Standards for performance assessors
Foreword from the Director

Most doctors practise safely as set out in Good Medical Practice. Where concerns are raised with us that a doctor’s poor performance may be putting patients at risk, we assess the doctor’s performance to find out what, if anything, we need to do to protect patients and to help the doctor remediate.

Every year we carry out around 70 performance assessments. Case examiners and Medical Practitioners Tribunals rely on these assessments to inform their decisions, meaning your work is important for effective regulation.

Performance assessments vary in format and content according to the concerns that arise. For the GMC to regulate effectively and proportionately we need to ensure that our assessments are fair and consistent, and that we are open and transparent in what we do. That is why we set standards of proficiency for performance assessors.

The standards describe what performance assessors should know, understand and be able to do when they assess doctors and complete reports. They should also help doctors understand what to expect from an assessment.

We hope you find the standards useful and look forward to working with you to assure patient safety and confidence in the profession.

Anthony Omo
Director of Fitness to Practise
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 Handbook for performance assessors and associated guidance, including the General Medical Council (Fitness to Practise) Rules Order of Council 2004. 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 the Associate Appraisal and Training Team.

Email: AATT@gmc-uk.org
Telephone: 0161 2408282
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 requests from us to:
   a. take on a new assessment
   b. provide information.

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 other necessary organisations 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 2004, schedule 1.
   c Handbook for performance assessors.

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 Adhere to the Associates expenses policy.

24 Understand and comply with current legislation covering equality, diversity and human rights.

25 Secure data in line with our information security requirements and your personal obligations under any relevant data protection legislation.

26 Identify conflicts of interest and inform us as soon as reasonably possible if any arise.

27 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.

28 Adopt a professional manner at all times when carrying out the responsibilities of a performance assessor.
Engage with training and appraisal

29 Attend mandatory training sessions (face to face or e-learning) or other mandatory meetings.

30 Reflect and act, where appropriate, on feedback provided.

31 Participate fully in:
   a your own GMC appraisal
   b requests to provide feedback
   c the mentoring of other performance assessors if you are requested to.