



## APPRAISAL PROCESS POLICY

# Medic Now

## Appraisal process policy

### Purpose

The aim of the appraisal is to enhance patient safety and ensure that all employees are working towards common goals and actions. It allows discussion around the candidate's performance at work. It gives the opportunity to raise any concerns or issues.

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### Scope

Medic Now assist actively with Appraisals and Professional Registration Revalidation. We are a GMC prescribed connection and act as a Responsible Officer.

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### Process

Medic Now will conduct the Appraisal with the candidate during the first 6 months of their first placement and on an annual basis thereafter.

1. A self-assessment form is sent to the candidate to complete
2. Upon the receipt of the self-assessment form, the candidate is contacted to arrange the date and time of the appraisal meeting
3. Once the appraisal has been conducted, it will be signed and dated by both parties
4. The compliance system is updated with the relevant documents and a due date for the next appraisal