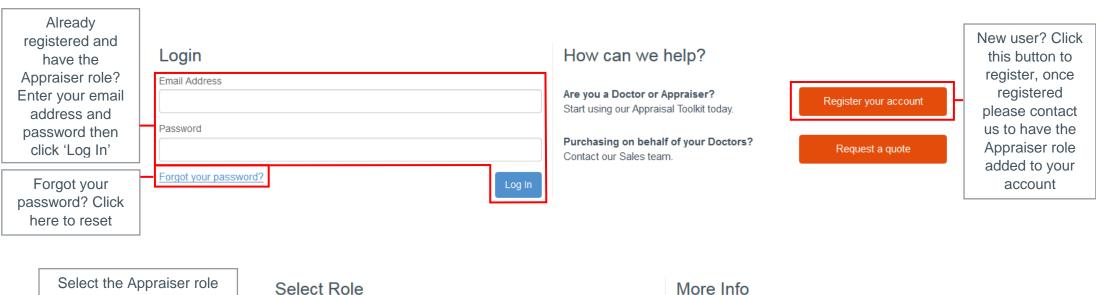


Quick Start Guide: Appraiser

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.



Select the Appraiser role after log in and click on 'Continue'. If you do not have this role option please contact our Customer Support Team.

Select Role

Role
Appraiser

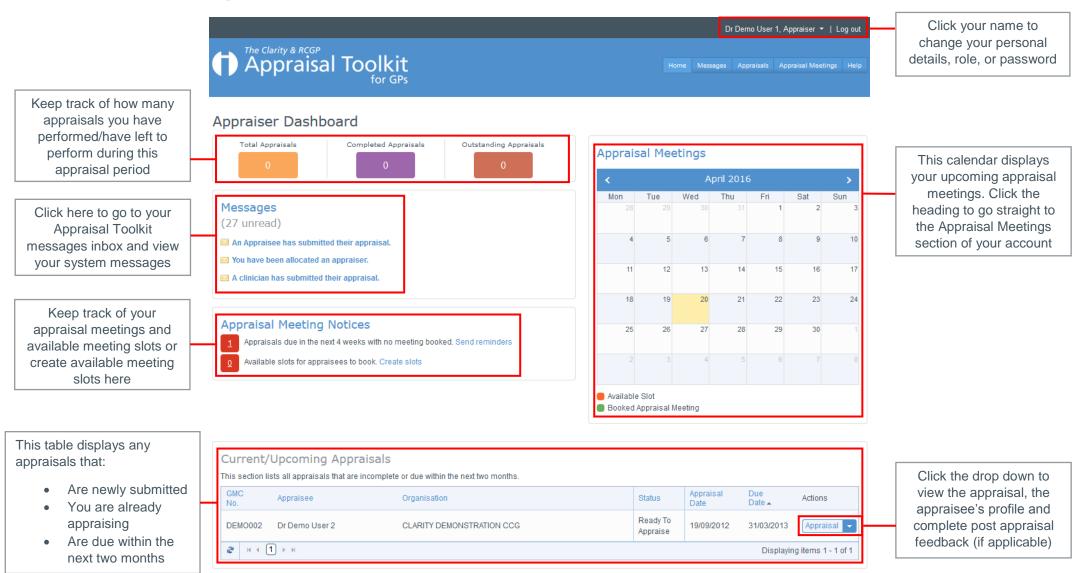
Cancel

Continue

- You can set up appraisal meeting slots and invite your appraisees.
- You are able to review appraisees current and historic appraisals on submit or once they have granted early access.
- You can edit CPD credits, confirm PDPs and complete appraisal agreements.



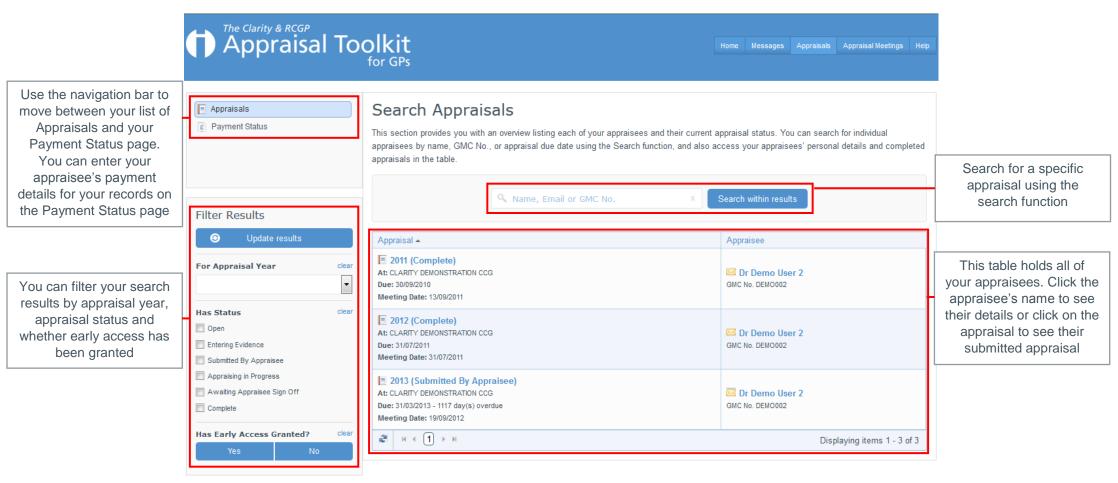
Your Homepage



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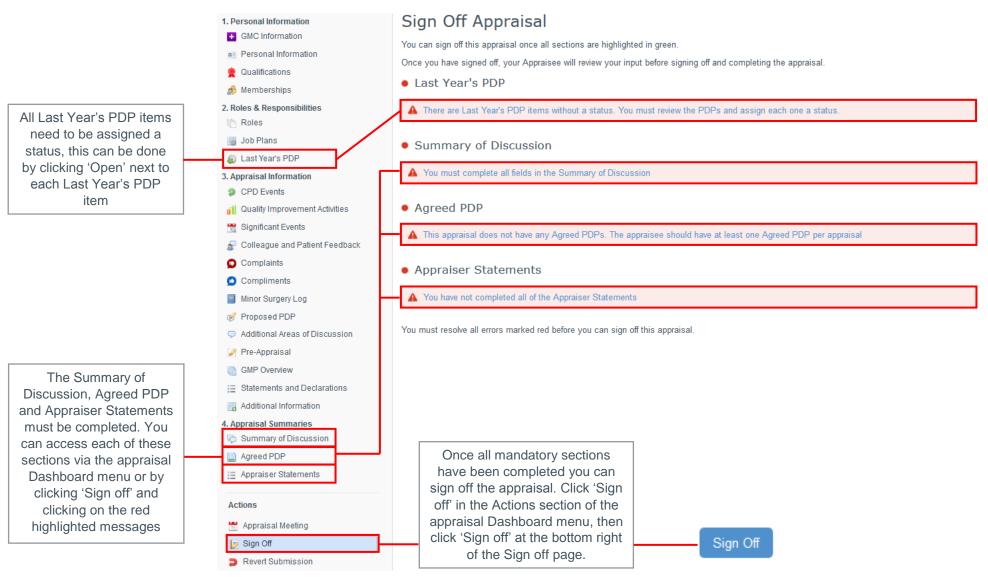
Your Appraisals



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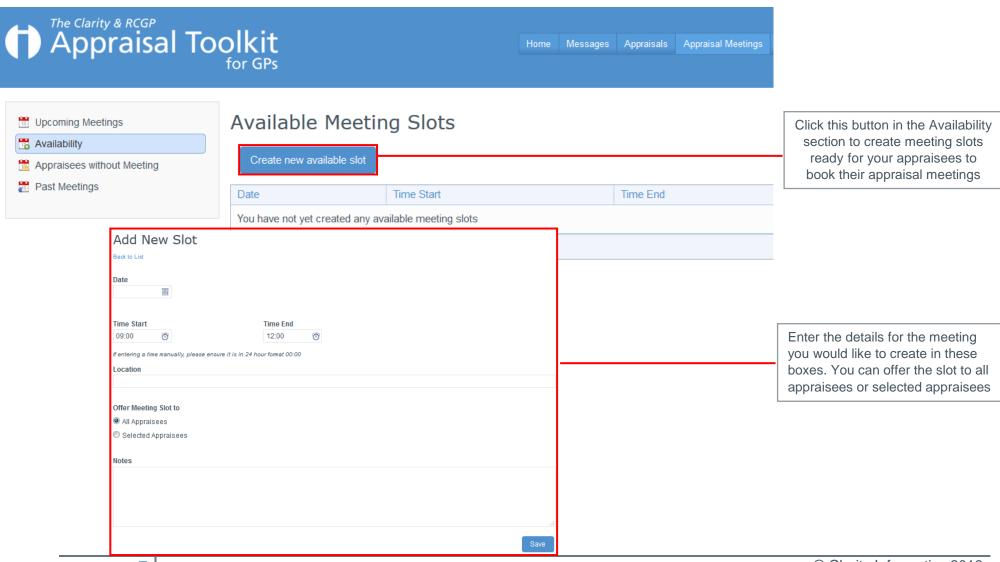


Completing an Appraisal





Appraisal Meetings





FAQs

I am unable to log in to Appraisal Toolkit, 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:

- Incorrect email address/password are being entered
- Typos in the email address/password being entered
- Including spaces at the beginning or end of the email address/password
- Misspelling of the password
- The 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 (? / ! £ \$ % & * \ # @ ~)
- Your account may be locked out entering the incorrect password 3 times locks an account.

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

How do I change my email address?

Please contact our Customer Support Team on **0845 113 7111** who will be able to assist in changing your email address over the telephone.

What mandatory information do I need to complete?

As the appraiser it is your responsibility to complete Section 4 of the appraisal evidence, this includes:

- Agreed PDP
- Summary of Discussion
- Appraiser Statements.
- You must also give each of the clinician's 'Last Year's PDPs' a status before you are able to sign off the appraisal.

For further guidance please see our online documentation at http://wiki.clarity.co.uk/display/1/Appraiser, contact our Customer Support Team on **0845 113 7111** or email us at doctors-appraisals-enquiries@clarity.co.uk.