

## Appraisal Committee

### Terms of Reference

#### General

- To meet in person or by email correspondence 3 – 4 times a year
- To elect a chairperson to sit for 3 years, no longer than 2 terms as chairperson
- To report back to Council to seek approval for decisions made at committee meetings

#### Specific

To ensure there is an impartial, transparent process of appraisals within the IDF.

To arrange training and monitor the performance of appraisers.

To liaise with ISAAC and assist in the process of Revalidation.

Develop further the already excellent IDF appraisal system.

To coordinate the pilot multisource feedback.

To randomise the allocation of appraisers.

To ensure that appraisal reviews whole practice and seek ways to help the doctor provide an even better service in the independent sector.

To hold 2 training oriented Appraiser Review Workshops (ARWs) each year for all appraisers. Appraisers will be removed from the list of appraisers if they fail to attend 2 consecutive ARWs without very good reason.

To hold new appraiser training according to need.

To ensure all IDF appraisers understand the need to be indemnified for work undertaken on behalf of the IDF.

To appoint, as required, a troubleshooting group of 3 members who can act quickly to resolve difficult situations. 1 of the 3 should be from outside the Committee; either the IDF Chairman, IDF President or someone they have nominated. Written statements must be provided in these circumstances for the '3 Wise Men' to be able to take the matter forward. The 3 people concerned must not personally know the individual or individuals involved in the complaint/problem. They can, if necessary, request an interview with anyone involved. Their decision is binding on all the parties involved.