

# Visitor 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.

# Name Reg No. Length of time as Visitor Date of appraisal Visit covered by report Name and Professions Fellow Visitor Name of Lay Visitor

### **Competency Types**

**Personal Details** 

Knowledge of Key Legislation and External Frameworks

Application of Relevant Procedure

Understanding of the Role

**Decision Making** 

Communication

Working in a Collaborative and Professional manner

### Rating 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. Knowledge of Key Legislation and External Frameworks

Self Assessment: Rating					
Awareness of legislation governing HPC	5	4	3	2	1
<ul> <li>Sensitivity to the role and views of the Professional Body</li> </ul>	5	4	3	2	1
<ul> <li>Understanding of legislation affecting education providers eg (H&amp;S)</li> </ul>	5	4	3	2	1
Awareness of the issues relating to and relevant of diversity and equality.	5	4	3	2	1
Assessment of fellow Visitor:	Rating				
Awareness of legislation governing HPC	5	4	3	2	1
<ul> <li>Sensitivity to the role and views of the Professional Body</li> </ul>	5	4	3	2	1
<ul> <li>Understanding of legislation affecting education providers eg (H&amp;S)</li> </ul>	5	4	3	2	1
Awareness of the issues relating to and relevant of diversity and equality.	5	4	3	2	1
Lay Visitor assessment of Registrant Visitor:	Rating				
Awareness of legislation governing HPC	5	4	3	2	1
<ul> <li>Sensitivity to the role and views of the Professional Body</li> </ul>	5	4	3	2	1
<ul> <li>Understanding of legislation affecting education providers eg (H&amp;S)</li> </ul>	5	4	3	2	1
Awareness of the issues relating to and relevant of diversity and equality.	5	4	3	2	1

Rationale for rating other than 3

# 2. Application of Relevant Procedures

Self Assessment:	Rating			
Evidence of Preparatory work	5 4 3 2 1			
<ul> <li>Knowledge and application of HPC Procedures</li> </ul>	5 4 3 2 1			
Asks only relevant and appropriate questions	5 4 3 2 1			
Assessment of fellow Visitor:	Rating			
Evidence of Preparatory work	5 4 3 2 1			
<ul> <li>Knowledge and application of HPC Procedures</li> </ul>	5 4 3 2 1			
Asks only relevant and appropriate questions	5 4 3 2 1			
Lay Visitor assessment of Registrant Visitor:	Rating			
Evidence of Preparatory work	5 4 3 2 1			
<ul> <li>Knowledge and application of HPC Procedures</li> </ul>	5 4 3 2 1			
Asks only relevant and appropriate questions	5 4 3 2 1			

Rationale for rating other than 3

# 3. Understanding of the Role

Self Assessment:	Rating				
Demonstrates up to date knowledge for the role	5	4	3	2	1
<ul> <li>Can be relied to return the report within 10 working days of visit</li> </ul>	5	4	3	2	1
Appreciates the impact of the process on the Education Provider	5	4	3	2	1
Assessment of fellow Visitor:	Rating				
Demonstrates up to date knowledge for the role	5	4	3	2	1
<ul> <li>Can be relied to return the report within 10 working days of visit</li> </ul>	5	4	3	2	1
Appreciates the impact of the process on the Education Provider	5	4	3	2	1
Lay Visitor assessment of Registrant Visitor:	Rating				
Demonstrates up to date knowledge for the role	5	4	3	2	1
<ul> <li>Can be relied to return the report within 10 working days of visit</li> </ul>	5	4	3	2	1
Appreciates the impact of the process on the Education Provider	5	4	3	2	1

Rationale for rating other than 3

# 4. Decision Making

C .				
Self Assessment:	Rating			
Reaches sound objective decisions, based on fact and available evidence	5 4	3	2	1
Supports decision with sound and relevant reasoning	5 4	3	2	1
Able to reach difficult decisions, regardless of external pressures	5 4	3	2	1
Request further information where necessary	5 4	3	2	1
Assessment of fellow Visitor:	Rating			
Reaches sound objective decisions, based on fact and available evidence	5 4	3	2	1
Supports decision with sound and relevant reasoning	5 4	3	2	1
Able to reach difficult decisions, regardless of external pressures	5 4	3	2	1
Request further information where necessary	5 4	3	2	1
Lay Visitor assessment of Registrant Visitor:	Rating			
Reaches sound objective decisions, based on fact and available evidence	5 4	3	2	1
Supports decision with sound and relevant reasoning	5 4	3	2	1
Able to reach difficult decisions, regardless of external pressures	5 4	3	2	1
Request further information where necessary	5 4	3	2	1

Rationale for rating other than 3

# 5. Working in a collaborative and professional manner

Self Assessment:	Rating		
Upholds confidentiality at all times	5 4 3 2	2 1	
Handles differences of opinion constructively and professionally	5 4 3 2	2 1	
Able to move the meeting forward to a workable conclusion	5 4 3 2	2 1	
Willing to receive feedback and learn from others	5 4 3 2	? 1	
Assessment of fellow Visitor:	Rating		
Upholds confidentiality at all times	5 4 3 2	2 1	
<ul> <li>Handles differences of opinion constructively and professionally</li> </ul>	5 4 3 2	2 1	
Able to move the meeting forward to a workable conclusion	5 4 3 2	2 1	
Willing to receive feedback and learn from others	5 4 3 2	? 1	
Lay Visitor assessment of Registrant Visitor:	Rating		
Upholds confidentiality at all times	5 4 3 2	2 1	
Handles differences of opinion constructively and professionally	5 4 3 2	2 1	
Able to move the meeting forward to a workable conclusion	5 4 3 2	2 1	
Willing to receive feedback and learn from others	5 4 3 2	. 1	

Rationale for rating other than 3

### 6. Communication

Self Assessment:	Rating
Adopts a non-confrontational and tactful communication style	5 4 3 2 1
Clearly presented reports	5 4 3 2 1
Is open to ideas from others	5 4 3 2 1
Assessment of fellow Visitor:	Rating
Adopts a non-confrontational and tactful communication style	5 4 3 2 1
Clearly presented reports	5 4 3 2 1
Is open to ideas from others	5 4 3 2 1
Lay Visitor assessment of Registrant Visitor:	Rating
Adopts a non-confrontational and tactful communication style	5 4 3 2 1
Clearly presented reports	5 4 3 2 1
Is open to ideas from others	5 4 3 2 1

Rationale for rating other than 3

Partner signature	Lay Visitor signature