

# Panel chairman 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 Chairman  Date of appraisal

Name of fellow Panel Members

Name of Legal Assessor

## 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
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. 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.	5	4	3	2 1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2 1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2 1

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### Panel Members' Assessment of Chairman

	Ratings			
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2 1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2 1
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### Legal Assessor's Assessment of Chairman

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• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2 1
• Uses personal and clinical experience to explore issues in relation to allegations.	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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	Ratings			
• Awareness of legislation governing and relevant to the HPC	5	4	3	2 1
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### Legal Assessor's Assessment of Chairman

	Ratings			
• 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

<b>Self assessment:</b>	<b>Ratings</b>				
• Demonstrates knowledge of and adherence to 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

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**Rationale for rating other than 3**

### 4. Decision Making

<b>Self assessment:</b>	<b>Ratings</b>				
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

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<b>Panel Members' Assessment of Chairman</b>	<b>Ratings</b>				
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
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• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

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**Rationale for rating other than 3**

## 5. Questioning

### Self 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
• Asks questions in a manner comprehensible to the person(s) to whom they are directed	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

### Panel Members' Assessment of Chairman

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• Asks relevant and fair questions linked to the evidence presented	5	4	3	2	1
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### Rationale for rating other than 3

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

### Self Assessment

	Ratings				
• Thoroughly prepares by reading all paperwork	5	4	3	2	1
• Upholds confidentiality	5	4	3	2	1
• Recognises the need to take advice when necessary	5	4	3	2	1
• Realises the impact of their role and position of responsibility	5	4	3	2	1

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### Rationale for rating other than 3

## 7. Communication

### Self Assessment

	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
• 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

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## 8. Chairing Skills

### Self Assessment

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to all parties and their witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

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Panel Chair signature

Panel Member signature

Legal Assessor signature

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