

Appraisal Training for Appraisers and Appraisees

ACP **360**
Multi-source Assessment
for Psychiatrists

9:30am Registration and Refreshments

10:00am Welcome

4:45pm Close

Leeds

Glasgow

Birmingham

London

Tuesday 1st December 2009

Thursday 11th February 2010

Wednesday 10th March 2010

Thursday 22nd April 2010

Appraisal Training "at your place"

We also offer this course as part of our "Training at Your Place" provision. For a group of up to 30 delegates, the fee is £3,500 plus VAT. This includes all course materials, speaker fees and expenses.

For more information contact Elizabeth Edgar on **0113 3663248** or email eedgar@cru.rcpsych.ac.uk.

Accreditation

This course is eligible for 6 CPD hours subject to peer group approval.

Study Methods

A combination of lectures, group discussions and activities.

Registration Fee

£175.00 including all materials, refreshments and lunch.

We are all involved in appraisal. During the appraisal process, it is important that we understand the procedures and the benefits. When an appraisal is done well, it provides an opportunity to build on strengths and develop avenues of interest as well as finding solutions for areas of difficulty.

This course is designed to look at appraisal from both perspectives: appraisee and appraiser, and to ensure that you are keeping the required documentation as the revalidation process draws near. It will also emphasise the importance of 360 degree multi-source feedback.

Topics include:

- Experiences of Appraisal
- Appraisal, Assessment & Revalidation: What is it?
- Good Medical Practice
- Roles and Responsibilities in the Appraisal Process
- The Appraisal Process: Preparation, Practicalities and Pitfalls
- Poorly Performing Doctors and Performance Management

Who should attend?

Consultants, SAS doctors and final year specialist registrars who are responsible for conducting appraisals (appraisers) or who are being appraised (appraisee).

About ACP 360?

ACP 360 is the Royal College of Psychiatrists' multi-source assessment system. Its purpose is to enable personal development. ACP 360 measures performance in two of the GMC's core domains – working with colleagues and relating to patients. It assesses eight qualities that psychiatrists have themselves identified as being important:

- Communication
- Availability
- Emotional intelligence
- Decision-making
- Relationships with service users
- Relationships with relatives/carers
- Relationships with other psychiatrists
- Relationships with their team

The Education & Training Centre also offer a range of courses to compliment the ACP 360 assessment system. These courses include Emotional Intelligence, Communication, Decision Making and Building Effective Relationships. Further details can be found at www.rcpsych.ac.uk/cetc

Appraisal Training for Appraisers and Appraisees

How to book

Fax this completed registration form to **020 7481 4842** OR **Post** the completed copy of this form to Programme Administrator
 • Education and Training Centre • Royal College of Psychiatrists • 6th Floor, Standon House • 21 Mansell Street • LONDON E1 8AA

Leeds Tuesday 1st December 2009 Glasgow Thursday 11th February 2010
 Birmingham Wednesday 10th March 2010 London Thursday 22nd April 2010

Your Details:

(please complete a separate form per delegate)

Title: _____ First name: _____

Surname: _____

Job title: _____

Department: _____

Organisation: _____

Work address: _____

_____ Postcode _____

Email: _____

Tel: _____

Fax: _____

RCPsych Membership No: _____

Please specify any dietary requirements: _____

Other special requirements (eg. disabled access): _____

Course fee:

£175.00 including all materials, refreshments and lunch.

Accreditation:

This course is eligible for 6 CPD hours subject to your peer group approval. Delegates must register at the start and close of the course to be awarded a certificate of attendance.

Accommodation:

DeSouza Associates provides a delegate hotel accommodation booking service. Contact by email on info@desouza-associates.com, via website www.desouza-associates.com or by telephone on 01420 520 300.

Confirmation of registration:

All registrations will be confirmed in writing. Late registrations will be confirmed by fax. A map of the venue will be sent with confirmation of your booking. **Applicants are advised not to book travel/accommodation until written confirmation from The Royal College of Psychiatrists (RCPsych) has been received.**

The RCPsych reserve the right to change the programme without prior notice. Where for any reason beyond its reasonable control, the RCPsych cancels an event, the liability of the RCPsych shall be limited to a refund of the fee payable to the RCPsych for that particular event.

Cancellations/substitutions:

To be entitled to a refund all cancellations MUST be received in writing no later than 2 weeks prior to the event date. An 80% refund will be given if cancelled more than 4 weeks prior to the event and 50% refund if less than 4 weeks notice is given. No refund will be given if cancellations are received within 2 weeks before the event. Should you be unable to attend, a substitute delegate is welcomed.

Payment

THE COLLEGE IS UNABLE TO INVOICE FOR REGISTRATION FEES

BY CHEQUE A cheque for £ _____ made payable to: **The Royal College of Psychiatrists** is enclosed.

CREDIT CARD

Please enter your credit card details as they appear on the card.
 Please debit my VISA /MASTERCARD/SWITCH CARD
 (delete as appropriate)

Cardholder's name: _____

Home address: _____

Card no:

Start date: _____ Expiry date: _____

Issue No (Switch only): _____ 3 digit security number: _____

Signature: _____

Your payment will be processed securely using Netbanx, and your card details will not be retained after successful processing.