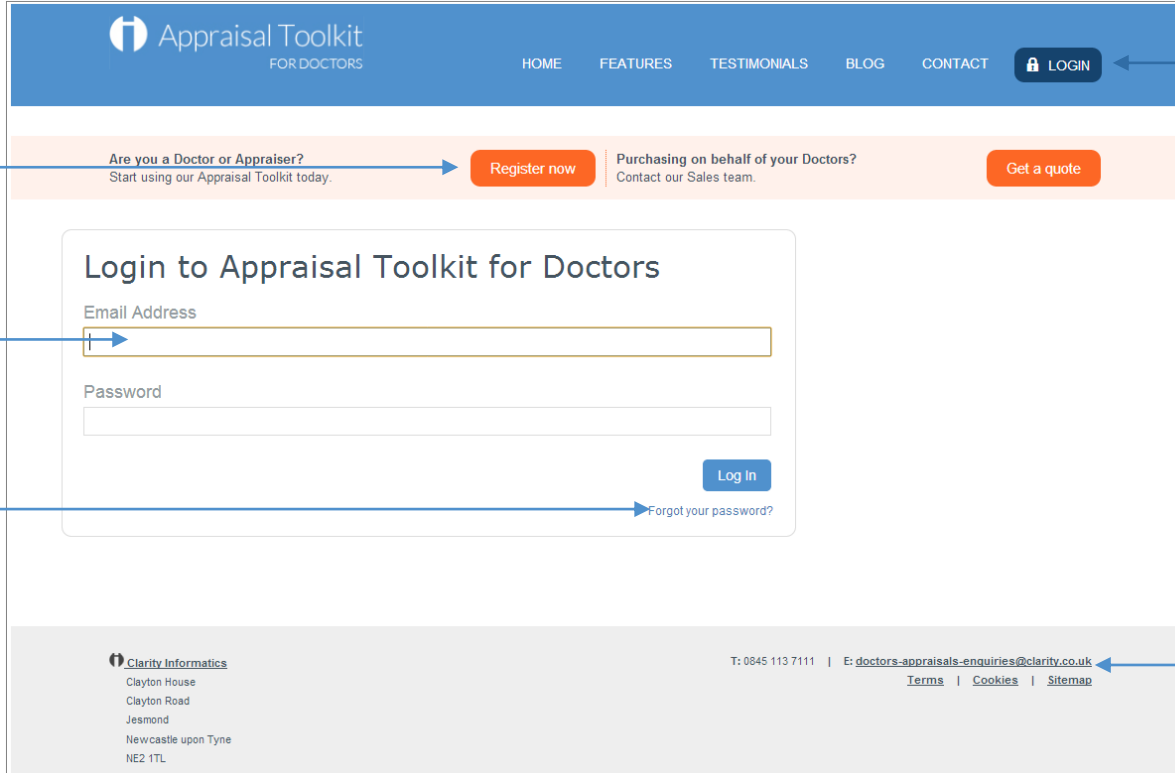


Quick Start Guide: Appraisee

Accessing Appraisal Toolkit for Doctors

Appraisal Toolkit for Doctors 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 for Doctors website. 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 the text "Are you a Doctor or Appraiser? Start using our Appraisal Toolkit today." and a "Register now" button. To the right of the banner is the text "Purchasing on behalf of your Doctors? Contact our Sales team." and a "Get a quote" button. The main content area features a "Login to Appraisal Toolkit for Doctors" form with fields for "Email Address" and "Password", a "Log In" button, and a "Forgot your password?" link. The footer contains the Clarity Informatics logo, address (Clayton House, Clayton Road, Jesmond, Newcastle upon Tyne, NE2 1TL), phone number (T: 0845 113 7111), and email address (E: doctors-appraisals-enquiries@clarity.co.uk), along with links for Terms, Cookies, and Sitemap.

New user? Click this button to register

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

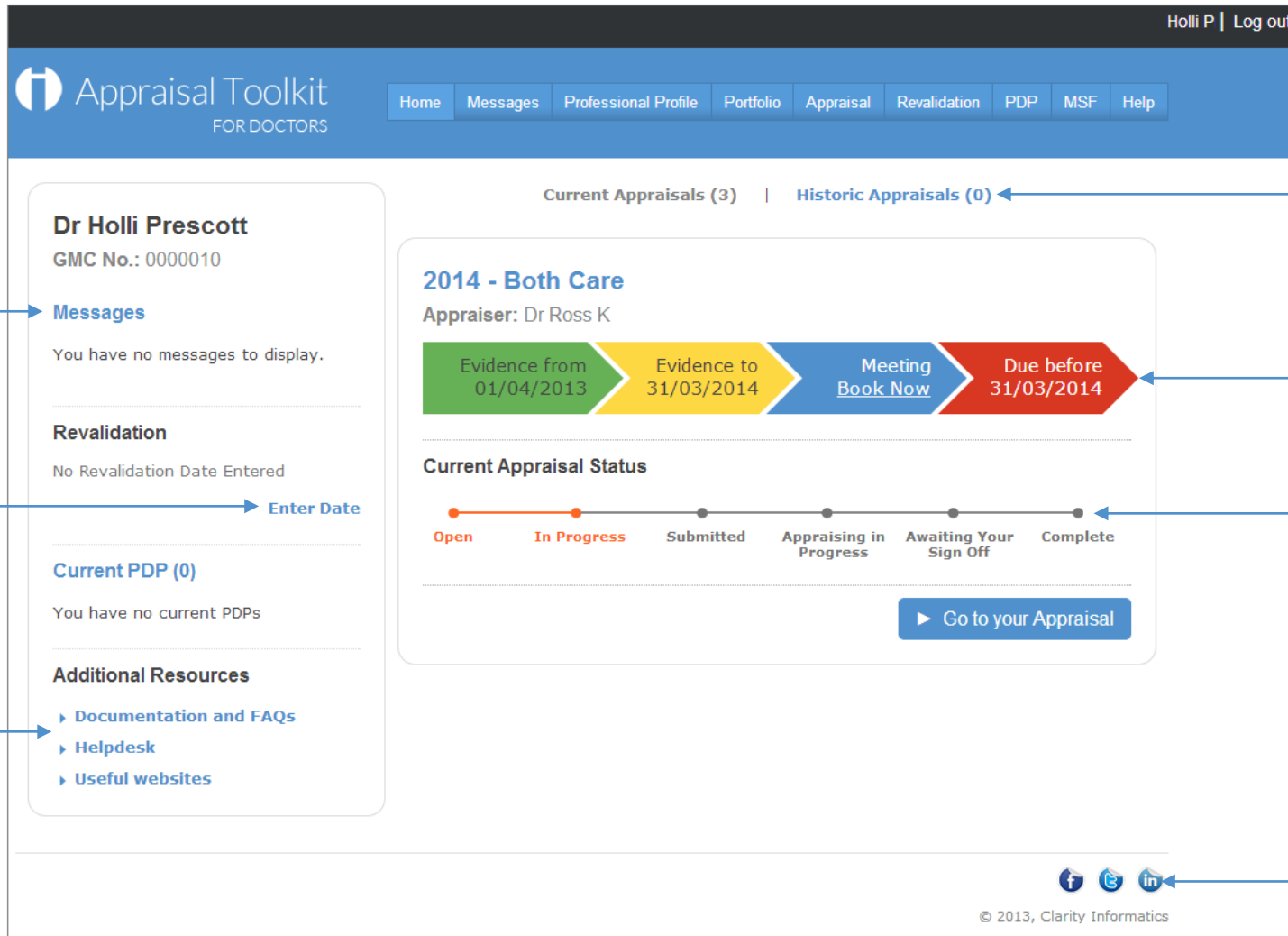
Need to contact us? Use this email address to contact our Customer Support Team directly

Your Homepage

Click here to go to your Appraisal Toolkit messages inbox and view your system messages

Click here to enter your revalidation date

Click these links to access our extensive wiki, downloadable user guides and tutorial videos, or to contact our Customer Support Team through our helpdesk



The screenshot displays the Appraisal Toolkit interface for Dr Holli Prescott. At the top right, the user's name 'Holli P' and a 'Log out' link are visible. A navigation bar contains links for Home, Messages, Professional Profile, Portfolio, Appraisal, Revalidation, PDP, MSF, and Help. The left sidebar shows the user's name, GMC No. (0000010), and sections for Messages (no messages), Revalidation (no date entered), Current PDP (0), and Additional Resources (Documentation and FAQs, Helpdesk, Useful websites). The main content area features a '2014 - Both Care' appraisal summary with an appraiser 'Dr Ross K'. A timeline shows 'Evidence from 01/04/2013' to 'Evidence to 31/03/2014', followed by a 'Meeting Book Now' button and a 'Due before 31/03/2014' warning. Below this is a 'Current Appraisal Status' progress bar with stages: Open, In Progress, Submitted, Appraising in Progress, Awaiting Your Sign Off, and Complete. A 'Go to your Appraisal' button is at the bottom right. Social media icons for Facebook, Twitter, and LinkedIn are at the bottom right, along with the copyright notice '© 2013, Clarity Informatics'.

Click your name to change your personal details, role, or password

Click between your current and historic appraisals for quick access

Keep track of you appraisal evidence and meeting dates

See your appraisal status as your progress bar is updated in real-time

Click the social media links to follow Clarity on Facebook, Twitter or LinkedIn and find out about updates and news first!

Your Profile and Portfolio

Appraisal Toolkit FOR DOCTORS

Home Messages Professional Profile Portfolio Appraisal Revalidation PDP MSF Help

All Portfolio Items Guidance Notes

CPD Events
Quality Improvement Activities
Significant Events
Colleague and Patient Feedback
Complaints and Compliments

All Portfolio Items

Search Portfolio [x] Search

Show More Options

Appraisal	Section	Title	Date	Actions
No records to display.				

Displaying items 0 - 0 of 0

Click the headings in this menu bar to navigate through Appraisal Toolkit

Click the different sections in this left navigation bar to move around your Portfolio (or Profile)

Search your Portfolio for a specific item by title, or click 'Show More Options' to search by date or linked appraisal

All Portfolio Items Guidance Notes

CPD Events
Quality Improvement Activities
Significant Events
Colleague and Patient Feedback
Complaints and Compliments

CPD Events

Use this section to record any CPD activities you undertake. Evidence should cover your full scope of practice, including any managerial or academic positions you may hold. This information can be imported into an appraisal at a later date.

Add new item

Appraisal	Title	Date	Documents	Actions
No records to display.				

Displaying items 0 - 0 of 0

Click 'Guidance Notes' to see guidance on each section, including tips about what information to include and why it is important for your appraisal and revalidation. This information is collated from GMC and AORMC guidance

Click this link to add your evidence. Each item has two tabs to complete:

- Details
- Documents (upload digital documents as supporting evidence)

Your Appraisal Dashboard

Use the left navigation menu to move around your appraisal.

This shows your appraisal timeline. Click 'Show History' to see your entire appraisal history, including any submissions or reversions.

Click these links to book your Appraisal meeting, change your appraisal dates, or submit your appraisal for review

Use these links to print and download your appraisal information in different ways and import your Portfolio items

Dashboard

1. Personal Information

- GMC Information
- Personal Information
- Qualifications
- Memberships

2. Roles & Responsibilities

- Roles
- Job Plans
- Last Year's PDP
- Minor Surgery Log
- Surgical Log

3. Appraisal Information

- CPD Events
- Quality Improvement Activities
- Significant Events
- Colleague & Patient Feedback
- Complaints & Compliments
- Additional Areas Of Discussion
- Pre-Appraisal
- Proposed PDP
- GMP Overview
- Statements & Declarations

Actions

- Appraisal Meeting
- Change Appraisal Dates
- Submit Appraisal

Tools

- Download Appraisal
- Print
- Import from Portfolio

Your Appraisal for 2014

Evidence from 01/04/2013 → Evidence to 31/03/2014 → Meeting [Book Now](#) → Due before 31/03/2014

Appraiser: Dr Ross K
Email:
Telephone:
Organisation: Both Care

Current Appraisal Status

Open In Progress Submitted Appraising in Progress Awaiting Your Sign Off Complete

14/11/2013 In Progress: Appraiser started appraisal [Show history](#)

Last Year's PDP

Last Years PDP (0)

Appraisal Information	CPD Credit Total	Total
CPD (0)	0	0
Quality Improvement (0)	0	0
Significant Events (0)	0	0
Feedback (0)	0	0
Complaints and Compliments (0)	0	0
Additional Areas of Discussion	0	0
Pre-appraisal Preparation	0	0

All of your appraiser's contact information is available for you to view from your dashboard

Keep track of your total CPD score for this appraisal.

Use these quick-links to access different evidence sections in your appraisal. The number in brackets shows how many items you have in each section

FAQs

How do I change my email address/username?

- To change your username/email address, please contact our Customer Support Team on **0845 113 7111**.

The system won't accept my username and/or password, what do I do?

There could be a number of reasons why you are be unable to Log in to Appraisal Toolkit. The most common issues are listed below:


- Your Username is incorrect:
 - Using the wrong username
 - Typos in the Username
 - Including Spaces at the beginning or end of your username
- Your Password is Incorrect
 - Using the Wrong Password
 - Misspelling your Password
 - Your password is case sensitive – you may not be including the correct Uppercase, lowercase, letters, numbers and characters (your password **must** contain seven characters, including at least one number and one special character (? / ! £ \$ % & * \ # @ ~)
- You are locked out
 - Entering the incorrect password 3 times locks out an account

If you have been locked out or are having difficulty with your user credentials, please contact the Customer Support Team on **0845 113 7111**. You will be asked to provide your full name, GMC number and answer to your security question before your password can be reset.

How do I add PDPs?

The first time you use Appraisal Toolkit you can enter the PDP activities you have been working towards over this appraisal period. If this is your first appraisal, tick **This is my first ever appraisal for this organisation.** and you will not need to complete the following steps.

To add a new PDP:

- View your current appraisal
- Click 'Last Year's PDP' in section 2 of the left navigation bar
- Click **Add new item**
- Complete each of the tabs and click 

You can link your Portfolio evidence to the PDP in the 'Development Evidence' tab – just tick the **Use My Portfolio** box and select your items.

Can I make amendments to my appraisal after submitting it?

If you have submitted your appraisal but your appraiser has not yet started reviewing it, you can undo your submission by clicking 'Revert Submission' in your left navigation bar. If your appraisal has an 'Appraising in Progress' status, contact your appraiser or administrator and ask them to revert it for you.

For further guidance please see our online documentation at <http://wiki.clarity.co.uk>, contact our Customer Support Team on **0845 113 7111** or email us at doctors-appraisals-enquiries@clarity.co.uk.