

# Panel chair 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 Chair	Date of appraisal
Name of fellow Panel Members	
Name of Legal Assessor	

### **Competency Types**

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

### **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. Knowledge of Key Legislation Governing the HPC

Self assessment:	Rating
Awareness of legislation governing HPC	5 4 3 2 1
<ul> <li>Understands the goals and objectives of the HPC</li> </ul>	5 4 3 2 1
Awareness of issues relating to and relevant of diversity and equality.	5 4 3 2 1
Dens March en 1 Assessment of Chair	Datiana

P	anel Member 1 Assessment of Chair	ка	ting	s		
•	Awareness of legislation governing HPC	5	4	3	2	1
٠	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

Ρ	anel Member 2 Assessment of Chair	Ra	ting	s		
•	Awareness of legislation governing HPC	5	4	3	2	1
•	Understands the goals and objectives of the HPC	5	4	3	2	1
٠	Awareness of issues relating to and relevant of diversity and equality.	5	4	З	2	1

Legal Assessor's Assessment of Chair	Ra	ating	js		
Awareness of legislation governing HPC	5	4	3	2	1
<ul> <li>Understands the goals and objectives of the HPC</li> </ul>	5	4	3	2	1
<ul> <li>Awareness of issues relating to and relevant of diversity and equality.</li> </ul>	5	4	3	2	1

#### Rationale for rating other than 3

# 2. Application of Relevant Procedures

Self assessment:		ting	s		
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2	1
Asks for support /clarification where necessary	5	4	3	2	1
Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2	1
Ensures that all present remain focussed on the key issues	5	4	3	2	1
Panel Member 1 Assessment of Chair	Ra	ting	IS		
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2	1
Asks for support /clarification where necessary	5	4	3	2	1
Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2	1
Ensures that all present remain focussed on the key issues	5	4	3	2	1
Panel Member 2 Assessment of Chair	Ra	ting	IS		
<ul> <li>Panel Member 2 Assessment of Chair</li> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> </ul>	<b>Ra</b> 5	ting	<b>js</b> 3	2	1
		-		2 2	1 1
Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3		1 1 1
<ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> <li>Asks for support /clarification where necessary</li> </ul>	5 5	4 4	3 3	2	1 1 1
<ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> <li>Asks for support /clarification where necessary</li> <li>Refers to Legal Assessor for legal/procedural advice when necessary</li> </ul>	5 5 5 5	4 4 4	3 3 3 3	2 2	1 1 1
<ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> <li>Asks for support /clarification where necessary</li> <li>Refers to Legal Assessor for legal/procedural advice when necessary</li> <li>Ensures that all present remain focussed on the key issues</li> </ul>	5 5 5 5	4 4 4 4	3 3 3 3	2 2	1 1 1 1
<ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> <li>Asks for support /clarification where necessary</li> <li>Refers to Legal Assessor for legal/procedural advice when necessary</li> <li>Ensures that all present remain focussed on the key issues</li> </ul> Legal Assessor's Assessment of Chair	5 5 5 8	4 4 4 4	3 3 3 3	2 2 2	1 1 1 1
<ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> <li>Asks for support /clarification where necessary</li> <li>Refers to Legal Assessor for legal/procedural advice when necessary</li> <li>Ensures that all present remain focussed on the key issues</li> </ul> Legal Assessor's Assessment of Chair <ul> <li>Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee</li> </ul>	5 5 5 <b>Ra</b> 5	4 4 4 4 ting	3 3 3 <b>3</b> <b> s</b> 3	2 2 2 2	1 1 1 1 1 1 1

• Ensures that all present remain focussed on the key issues

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

Self assessment:	Ratings
• Displays an understanding of the allegations and seeks clarification where necessary.	54321
<ul> <li>Uses personal and clinical experience to explore issues in relation to allegations.</li> </ul>	54321
<ul> <li>Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas</li> </ul>	5 4 3 2 1
Panel Member 1 Assessment of Chair	Ratings
• Displays an understanding of the allegations and seeks clarification where necessary.	54321
<ul> <li>Uses personal and clinical experience to explore issues in relation to allegations.</li> </ul>	54321
<ul> <li>Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas</li> </ul>	5 4 3 2 1
Panel Member 2 Assessment of Chair	Ratings
<ul> <li>Panel Member 2 Assessment of Chair</li> <li>Displays an understanding of the allegations and seeks clarification where necessary.</li> </ul>	<b>Ratings</b> 5 4 3 2 1
	-
Displays an understanding of the allegations and seeks clarification where necessary.	5 4 3 2 1
<ul> <li>Displays an understanding of the allegations and seeks clarification where necessary.</li> <li>Uses personal and clinical experience to explore issues in relation to allegations.</li> <li>Ensures all present have an opportunity to be heard, ask questions and, where</li> </ul>	5 4 3 2 1 5 4 3 2 1
<ul> <li>Displays an understanding of the allegations and seeks clarification where necessary.</li> <li>Uses personal and clinical experience to explore issues in relation to allegations.</li> <li>Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas</li> </ul>	5 4 3 2 1 5 4 3 2 1 5 4 3 2 1 5 4 3 2 1
<ul> <li>Displays an understanding of the allegations and seeks clarification where necessary.</li> <li>Uses personal and clinical experience to explore issues in relation to allegations.</li> <li>Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas</li> </ul> Legal Assessor's Assessment of Chair	5 4 3 2 1 5 4 3 2 1 5 4 3 2 1 5 4 3 2 1 <b>Ratings</b>

### Rationale for rating other than 3

# 4. Decision Making

Self assessment:	Ratings
Guides the Panel through the decision making process.	5 4 3 2 1
<ul> <li>Ensures all procedures are observed and decision is reached by vote</li> </ul>	5 4 3 2 1
<ul> <li>Makes sure that discussion in 'retiring room' is relevant and purposeful</li> </ul>	5 4 3 2 1
<ul> <li>Ensures an objective decision is reached based on the evidence.</li> </ul>	54321
Provides comprehensive reasoning for decision reached	54321
Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1
Panel Member 1 Assessment of Chair	Ratings
Guides the Panel through the decision making process.	54321
<ul> <li>Ensures all procedures are observed and decision is reached by vote</li> </ul>	54321
<ul> <li>Makes sure that discussion in 'retiring room' is relevant and purposeful</li> </ul>	54321
Ensures an objective decision is reached based on the evidence.	5 4 3 2 1
Provides comprehensive reasoning for decision reached	54321
Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1
Panel Member 2 Assessment of Chair	Ratings
Guides the Panel through the decision making process.	54321
Ensures all procedures are observed and decision is reached by vote	54321
<ul> <li>Makes sure that discussion in 'retiring room' is relevant and purposeful</li> </ul>	54321
Ensures an objective decision is reached based on the evidence.	54321
Provides comprehensive reasoning for decision reached	54321
Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1

Legal Assessor's Assessment of Chair	Ratings
<ul> <li>Guides the Panel through the decision making process.</li> </ul>	54321
<ul> <li>Ensures all procedures are observed and decision is reached by vote</li> </ul>	54321
<ul> <li>Makes sure that discussion in 'retiring room' is relevant and purposeful</li> </ul>	54321
<ul> <li>Ensures an objective decision is reached based on the evidence.</li> </ul>	54321
<ul> <li>Provides comprehensive reasoning for decision reached</li> </ul>	54321
Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1

### Rationale for rating other than 3

# 5. Questioning

elf Assessment	Ratings
Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
Allows time for a sufficient response without interrupting	5 4 3 2 1
Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1
anel Member 1 Assessment of Chair	Ratings
Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
Allows time for a sufficient response without interrupting	54321
Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1
anel Member 2 Assessment of Chair	Ratings
Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
Ensures Panel Members ask only relevant questions linked to evidence	54321
Allows time for a sufficient response without interrupting	54321
Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1
egal Assessor's Assessment of Chair	Ratings
Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
	5 4 3 2 1
Allows time for a sufficient response without interrupting	04 0 Z I

## Rationale for rating other than 3

# 6. Working in a collaborative and professional manner

Self Assessment	Ratings
Thoroughly prepares by reading all paperwork	54321
Upholds confidentiality	54321
Maintains professional working relationships by handling differences of opinion constructively	54321
Recognises the need to take advice when necessary	54321
Realises the impact of their role and position of responsibility	5 4 3 2 1
Panel Member 1 Assessment of Chair	Ratings
<ul> <li>Panel Member 1 Assessment of Chair</li> <li>Thoroughly prepares by reading all paperwork</li> </ul>	<b>Ratings</b> 5 4 3 2 1
	•
Thoroughly prepares by reading all paperwork	5 4 3 2 1
<ul><li>Thoroughly prepares by reading all paperwork</li><li>Upholds confidentiality</li></ul>	5 4 3 2 1 5 4 3 2 1

Panel Member 2 Assessment of Chair	Ratings
Thoroughly prepares by reading all paperwork	54321
Upholds confidentiality	54321
Maintains professional working relationships by handling differences of opinion constructively	54321
<ul> <li>Recognises the need to take advice when necessary</li> </ul>	54321
Realises the impact of their role and position of responsibility	54321

Rationale for rating other than 3

# Communication

Self Assessment	Ratings
Clearly explains the procedures to all parties	5 4 3 2 1
<ul> <li>Provide Guidance to the respondents, particularly when un represented</li> </ul>	5 4 3 2 1
Adopts a non confrontational and tactful communication style	5 4 3 2 1
Puts others at ease, allowing then to out 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
Panel Member 1 Assessment of Chair	Ratings
Clearly explains the procedures to all parties	5 4 3 2 1
Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
<ul> <li>Adopts a non confrontational and tactful communication style</li> </ul>	5 4 3 2 1
<ul> <li>Puts others at ease, allowing then to out their point across</li> </ul>	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
Panel Member 2 Assessment of Chair	Ratings
Clearly explains the procedures to all parties	5 4 3 2 1
Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
<ul> <li>Adopts a non confrontational and tactful communication style</li> </ul>	5 4 3 2 1
<ul> <li>Puts others at ease, allowing then to out their point across</li> </ul>	5 4 3 2 1
<ul> <li>Is open to suggestions from others</li> </ul>	5 4 3 2 1
Articulates views clearly and concisely	5 4 3 2 1
Legal Assessor's Assessment of Chair	Ratings
Clearly explains the procedures to all parties	5 4 3 2 1
Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
Adopts a non confrontational and tactful communication style	5 4 3 2 1
<ul> <li>Puts others at ease, allowing then to out their point across</li> </ul>	5 4 3 2 1
<ul><li>Puts others at ease, allowing then to out their point across</li><li>Is open to suggestions from others</li></ul>	5 4 3 2 1 5 4 3 2 1

# **Chairing Skills**

Self Assessment	Ratings
<ul> <li>Establishes rapport in an authoritative, open and participative style</li> </ul>	5 4 3 2 1
<ul> <li>Ensures fairness to respondents and witnesses</li> </ul>	5 4 3 2 1
<ul> <li>Maintains firm and effective control</li> </ul>	5 4 3 2 1
<ul> <li>Ensure all present have an opportunity to participate</li> </ul>	5 4 3 2 1
<ul> <li>Intervenes as necessary in instances of inappropriate of difficult behaviour</li> </ul>	5 4 3 2 1
<ul> <li>Assists the Panel with the decision making progress</li> </ul>	5 4 3 2 1
<ul> <li>Moves the process towards a conclusion in a non confrontational manner</li> </ul>	5 4 3 2 1
<ul> <li>Leading the process with out dominating</li> </ul>	5 4 3 2 1
<ul> <li>Managing unexpected circumstances</li> </ul>	5 4 3 2 1
Panel Member 1 Assessment of Chair	Ratings
<ul> <li>Establishes rapport in an authoritative, open and participative style</li> </ul>	5 4 3 2 1
<ul> <li>Ensures fairness to respondents and witnesses</li> </ul>	5 4 3 2 1
Maintains firm and effective control	5 4 3 2 1
<ul> <li>Ensure all present have an opportunity to participate</li> </ul>	5 4 3 2 1
<ul> <li>Intervenes as necessary in instances of inappropriate of difficult behaviour</li> </ul>	5 4 3 2 1
<ul> <li>Assists the Panel with the decision making progress</li> </ul>	5 4 3 2 1
<ul> <li>Moves the process towards a conclusion in a non confrontational manner</li> </ul>	5 4 3 2 1
<ul> <li>Leading the process with out dominating</li> </ul>	5 4 3 2 1
Managing unexpected circumstances	5 4 3 2 1
Panel Member 2 Assessment of Chair	Ratings
<ul> <li>Establishes rapport in an authoritative, open and participative style</li> </ul>	5 4 3 2 1
<ul> <li>Ensures fairness to respondents and witnesses</li> </ul>	5 4 3 2 1
Maintains firm and effective control	5 4 3 2 1
<ul> <li>Ensure all present have an opportunity to participate</li> </ul>	5 4 3 2 1
<ul> <li>Intervenes as necessary in instances of inappropriate of difficult behaviour</li> </ul>	5 4 3 2 1
<ul> <li>Assists the Panel with the decision making progress</li> </ul>	5 4 3 2 1
<ul> <li>Moves the process towards a conclusion in a non confrontational manner</li> </ul>	5 4 3 2 1
<ul> <li>Leading the process with out dominating</li> </ul>	5 4 3 2 1
Managing unexpected circumstances	5 4 3 2 1
Legal Assessor's Assessment of Chair	Ratings
<ul> <li>Establishes rapport in an authoritative, open and participative style</li> </ul>	5 4 3 2 1
<ul> <li>Ensures fairness to respondents and witnesses</li> </ul>	5 4 3 2 1
Maintains firm and effective control	5 4 3 2 1
<ul> <li>Ensure all present have an opportunity to participate</li> </ul>	5 4 3 2 1
<ul> <li>Intervenes as necessary in instances of inappropriate of difficult behaviour</li> </ul>	5 4 3 2 1
<ul> <li>Assists the Panel with the decision making progress</li> </ul>	5 4 3 2 1
<ul> <li>Moves the process towards a conclusion in a non confrontational manner</li> </ul>	5 4 3 2 1
<ul> <li>Leading the process with out dominating</li> </ul>	54321

5 4 3 2 1

- Leading the process with out dominating
- Managing unexpected circumstances