



Annual NES Review for Associate Postgraduate Deans, Training Programme Directors, Assistant Advisors and Foundation Programme Directors

Principles of the Annual Review

NES values the skills, expertise and commitment of clinicians who choose to work with us to support the design, delivery and monitoring of education and training activities in Scotland. The Annual Review is a supportive, proportionate and developmental process that will allow the reviewee to have an inclusive and positive discussion with their reviewer, that focusses on the distinctive contribution they bring to education and training.

The Purpose of the Annual Review in NES

The three aims are:

- a) to review existing performance and to forward plan expectations, objectives and priorities;
- b) to discuss and plan professional development on an individual basis, and in doing so inform wider development planning;
- c) to provide the doctor being reviewed with suitable documentation that can be incorporated into their annual appraisal material.

Before the NES Annual Review

To prepare for a NES review, it is suggested that both reviewer and reviewee consider the following questions:

1. Managing and Leading Education

- a. What is going well, or is causing frustration?
- b. Who is in your NES team/s, and does/do the team/s function well?
- c. How would you describe the working environment/culture?
- d. Are there major external reports or developments that are relevant? For example, Deanery visit reports, Royal College Curricular changes, new Government policy or GMC publications?

- e. Are there any probity, conflicts of interest, or complaints?
- f. Have there been any significant or critical education incidents?

2. Self-Assessment of the NES role

- a. Can you describe and comment on your main areas of NES-related activity?
- b. What went well in the last year?
- c. What did not go so well? Why?
- d. What support is provided, and is it effective?
- e. What feedback has been provided? Has it been helpful?
- f. Are there health, disability or other personal circumstances that you would like to discuss and/or receive support with?

3. Self-Development

- a. What developmental/educational activities have been offered/taken up in the last year?
- b. What NES role-related development needs do you have? How can they be progressed?

4. Looking forward

- a. What are the key priorities/actions for you to work on/achieve next year?
- b. Would it be helpful to discuss further career development/options in NES?
- c. Are there other things relevant or useful to discuss?

Self-Assessment Form

Before your Review, please complete the self-assessment form and share with your reviewer (Parts A-D). Brief responses are fine, although feel free to provide as much detail as you wish.

Review Summary and PDP (Part E)

This should be completed at, or soon after, the review meeting.

After the Review

We encourage reviewees to include the Self-Assessment, Review Summary and PDP in their annual Appraisal documentation, to provide evidence of their work with NES.