

# Quick Start Guide: Administrator

## Accessing Appraisal Toolkit for Doctors

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

Already registered and have the Administrator role? Enter your email address and password then click 'Log In'

Forgot your password? Click here to reset

### Login

Email Address

Password

[Forgot your password?](#)

### How can we help?

**Are you a Doctor or Appraiser?**  
Start using our Appraisal Toolkit today.

[Register your account](#)

**Purchasing on behalf of your Doctors?**  
Contact our Sales team.

[Request a quote](#)

If you have more than one role on the Appraisal Toolkit select the 'Appraisal Admin' role after log in and click on 'Continue', if you do not have this option please contact our customer support team

### Select Role

Role

Organisation

### More Info

- You can control your organisation appraisal setup and notifications from the toolkit.
- You can access appraisal and revalidation data via dashboard widgets and calendars
- You can access and control appraisals and revalidation cycles, record exemptions and conflicts.

## Your Dashboard

The widgets on your Dashboard show vital statistics for your organisation. Use them to monitor your appraisees and appraisers.

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

MR CHRIS CHARLTON, APPRAISAL ADMIN, CLARITY DEMONSTRATION AREA TEAM ▾ LOG OUT

 Appraisal Toolkit

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|                               |    |  |   |                                      |    |  |    |
|-------------------------------|----|--|---|--------------------------------------|----|--|----|
| <a href="#">My Appraisees</a> | 32 | <a href="#">My Lead Appraisers</a>       | 9 | <a href="#">Appraisal Capacity</a>   | 65 | <a href="#">MSF Patient Feedback</a>   | 15 |
| <a href="#">My Appraisers</a> | 13 | <a href="#">Appraisals Per Appraiser</a> | 5 | <a href="#">Appraisals Shortfall</a> | 0  | <a href="#">MSF Colleague Feedback</a> | 5  |

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2018 ▾

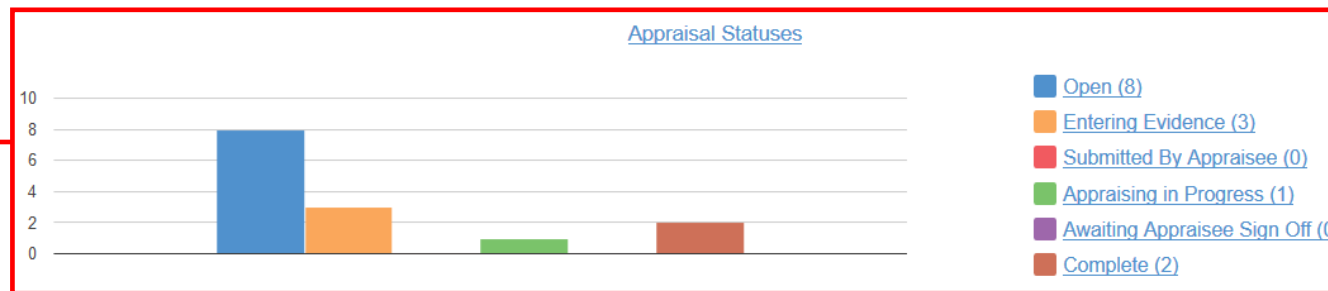
[Choose Department](#) ▾

[Settings](#) ▾

You can switch between viewing Appraisal and Revalidation information with these buttons

Click the links to view more detailed information about each section

This table gives you an overview of the Appraisal Statuses in the selected year



Click Settings to reset your widgets to the default order, choose the department to view or change the information displayed according to year

## Managing Your Organisation



Click 'Organisation' in the top menu bar to begin managing your organisation, staff and settings.

### Inviting Users

The Invite Users screen allows you to invite staff to join your organisation in Appraisal Toolkit, monitor the responses to your invitations and resend invitations to non-responsive recipients.

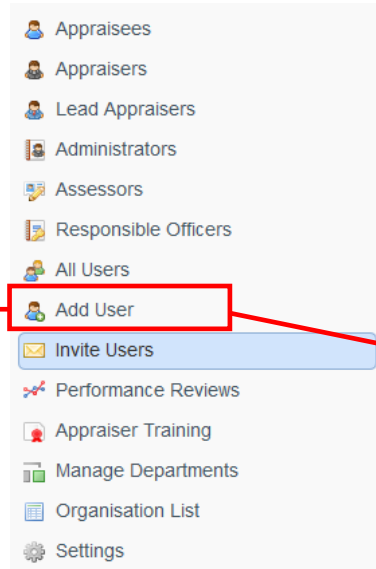
The screenshot shows the 'Invite Users' interface. On the left is a navigation sidebar with various user management options. The 'Invite Users' option is highlighted with a red box. A callout box points to this option with the text: 'Click 'Invite Users' in the left navigation bar to begin inviting users.' The main content area is titled 'Invite Users' and contains a 'New Invites' section with an 'Invite' button highlighted by a red box. A callout box points to this button with the text: 'Click the 'Invite' button, enter the email addresses of the staff you want to invite, then click 'Send'.' Below the 'New Invites' section are three summary cards: 'Awaiting Response' (0), 'Accepted Invitations' (0), and 'Ready To Re-send' (3). The 'Ready To Re-send' card includes a 'Re-send Invites' link. Below these are two more cards: 'Rejected' (1) with a 'View Rejected' link.

Recipients have the option to reject an invitation. They will no longer receive emails from Appraisal Toolkit and would need to register themselves without an invitation in the future should they choose to.

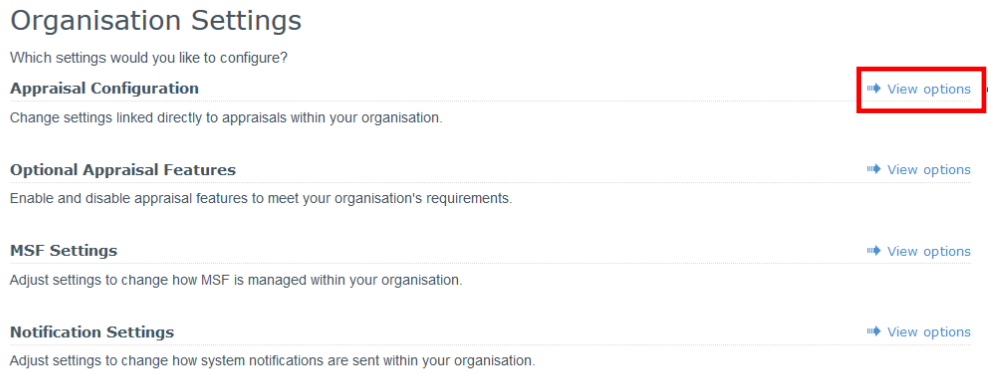
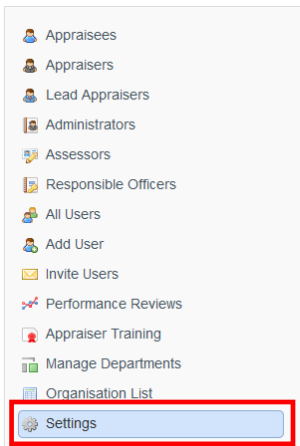
You can view a list of recipients that have rejected their invitations by clicking 'View Rejected'.

## Adding roles to already registered users

To add registered users to a specific role, click 'Add User' in the left navigation menu, then click 'Add Appraiser' or 'Add Appraiser' in the pop up box then search for their name. Click the 'Add' link to assign the role to the user.



## Organisation settings



You can edit your organisation's settings to conform to local policies; simply click 'Settings' in your left navigation bar, then click 'View Options' next to each setting type. Appraisal Toolkit provides a number of optional features and MSF settings for you to edit, along with fully configurable appraisal process allowing you to personalise how evidence is collected, whether Appraisal Toolkit automatically assigns appraisal due dates, how many times an appraiser can appraise an individual, and more.

# Managing Appraisals



Click 'Appraisals' in the top menu bar to begin managing your organisation's appraisals.

## Create Appraisal

- Appraisals
- Without Appraisal**
- Appraisal Agreements
- Overdue Appraisals
- Late Appraisals
- Allocate Due Dates
- Conflicts of Interest
- Exemptions
- Unsubmit Appraisal
- Revert Appraiser Sign Off
- Revert Appraisee Sign Off

### Without Appraisal

| Appraisee ▲                              | Year | Actions |
|--|------|---------|
| Dr Training User 1<br>GMC No. TRAIN001   | 2017 | Create  |
| Dr Demo User 1<br>GMC No. DEMO001        | 2017 | Create  |
| Dr Internal User 1<br>GMC No. INTER001   | 2017 | Create  |
| Dr Training User 10<br>GMC No. TRAIN0010 | 2017 | Create  |
| Dr Demo User 10<br>GMC No. DEMO0010      | 2017 | Create  |
| Dr Demo User 11<br>GMC No. DEMO0011      | 2017 | Create  |

To create an appraisal for an appraisee who is without a current appraisal, click 'Without Appraisal' in the left navigation bar. You can search for the appraisee using the search box, then click 'Create' in the actions column. You can then enter the Evidence From, Evidence To and Due Date of the appraisal.

**Results Filter**

For Appraisal Year

## Assign or change an appraiser and change an appraisal date

**Appraisals**

- Without Appraisal
- Appraisal Agreements
- Overdue Appraisals
- Late Appraisals

To access the Appraisal Actions menu click on the appraisal year in the table.

### Appraisals

Search: Name, Email or GMC No. Search within results

| Appraisal   | Completed | Appraisee                              | Appraiser                        |
|---|-----------|--|----------------------------------|
| <b>2017 (Open)</b><br>AT: CLARITY DEMONSTRATION CCG<br>Due: 31/01/2017<br>Meeting Date: Not Set |           | Dr Internal User 2<br>GMC No. INTER002 | <a href="#">Assign Appraiser</a> |

Displaying items 1 - 1 of 1

To assign an appraiser to an appraisee who is without a current appraiser, click 'Appraisals' in the left navigation bar. You can search for the appraisee using the search box, then click 'Assign Appraiser' in the actions column and click 'Match' in the actions column of the appraiser

In the Appraisal Actions menu you have the option to Assign or Change Appraiser, Change Due Date, Change Meeting Date, add Organisation Supporting Information and Delete the appraisal (you can only delete an appraisal with an 'Open' status).

**Dr Internal User 2's Appraisal for 2017**

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You will be able to view the full detail of this appraisal once it is complete.

Evidence from 01/01/2016 Evidence to 31/01/2017 Meeting Not Booked Due before 31/01/2017

**Current Appraisal Status**

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

**Appraisee:** Dr Internal User 2  
InternalUser2@clarity.co.uk  
0845 113 1000

**Appraiser:** There is currently no appraiser allocated.

**Revalidation Date:** 15/03/2015

**Organisation:** CLARITY DEMONSTRATION CCG

23/03/2017 - Open: Appraisal date changed

**Appraisal Information** CPD Credit Hours Total **0**

- Actions**
- Assign Appraiser
  - Change Due Date
  - Change Meeting Date
  - Organisation Supporting Information
  - Delete Appraisal

## Reverting an appraisal status

As an administrator you can revert the statuses of your appraisees' appraisals if they (or their appraiser) need to edit information after submitting or signing off the appraisal. Click the appropriate link in the left navigation bar to find the appraisal and revert it in the Appraisal column of the table.

- Appraisals
- Without Appraisal
- Appraisal Agreements
- Appraisal Requests
- Overdue Appraisals
- Late Appraisals
- Allocate Due Dates
- Conflicts of Interest
- Exemptions
- Unsubmit Appraisal
- Revert Appraiser Sign Off
- Revert Appraiser Sign Off

Search within results

Use this action to change the status of an appraisal from "Ready To Appraise" or "Appraising in Progress" to "Entering Evidence". This will allow the Appraiser to add or edit the evidence they provide for the appraisal, they will then have to resubmit the appraisal once amendments are completed.

**Please note:** Both the Appraiser and Appraiser will be informed of the change by a system message. Any information added by the Appraiser will still be available in the appraisal when it is resubmitted.

| Appraisee   | Appraiser   | Appraisal ▲   |
|---|---|---|
| <a href="#">Dr Hannibal King</a><br>GMC No. CLARITY18 | <a href="#">Dr Christmas Jones</a><br>GMC No. CLARITY15 | <a href="#">2018 (Submitted By Appraiser)</a><br>At: CLARITY DEMONSTRATION CCG<br>Due: 31/03/2018<br>Meeting Date: Not Set<br><span style="border: 2px solid red; padding: 2px;"> <a href="#">Unsubmit Appraisal</a></span> |

1 
Displaying items 1 - 1 of 1

## Multi-Source Feedback



Click 'MSF' in the top menu bar to see your organisation's MSF progress, including benchmarks and individual results.

### Results Filter

**Cycle Type** clear

Colleague

Patient

**Cycle Status** clear

Complete

Not Complete

**Completed In Appraisal Year** clear

Apply Filter

You can filter the results that appear in the table by selecting from the filters in the left menu and clicking 'Apply Filter'.

### Benchmarks

**Patient Benchmarks**

**Colleague Benchmarks**

Clarity's MSF benchmarking provides statistical information to allow comparison of your organisational MSF results against results collected nationally. MSF results for individual doctors can also be compared to the average results of doctors nationally, within their organisation and within their speciality. As a feature of our benchmarking system, Clarity provides you with a list of "low performers" within your organisation. To view the benchmarks and see a list of low performers click 'View Benchmarks' or 'Download Benchmarks as PDF'.

You can find a specific appraisee using the Search box, then click the cycle reference link to see your appraisee's cycle. If it is not yet complete you can resend email feedback requests to colleagues or patients on behalf of the clinician. The Completion column will show when the appraisee has filled in their self-assessment and marked their cycle as complete. Once the cycle is complete you can also view the cycle results and any relevant benchmarks (speciality, organisation and national) that are available.

| Appraisee   | Reference  | Completion  |
|---|--|---|
| <a href="#">Dr Demo User 1</a><br>GMC No. DEMO001 | <a href="#">XXX-CLARITY1-P001</a><br>Type: Patient<br>Date Started: 17/06/2013 | <b>100% Complete on 17/06/2013</b><br>Has completed self assessment: <input type="checkbox"/><br>Marked Complete: <input checked="" type="checkbox"/> |
| <a href="#">Dr Demo User 2</a><br>GMC No. DEMO002 | <a href="#">XXX-CLARITY2-P001</a><br>Type: Patient<br>Date Started: 17/06/2013 | <b>100% Complete on 17/06/2013</b><br>Has completed self assessment: <input type="checkbox"/><br>Marked Complete: <input checked="" type="checkbox"/> |



## 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. You can set the minimum number of responses for cycles in your organisation in Organisation Settings.

- **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 appraiser can adjust the appraisal as they see fit to ensure inclusion of all the necessary information.

- **How do I remove a user from my organisation?**

To remove a user from your organisation, click ‘Organisation’ in the top menu. Click their role in the left navigation bar, find the user and click the arrow next to their name to bring up the drop down menu. Click the ‘Remove’ link to go to the Remove User page. If a user has multiple roles within the organisation they must be removed from each role separately.

- **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.

- **How do I enable Paper MSF for my organisation?**

You can enable paper MSF and purchase packs for your appraisees in the Organisation Settings section (see page 4 for more details). Click ‘MSF Settings’, then ‘Enable’ next to Paper-based MSF.

For further guidance please see our online documentation at <http://wiki.clarity.co.uk/display/1/Appraisal+Administrator>, 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).