

# Panel member self appraisal and peer feedback

The Health Professions Council is committed to equal opportunities. Assessment of performance is objectively based on an individual's ability. You must guard against unfair discrimination. Please read attached notes for guidance.

## Personal Details

Name  Reg No.

Length of time as Panel Member  Date of appraisal

Name of fellow Panel Member

Name of Panel Chair

## Competency Types

1. Understanding the importance of public protection and a fair hearing
2. Knowledge of Key Legislation
3. Application of Relevant Procedure
4. Decision Making
5. Questioning
6. Working in a Co-operative and professional manner
7. Communication

## Ratings Scale

- 5 Outstanding Performance
- 4 Exceeds the requirements of the role
- 3 Good Performance – meets the requirements of the role
- 2 Limited Performance – shows some minor weaknesses
- 1 Poor Performance – shows significant weakness, further training needed

## 1. Understanding of the importance of public protection and a fair hearing

Self assessment:	Rating				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal or clinical experience to explore issues in relation to allegations, where relevant	5	4	3	2	1

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Assessment of fellow Panel Member:	Rating				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal or clinical experience to explore issues in relation to allegations, where relevant	5	4	3	2	1

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Chair Assessment of Panel Member	Rating				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal or clinical experience to explore issues in relation to allegations, where relevant	5	4	3	2	1

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Rationale for rating other than 3

## 2. Knowledge of Key Legislation

Self assessment:	Rating				
• Awareness of legislation governing and relevant to the HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	5	4	3	2	1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2	1

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Assessment of fellow Panel Member	Rating				
• Awareness of legislation governing and relevant to the HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	5	4	3	2	1
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Chair Assessment of Panel Member	Rating				
• Awareness of legislation governing and relevant to the HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	5	4	3	2	1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2	1

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Rationale for rating other than 3

## 3. Application of Relevant Procedures

Self assessment:	Rating				
• Demonstrates knowledge of and adherence to the legal and procedural framework of the Committee	5	4	3	2	1
• Asks for support /clarification from the Legal Assessor or Panel Chair where necessary	5	4	3	2	1

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Assessment of fellow Panel Member	Rating				
• Demonstrates knowledge of and adherence to the legal and procedural framework of the Committee	5	4	3	2	1
• Asks for support /clarification from the Legal Assessor or Panel Chair where necessary	5	4	3	2	1

Chair Assessment of Panel Member	Rating			
• Demonstrates knowledge of and adherence to the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification from the Legal Assessor or Panel Chair where necessary	5	4	3	2 1

Rationale for rating other than 3

## 4. Decision Making

Self assessment:	Rating			
• Actively participates in the public hearing of the matter before the Panel	5	4	3	2 1
• Listens to advice and takes into account appropriate guidance	5	4	3	2 1
• Can analyse and evaluate complex information	5	4	3	2 1

Assessment of fellow Panel Member:	Rating			
• Actively participates in the public hearing of the matter before the Panel	5	4	3	2 1
• Listens to advice and takes into account appropriate guidance	5	4	3	2 1
• Can analyse and evaluate complex information	5	4	3	2 1

Chair Assessment of Panel Member	Rating			
• Actively participates in the public hearing of the matter before the Panel	5	4	3	2 1
• Listens to advice and takes into account appropriate guidance	5	4	3	2 1
• Can analyse and evaluate complex information	5	4	3	2 1

Rationale for rating other than 3

## 5. Questioning

Self Assessment	Rating			
• Asks relevant and fair questions linked to the evidence presented	5	4	3	2 1
• Allows time for a sufficient response without interrupting	5	4	3	2 1
• Asks questions in a manner comprehensible to the person(s) to whom they are directed	5	4	3	2 1

Assessment of fellow Panel Member	Rating			
• Asks relevant and fair questions linked to the evidence presented	5	4	3	2 1
• Allows time for a sufficient response without interrupting	5	4	3	2 1
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Chair Assessment of Panel Member	Rating			
• Asks relevant and fair questions linked to the evidence presented	5	4	3	2 1
• Allows time for a sufficient response without interrupting	5	4	3	2 1
• Asks questions in a manner comprehensible to the person(s) to whom they are directed	5	4	3	2 1

Rationale for rating other than 3

## 6. Working in a co-operative and professional manner

### Self Assessment

	Rating				
• Thoroughly prepares by reading all paperwork	5	4	3	2	1
• Upholds confidentiality	5	4	3	2	1
• Realises the impact of their role and position of authority	5	4	3	2	1

### Assessment of fellow Panel Member

	Rating				
• Thoroughly prepares by reading all paperwork	5	4	3	2	1
• Upholds confidentiality	5	4	3	2	1
• Realises the impact of their role and position of authority	5	4	3	2	1

### Chair Assessment

	Rating				
• Thoroughly prepares by reading all paperwork	5	4	3	2	1
• Upholds confidentiality	5	4	3	2	1
• Realises the impact of their role and position of authority	5	4	3	2	1

### Rationale for rating other than 3

## Communication

### Self Assessment

	Rating				
• Adopts a non confrontational and tactful communication style	5	4	3	2	1
• Puts others at ease, allowing them to put their point across	5	4	3	2	1
• Is open to suggestions from others	5	4	3	2	1
• Articulates views clearly and concisely	5	4	3	2	1

### Assessment of fellow Panel Member

• Adopts a non confrontational and tactful communication style	5	4	3	2	1
• Puts others at ease, allowing them to put their point across	5	4	3	2	1
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Partner signature:

Panel Chair signature