

Enhanced appraisals preparation checklist

- ☐ Ensure you have relevant details available of all Locally Employed Doctors (LEDs) who will be within scope for the change, including those doctors moving over to the repurposed mirror of the 2016 TCS in the upcoming weeks.
- ☐ Review existing supervisor capacity to support implementation of the new processes.
- ☐ Identify the specialties and departments where enhanced appraisals are likely to be required.

Predict the likely volume of annual appraisals and competency reviews required:

- ☐ Review how many trained appraisers are currently available.
- ☐ Consider whether additional appraisers or supervisors may be required.
- ☐ Consider potential job plan implications such as PA allocations for supervisors.
- ☐ Review the administrative support requirements pre and post implementation.
- ☐ Make arrangements for maintaining consistency across departments.

Consider what training may be required for:

- ☐ Appraisers
- ☐ Clinical supervisors
- ☐ Educational supervisors
- ☐ Medical staffing and workforce teams

Other considerations:

- ☐ Review any existing LED appraisal processes to ensure they are sufficiently robust, consistent and evidence based.
- ☐ Engage with finance and divisional managers around the new processes, particularly where pay progression may create cost pressures, noting that pay progression may be backdated to August 2026 following implementation.
- ☐ Consider updates at scheduled Local Negotiating Committee (LNC) and Resident Doctor Forum (RDF) meetings.
- ☐ Consider how will you inform staff of the changes eg posters, staff emails, meetings.
- ☐ Schedule appraisal meetings early in the cycle, prepare for implementation.
- ☐ Consider what would be appropriate escalation routes for concerns or incomplete appraisals.