



## FSEM Application Process for Appraisal (for future validation) as a Sport and Exercise Medicine Specialist Based on V.2 From 1<sup>st</sup> April 2008

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A copy of the electronic application form may be downloaded from [www.fsem.ac.uk](http://www.fsem.ac.uk)

The electronic application form should be forwarded to: [enquiries@fsem.ac.uk](mailto:enquiries@fsem.ac.uk)

Cheques should be made payable to: *The Faculty of Sport and Exercise Medicine (UK)* and posted to: Faculty of Sport and Exercise Medicine (UK), 6 Hill Square, Edinburgh EH8 9DR.

## **Introduction to Appraisal**

### **What are appraisals?**

Appraisals regularly record an assessment of a post-holder's performance, potential and development needs. The appraisal is an opportunity to take an overall view of work content, loads and volume, to enable the appraiser and appraisee to look back on what has been achieved during the previous year and agree objectives for the next year.

### **Who should undertake an FSEM appraisal?**

It has been suggested that Fellows and Members of the Faculty of Sport and Exercise Medicine (UK) who are not already part of an NHS Appraisal System, whose commitment in Sport and Exercise Medicine is greater than 50% of their work, should consider undertaking a Faculty Appraisal.

### **What are the objectives of appraisals?**

The main objectives are to review performance in confidence and in a non-threatening way, to explore the potential of a post and to identify the training and career planning needs of the appraisee. In addition the appraisal system may be used to help determine whether post-holders should receive an element of financial reward for their performance, this will be at the discretion of the employer.

### **Appraisal is not a performance review**

Performance reviews give managers and post-holders opportunities to discuss how the post-holder is progressing and to see what sort of improvements can be made to build on their strengths and enable them to perform more effectively.

### **Review of potential and development needs**

Review of potential and development needs predicts the level and type of work that post-holder will be capable of doing in the future and how they can be best developed for the sake of their own career and to maximise their contribution to the organisation.

### **Reward reviews**

Reward reviews determine the 'rewards' that employees will get for their past work. The reward review is usually a separate process from the appraisal system but the review is often assisted by information provided by the performance appraisal.

### **What are the benefits of appraisals?**

Appraisals can help to improve a post-holders job performance by identifying strengths and weaknesses and determining how their strengths can be best utilised within the organisation and weaknesses overcome. They can help to reveal problems which may be restricting the post-holders progress and causing inefficient work practices.

Regular appraisals can improve communications by giving post-holders an opportunity to talk about their ideas and expectations and to be told how they are progressing in their job. This process can also improve the quality of working life by increasing mutual understanding between managers and post-holders.

## Application Process

### 1. Pre-requisites for an application for Appraisal

- a. Diploma in Sport & Exercise Medicine (United Kingdom & Ireland) or Diploma in Sports & Exercise Medicine (Royal Scottish Colleges) or Diploma in Sport & Exercise Medicine (Apothecaries) or Fellowship of the Faculty of Sports and Exercise Medicine (UK) or (RCPI and RCSI) or an approved Diploma or MSc in Sports Medicine (see FSEM website for approved list).
- b. An up-to-date approved Resuscitation Certificate.
- c. Up-to-date Certification in areas of the Applicant's practice such as:- Ultrasound examination, Compartment Pressure Measurement, Acupuncture, Chiropractic, Epidural injections or Podiatric biomechanics etc –but only if you offer these as part of the Applicant's Sports Medicine service.
- d. A job plan in which the majority of the Applicant's employed time (pro rata) is in the field of Sport & Exercise Medicine.
- e. Evidence that the Applicant is maintaining competencies in this field of Medicine.
- f. The appraisee must be an upstanding Member or Fellow of the FSEM (UK).

### 2. Submission of the FSEM Application Form for Appraisal as a Sport & Exercise Medicine Specialist for initial screening

- i. An electronic Application should be submitted to FSEM. The Application must be accompanied by:-
- ii. the appropriate Application Fee for Initial Screening of the Application (**Fee=£100 – payable once only**)
- iii. an electronic up-to-date CV
- iv. Untoward Report Incident Form.

**It has been agreed that originals of the Applicant's certificates as detailed below must be provided for viewing at the on-site appraisal:**

- a) the original Fellowship, Diploma in Sports Medicine or MSc Certificate
- b) the original and up-to-date Resuscitation Certificate (from the approved list)
- c) the original and up-to-date Certifications in the areas listed in 1(c) if the Applicant is providing these as part of their service.

### 3. Processing of the Application

- a. The application will be screened by the FSEM Appraisal and Appeals Committee and the Applicant will be advised of the outcome within 3 months.
- b. The application will be allocated one of 3 categories:-
  - i. **Unsatisfactory** – The application is deficient and the Applicant is clearly not yet ready to apply for an Appraisal.
  - ii. **Equivocal** – Further clarification is required before proceeding to an on-site Appraisal – there will be an additional charge of £50 for a resubmission.
  - iii. **Satisfactory** – Proceed to an Application for an on-site Appraisal.  
This is for first time Applicants only

### 4. Application for an On-site Appraisal as a Sports Medicine Specialist

- a. An Application for an on-site Appraisal can now be submitted to FSEM.
- b. The Application must be accompanied by:-
  - i. the appropriate Application Fee for the on-site Appraisal (**Fee=£490**)
  - ii. a letter to confirm that the Applicant's employers have been advised that they have submitted an application for an on-site Appraisal.
  - iii. the name, addresses, contact email address and telephone numbers of an individual who will act as the Appraiser for the Appraisal although he/she may not be the Appraiser allocated.

## **5. Nomination of Appraisers**

- a. FSEM will hold a list of approved SEM Appraisers and their contact details.
- b. It is not essential, but desirable that the Appraiser should be an experienced SEM practitioner. The Appraisee may choose an Appraiser outside the speciality of SEM but should provide reasons as to why this is appropriate to the FSEM Appraisal Committee.

## **6. Arrangements for the On-Site Appraisal**

- a. The arrangements for the on-site Appraisal are entirely the responsibility of the Applicant with regard to finalising a date and time, a location and the facilities required for an on-site Appraisal. This may include access to a surgery or a skills laboratory. The Applicant should agree these details with the FSEM Appraiser.
- b. FSEM will take all reasonable steps to ensure that an on-site Appraisal occurs within 3 months as long as the Applicant has taken all the necessary steps identified in 6a.

## **7. The Procedures for the On-Site Appraisal**

- a. A minimum period of 3 hours will be required for the on-site Appraisal.
- b. The structure of the on-site Appraisal will vary depending on the particular expertise of the Applicant. Therefore the Appraiser should decide before the Appraisal an agreed Agenda which should be provided to the Applicant at least one day before the Appraisal.
- c. At the end of the formal Appraisal the Appraiser will require at least 30 minutes in privacy to produce a resume of their Appraisal.
- d. After this is completed, the Appraiser will meet with the Applicant and summarise the Appraisal, highlighting the strengths and weaknesses of the Appraisal.
- e. The Appraisers are not permitted to tell the Applicant specific details of their recommendation to the FSEM Appraisal Committee.

## **8. The Outcome from the On-Site Appraisal**

- a. The Appraiser's report will be submitted to the FSEM Appraisal and Appeals Committee within 4 weeks.
- b. The FSEM Appraisal and Appeals Committee will consider the Application and the Appraiser's final report.

## **9. The Procedures to be carried out after the Appraisal Report is issued by FSEM**

- a. The Appraisee may then submit their Final Report to the GMC.
- b. The GMC will subsequently communicate with the Appraisee concerning their status on the Specialist Register.

## **10. The Appeal Process**

- a. An Appraisee who is unhappy with the process of the Appraisal can appeal against the Appraisal outcome only in relation to matters of process. They cannot appeal against individual decisions which have been reached by the Appraiser.
- b. An Appeal must be submitted to FSEM within 4 weeks of the provision of the Final Appraisal Report and will be addressed by a senior FSEM Member who is not a Member of the Appraisal and Appeals Committee.