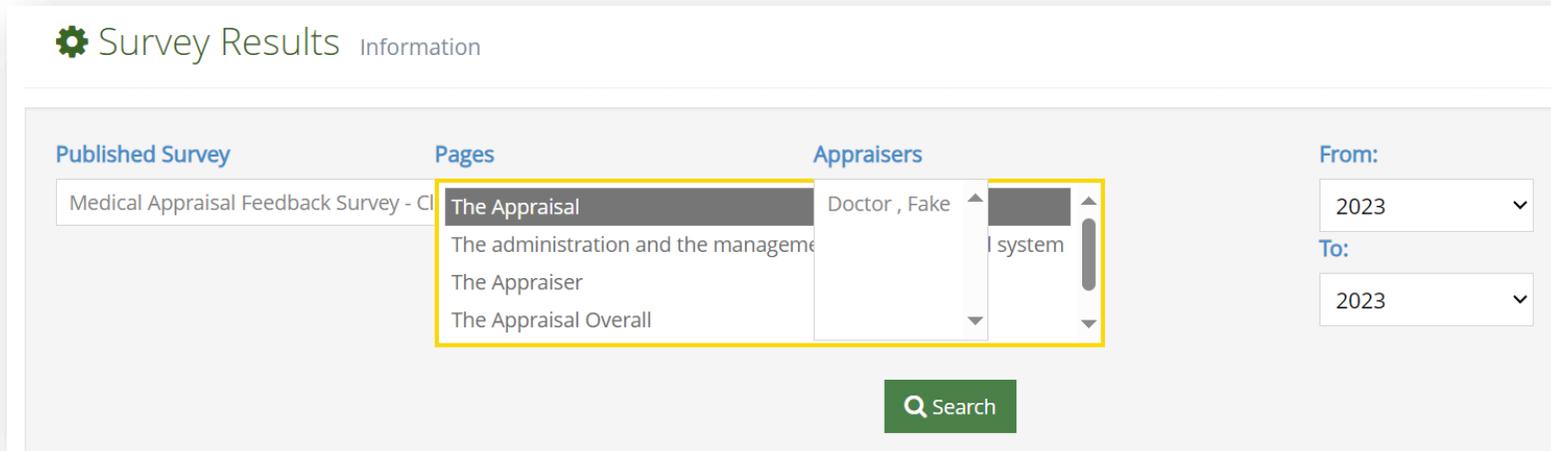
You can filter the data based on specific aspects of the survey by selecting relevant Pages.

Under the Appraiser Filter, select your name.

Choose the time period for the feedback you want to analyse (e.g., last 6 months, 1 year).

Once you've set your filters, click the green Search button to run the report.





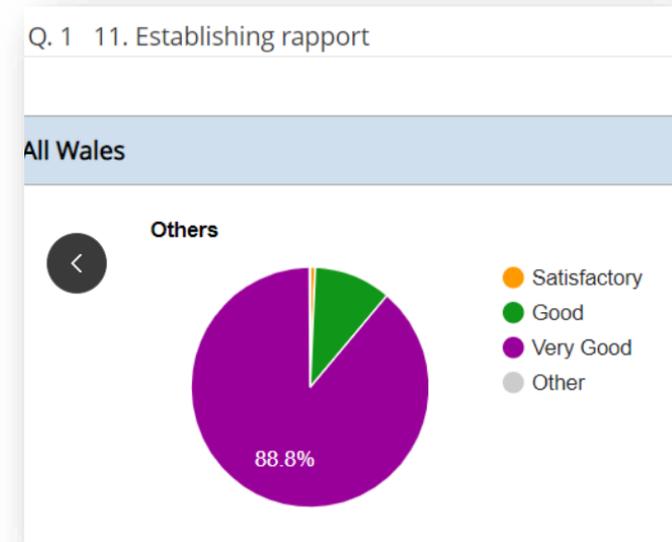
## Understanding the Data

The feedback shown in Feedback Analytics is anonymous. It provides insights from doctors you have appraised, helping you assess how your appraisals are perceived and areas for improvement.

If you have completed more than 3 appraisals, the data will be highlighted in the first column.

If the data is available and relevant, it will be displayed in green.

The pie-chart in the next column compares your individual data to all Designated Body level, providing a broader context for your performance.



## Downloading and Saving Feedback Analytics Reports

Once you've selected your survey and reviewed the feedback data, you can print or save the report.

Print the Feedback Report:

After selecting the survey and reviewing the data, click the 'Print' button located on the right side of the page.

### Save as PDF:

A new window will open for printing.

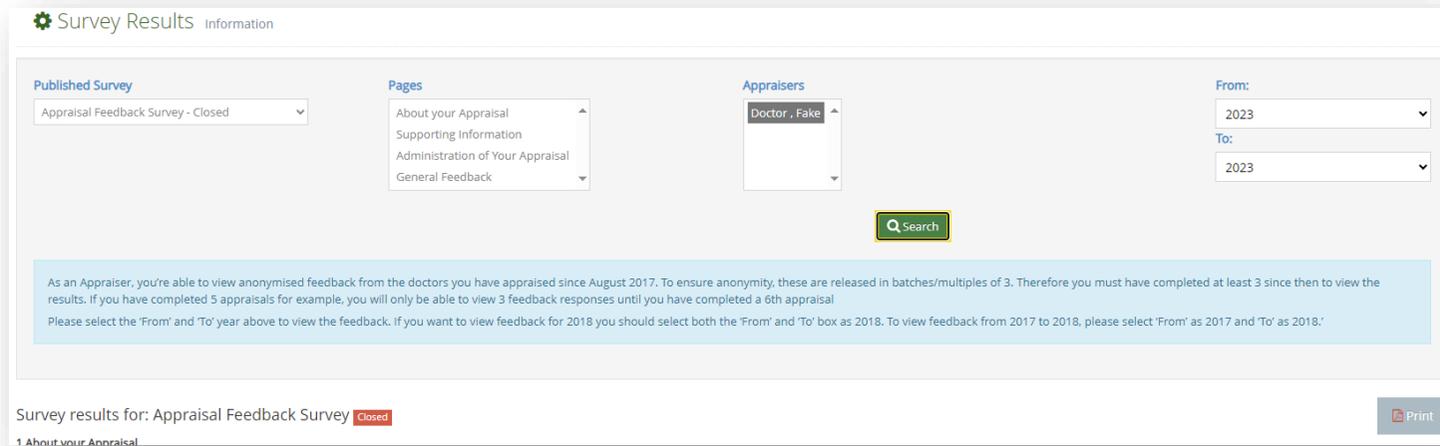
Change your destination printer to 'Save as PDF'.

Choose where to save the PDF on your device, and click 'Save'.

### Viewing and Saving the Report:

After saving, you can open the PDF file on your device to review or share it as needed.

*Note: While the data can be printed or saved as a PDF, it cannot be downloaded as an Excel file. This ensures that the data remains secure*



The screenshot shows a web interface titled "Survey Results" with a sub-header "Information". It features several filter sections: "Published Survey" with a dropdown menu set to "Appraisal Feedback Survey - Closed"; "Pages" with a list of options including "About your Appraisal", "Supporting Information", "Administration of Your Appraisal", and "General Feedback"; "Appraisers" with a dropdown menu set to "Doctor - Fake"; and "From:" and "To:" date range selectors both set to "2023". A "Search" button is located below the filters. A light blue informational box contains text about feedback viewing rules. At the bottom, it shows "Survey results for: Appraisal Feedback Survey" with a "closed" status and a "Print" button on the right.

# Further Support and Information

For any additional support, questions, or feedback about the MARS system, please refer to the following resources:

## MARS Help & Support

Visit the [MARS Help & Support page](#) for a comprehensive set of guides, FAQs, and troubleshooting information.

## Contact Information for MARS Support

If you encounter any difficulties using MARS or need further assistance, please contact the Revalidation Support Unit (RSU) via the following:

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

### Postal Address:

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



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