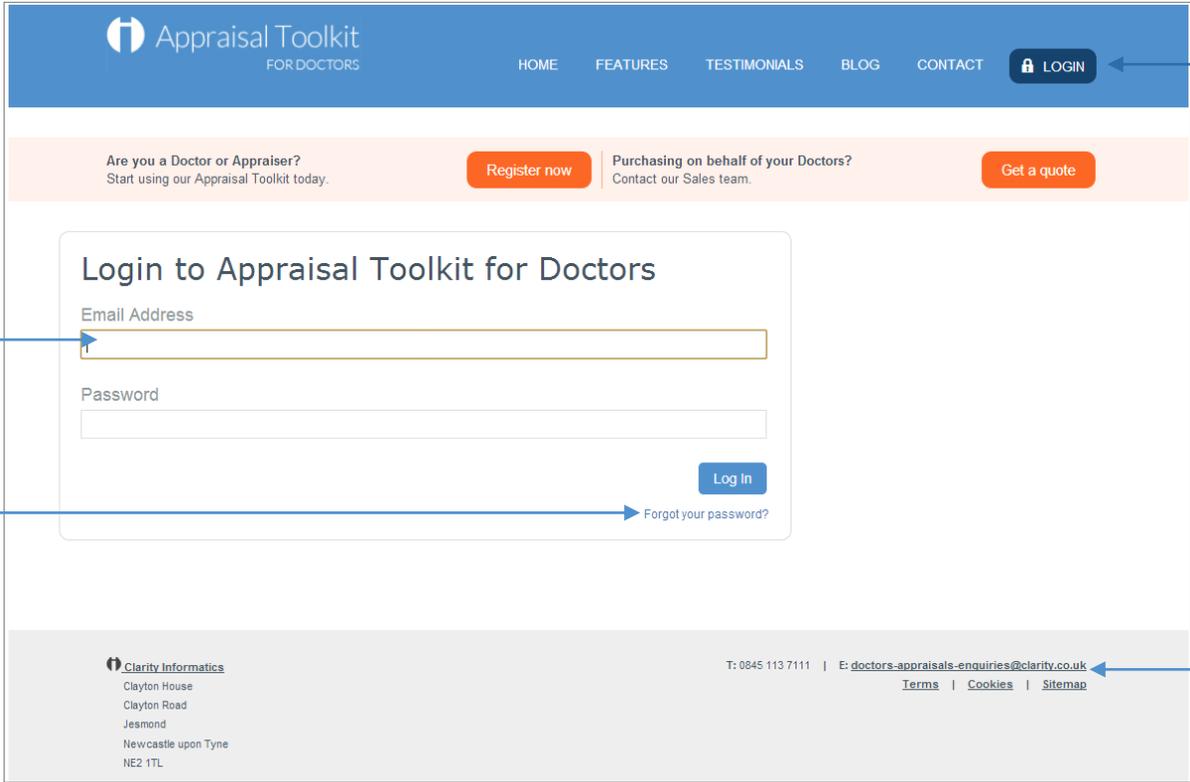


# Quick Start Guide: Assessor

## Accessing Appraisal Toolkit

Appraisal Toolkit is a fully online application; once you are registered you can login at <http://appraisals.clarity.co.uk/doctors/toolkit>.



The screenshot shows the Appraisal Toolkit website interface. At the top, there is a blue navigation bar with the logo and menu items: HOME, FEATURES, TESTIMONIALS, BLOG, CONTACT, and a LOGIN button. Below the navigation bar is a light orange banner with two sections: 'Are you a Doctor or Appraiser? Start using our Appraisal Toolkit today.' with a 'Register now' button, and 'Purchasing on behalf of your Doctors? Contact our Sales team.' with a 'Get a quote' button. The main content area features a white box titled 'Login to Appraisal Toolkit for Doctors' containing an 'Email Address' input field, a 'Password' input field, a 'Log In' button, and a 'Forgot your password?' link. The footer contains contact information for Clarity Informatics, including the address, phone number (T: 0845 113 7111), and email address (E: [doctors-appraisals-enquiries@clarity.co.uk](mailto:doctors-appraisals-enquiries@clarity.co.uk)), along with links for Terms, Cookies, and Sitemap.

Once you've registered, login to your account with your email address and password

Can't remember your password? Click this link to reset it

Click through this menu for Appraisal Toolkit news and information

Need to contact us? Use this email address to contact our Customer Support Team directly

## Your Dashboard

Prof Ross K, Assessor, Area Team | Log out

Appraisal Toolkit FOR DOCTORS

Dashboard Organisation MSF Revalidation Help

Search Name, Email or GMC No.

**Dashboard for Area Team**

My Appraisees: 10 | My Appraisers: 9 | Appraisals Per Appraiser: 10 | Appraisal Capacity: 90 | Appraisals Shortfall: 0 | MSF Patient Feedback Count: 30 | MSF Colleague Feedback Count: 15

2015 [Settings]

**Appraisal Statuses**

Status	Count
Open	2
Entering Evidence	4
Submitted By Appraiser	0
Appraising in Progress	0
Awaiting Appraiser Sign Off	0
Complete	4

**Latest 50 Appraisals Completed Since 05/05/2014**

Appraiser	Appraisal	Completed On
Dr Kerrie G	2016 at CCG 2	09/05/2014
Dr Nicole S	2018 at CCG 2	08/05/2014
Dr Nicole S	2017 at CCG 2	08/05/2014

**Appraisal Agreements**

Category	Percentage
Appraiser Disagreed	25%
Both Disagreed	0%
Both Agreed	75%

**Educational Appraisal Statements**

Category	Percentage
Disagreed	0%
Agreed	100%

Enter a name, email, or GMC number to search for a user in your organisation

These widgets show vital statistics for your organisation. Use them to monitor your appraisees and appraisers

Click the blue links in each widget to view more detailed information about each section

Click your name to change your personal information or change role/organisation

Click this arrow to reset your widgets to the default order, or click the arrow on the left to change the information displayed according to year

Click and drag widgets with the arrows at the top to move them around your page and re-order them as you'd like

## Navigating Appraisal Toolkit



Use the blue menu at the top of the page to navigate around Appraisal Toolkit.

**Filter Results**

 Update results

For Appraisal Year clear  
  
▼

Has Status clear

Open  
 Entering Evidence  
 Submitted By Appraisee  
 Appraising in Progress  
 Awaiting Appraisee Sign Off  
 Complete

Has Appraiser? clear

Is Overdue? clear

Is Late? clear

Each section contains a table (below) which can be sorted alphabetically according to heading or date. Sections also have their own filtering options (left) to help streamline results. There is a search bar at the top of each page to allow you to search for users by name, email address or GMC number.

Use the left navigation bar to move around each section.

-  Appraisees
-  Appraisers
-  Administrators
-  Assessors
-  Responsible Officers
-  All Users
-  Appraisals
-  Appraisal Agreements
-  Educational Appraisals

Appraisal	Completed	Appraisee	Appraiser
 <b>2015 (Complete)</b> At: CCG 2 Due: 31/03/2015	<b>28/04/2014</b>	 <b>Dr Nicole S</b> GMC No. 0000005	 <b>Dr Ross K</b> GMC No. 0000001
 <b>2015 (Appraising in Progress)</b> At: CCG Due: 31/03/2015		 <b>Dr James S</b> GMC No. 0000007	 <b>Dr Ross K</b> GMC No. 0000001
 <b>2015 (Complete)</b> At: CCG 2 Due: 31/03/2015	<b>28/04/2014</b>	 <b>Dr Kerrie G</b> GMC No. 0000004	 <b>Dr Ross K</b> GMC No. 0000001
 <b>2015 (Entering Evidence)</b> At: CCG Due: 31/03/2015		 <b>Dr Rachel R</b> GMC No. 0000006	 <b>Dr Ross K</b> GMC No. 0000001

## Multi-Source Feedback

**Multi-Source Feedback Overview**

**Benchmarks**

There are no benchmarks available to view. Your organisation must have a minimum of 10 completed patient cycles/10 completed colleague cycles before benchmarked data can be made available.

**Supporting Information**

For a detailed explanation of the calculations used in the benchmarks, read our [Benchmarking Calculation Guide](#).

For information on interpreting benchmarked results, read our [information document](#) for Appraisal Administrators and Responsible Officers.

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**Appraisees**

Appraisees are required to collect feedback from their patients and colleagues as part of their appraisal.

This section allows you to view the appraisees' feedback results, their completed self assessment questionnaires and any additional comments that are made about them by their patients or colleagues.

Appraisee	Reference	Completion
 <a href="#">Dr Nicole Smith</a> GMC No. 0000005	 <a href="#">CC2-0000005-P001</a> Type: Patient Date Started: 07/05/2014	<b>0% Complete</b> Has completed self assessment: <input type="checkbox"/> Marked Complete: <input type="checkbox"/>
 <a href="#">Dr Cheryl Hanlon</a> GMC No. 0000002	 <a href="#">CC1-0000002-C001</a> Type: Colleague Date Started: 07/05/2014	<b>0% Complete</b> Has completed self assessment: <input type="checkbox"/> Marked Complete: <input type="checkbox"/>
 <a href="#">Dr Cheryl Hanlon</a> GMC No. 0000002	 <a href="#">CC1-0000002-P001</a> Type: Patient Date Started: 07/05/2014	<b>0% Complete</b> Has completed self assessment: <input type="checkbox"/> Marked Complete: <input type="checkbox"/>
 <a href="#">Dr Ross Kemp</a> GMC No. 0000001	 <a href="#">CC2-0000001-C001</a> Type: Colleague Date Started: 12/05/2014	<b>0% Complete</b> Has completed self assessment: <input type="checkbox"/> Marked Complete: <input type="checkbox"/>

 < 1 > 
Displaying items 1 - 4 of 4

Clarity provides a full MSF service for appraisees. This includes a benchmarking feature for individuals and organisations. When your organisation has >10 completed cycles you can view your organisation's results benchmarked against the results of other organisations within our system.

As an assessor you can view their cycle details and by clicking the blue link in the 'Reference' column of the table. This will show how many MSF requests have been sent out, and details of any paper questionnaire packs that have been ordered.

Cycle progress is shown in the 'Completion' column which is updated in real-time. Once a cycle is complete you can view an appraisee's results, benchmarked against the national results, results in your organisation, or against others in their specialty.

## FAQS

- **What is an MSF ‘Cycle’?**

When an appraisee sends out a set of questionnaires to their colleagues or patients, they must first open a ‘cycle’. This determines how many responses must be collected before they are able to see their results. Until the cycle reaches the minimum number of responses and is closed, all questionnaires that are distributed will be included in the cycle, and their results amalgamated into one set of results. The minimum number of responses is set by the designated administrator for the organisation.

- **An appraisee’s MSF cycle is ‘100% Complete’ – why can’t I view it?**

When a cycle is ‘100% Complete’ it means the minimum number of responses has been reached. Before the cycle can be viewed, the self-assessment must also be filled out and then the appraisee must manually mark the cycle as fully completed. This allows appraisees to collect more than the organisation’s minimum number of responses for their cycle.

- **An appraisee’s appraisal is marked as ‘Submitted’ – why can’t I view it?**

Appraisal management can only view an appraisal once it is marked as ‘Complete’. Until an appraisal is completed, the appraisee and their appraisers can adjust the appraisal as they see fit to ensure inclusion of all the necessary information.

- **I have access to multiple organisations, do I have to log out and back in every time I want to swap between them?**

No! To swap between your roles/organisations simply click your name in the top right corner. This will take you to your account details page. Click the ‘Change active role’ button in the top right corner and select the organisation you want to change to.

For further guidance please see our online documentation [here](#), contact our Customer Support Team on **0845 113 7111** or email us at [doctors-appraisals-enquiries@clarity.co.uk](mailto:doctors-appraisals-enquiries@clarity.co.uk).