



Standards for performance assessors

Working with doctors Working for patients

General
Medical
Council

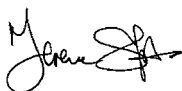
Foreword from the Chair

The majority of doctors will, throughout their careers, maintain their knowledge, continue with their personal development and follow the expectations set within *Good medical practice*. However, the General Medical Council (GMC) occasionally needs to become involved as a poorly performing doctor could be putting patients at risk. The assessment of a doctor's performance is essential to help us understand what we may need to do to protect patients and support the doctor to remediate in areas where there are concerns.

Every year we carry out around 70 performance assessments – case examiners and medical practitioners tribunals rely on these assessments when deciding what action to take. This is why we view the work of our performance assessors as of the utmost importance in helping us regulate effectively and proportionately.

Our arrangements for assessing and managing doctors with performance concerns have become well established over time. However, there is quite rightly an ever greater demand on us to be consistent, fair, open and transparent in what we do. With this in mind, this document sets out for the first time the standards of proficiency for performance assessors.

These standards are intended to support performance assessors by defining what someone in this role should know, understand and be able to do when they assess doctors and complete reports for us. This will also help doctors with performance concerns understand what they should expect from an assessment. I hope you find this booklet helpful and I look forward to us continuing to work with you, to assure confidence in the profession and to ensure patients remain protected.



Professor Terence Stephenson

About this booklet

This booklet sets out the standards of proficiency for performance assessors.

The standards are numbered so that you can refer to them easily. The standards are not hierarchical and are all equally important to the role. You need to meet all the proficiency standards to carry out the role of performance assessor. These standards complement the *Performance assessor handbook* and associated guidance, including the *General Medical Council (Fitness to Practise) Rules Order of Council 2014*. It is important that you read and understand all of these documents.

Who to contact

If you have any questions about the standards, please contact Kate Harrison, Associate Appraisal and Training Manager.

Email: kharrison@gmc-uk.org

All other enquires should be directed to the Associate Appraisal and Training team.

Telephone: 0161 240 8282

Write: General Medical Council,
3 Hardman Street, Manchester M3 3AW

Maintain communication

Maintain communication with us and other organisations involved in the assessment process

- 1 Respond promptly to any requests we make.
- 2 Keep in touch with us in order to respond to developments.
- 3 Update us as soon as possible if your contact details change.
- 4 Inform us as soon as possible if you are unable to attend:
 - a an assessment you had previously agreed to
 - b a training session or other meeting you have been invited to.
- 5 Engage with any other organisation necessary when required to do so.

Maintain communication with other members of the assessment team

- 6 Keep in touch with the other members of the assessment team in order to respond to developments and answer queries about the assessment.
- 7 Work effectively within the team.
- 8 (Team leaders only) Lead the assessment team by:
 - a listening to all views
 - b making collaborative decisions
 - c being supportive
 - d chairing assessment team meetings.

Prepare for and attend the assessment

- 9 Make sure that you have fully reviewed the material given to you before the assessment begins.
- 10 Understand how to appropriately identify where further time or information is needed to complete the assessment.
- 11 Tell us as soon as possible if you are concerned that the doctor you are assessing:
 - a is unfit to continue with the assessment for any reason
 - b currently poses a risk to patient safety.
- 12 Attend all aspects of the assessment process where your presence is required.
- 13 Take all reasonable measures to:
 - a meet the scheduled deadlines and timeframes of the assessment process
 - b make yourself available to give evidence at a medical practitioners tribunal hearing where required.
- 14 Make and record qualitative comments and judgements that are:
 - a clear and legible
 - b appropriate to your role.
- 15 Attend meetings and interviews during the assessment and chair them where applicable to your role.

Prepare, provide and submit reports to us

- 16** Make sure that all members of the assessment team agree with the final report.
- 17** Understand how to interpret data and give analysis within the report.
- 18** Make sure that all conclusions in the report are supported by data.
- 19** (Team leaders only) Produce written reports that are:
 - a** accurate
 - b** in the required format
 - c** to the required timescales
 - d** in line with our guidance
 - e** fit for purpose for the wider audience.

Comply with legislative, organisational and regulatory requirements

- 20 Keep up to date with rules and guidance relating to being a performance assessor, including:
 - a *Good medical practice*
 - b the *General Medical Council (Fitness to Practise) Rules Order of Council 2014*, schedule 1
 - c *Performance assessor handbook*.
- 21 Understand the performance assessment instruments used during the assessment that are applicable to your role.
- 22 Understand and use our information systems and services that apply to your role.
- 23 Understand and comply with current legislation covering equality, diversity and human rights.
- 24 Secure data in line with our information security requirements and your personal obligations under any relevant data protection legislation.

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- 25** Identify conflicts of interest and inform us as soon as reasonably possible if any arise.
 - 26** Understand and comply with relevant guidance in relation to maintaining confidentiality, data protection and freedom of information and know how it applies to your role.
 - 27** Adopt a professional manner at all times when carrying out the responsibilities of a performance assessor.

Engage with training and appraisal

- 28** Attend mandatory training sessions or other mandatory meetings.
- 29** Reflect and act, where appropriate, on feedback provided.
- 30** Participate fully in:
 - a** your own GMC associate appraisal
 - b** the mentoring of other performance assessors if you are requested to.

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Textphone: **please dial the prefix 18001** then
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