

# Panel chair self appraisal and peer feedback

The Health professions Council is committed to equal opportunities. Assessment of performance is objectively based on an individual's ability. You must guard against unfair discrimination. Please read attached notes for guidance.

## Personal Details

Name  Reg No.

Length of time as Panel Chair  Date of appraisal

Name of fellow Panel Members

Name of Legal Assessor

## Competency Types

1. Knowledge of Key Legislation Governing the HPC
2. Application of Relevant Procedure
3. Understanding the importance of public protection and a fair hearing
4. Decision Making
5. Questioning
6. Working in a Collaborative and professional manner
7. Communication
8. Chairing skills

## Ratings Scale

- 5 Outstanding performance
- 4 Exceeds the requirements of the role
- 3 Good performance – meets the requirements of the role
- 2 Limited Performance – shows some minor weaknesses
- 1 Poor Performance – shows significant weakness, further training needed.

## 1. Knowledge of Key Legislation Governing the HPC

### Self assessment:

	Rating			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

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### Panel Member 1 Assessment of Chair

	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

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### Panel Member 2 Assessment of Chair

	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

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### Legal Assessor's Assessment of Chair

	Ratings			
• Awareness of legislation governing HPC	5	4	3	2 1
• Understands the goals and objectives of the HPC	5	4	3	2 1
• Awareness of issues relating to and relevant of diversity and equality.	5	4	3	2 1

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### Rationale for rating other than 3

## 2. Application of Relevant Procedures

### Self assessment:

	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

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### Panel Member 1 Assessment of Chair

	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

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### Panel Member 2 Assessment of Chair

	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

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### Legal Assessor's Assessment of Chair

	Ratings			
• Demonstrates knowledge of and adherence with the legal and procedural framework of the Committee	5	4	3	2 1
• Asks for support /clarification where necessary	5	4	3	2 1
• Refers to Legal Assessor for legal/procedural advice when necessary	5	4	3	2 1
• Ensures that all present remain focussed on the key issues	5	4	3	2 1

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### Rationale for rating other than 3

### 3. Understanding of the importance of public protection and a fair hearing

#### Self assessment:

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

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#### Panel Member 1 Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

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#### Panel Member 2 Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

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#### Legal Assessor's Assessment of Chair

	Ratings				
• Displays an understanding of the allegations and seeks clarification where necessary.	5	4	3	2	1
• Uses personal and clinical experience to explore issues in relation to allegations.	5	4	3	2	1
• Ensures all present have an opportunity to be heard, ask questions and, where necessary share information and ideas	5	4	3	2	1

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#### Rationale for rating other than 3

### 4. Decision Making

#### Self assessment:

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
• Ensures an objective decision is reached based on the evidence.	5	4	3	2	1
• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

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#### Panel Member 1 Assessment of Chair

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
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• Provides comprehensive reasoning for decision reached	5	4	3	2	1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5	4	3	2	1

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#### Panel Member 2 Assessment of Chair

	Ratings				
• Guides the Panel through the decision making process.	5	4	3	2	1
• Ensures all procedures are observed and decision is reached by vote	5	4	3	2	1
• Makes sure that discussion in 'retiring room' is relevant and purposeful	5	4	3	2	1
• Ensures an objective decision is reached based on the evidence.	5	4	3	2	1
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Legal Assessor's Assessment of Chair	Ratings
• Guides the Panel through the decision making process.	5 4 3 2 1
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• Ensures an objective decision is reached based on the evidence.	5 4 3 2 1
• Provides comprehensive reasoning for decision reached	5 4 3 2 1
• Accepts responsibility for decision reaching, drafting and delivering the decision	5 4 3 2 1

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Rationale for rating other than 3

## 5. Questioning

Self Assessment	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

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Panel Member 1 Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

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Panel Member 2 Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

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Legal Assessor's Assessment of Chair	Ratings
• Asks relevant and fair questions linked to the evidence presented	5 4 3 2 1
• Ensures Panel Members ask only relevant questions linked to evidence	5 4 3 2 1
• Allows time for a sufficient response without interrupting	5 4 3 2 1
• Ensures all present have ample opportunity to ask and answer questions	5 4 3 2 1

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Rationale for rating other than 3

## 6. Working in a collaborative and professional manner

Self Assessment	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

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Panel Member 1 Assessment of Chair	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

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Panel Member 2 Assessment of Chair	Ratings
• Thoroughly prepares by reading all paperwork	5 4 3 2 1
• Upholds confidentiality	5 4 3 2 1
• Maintains professional working relationships by handling differences of opinion constructively	5 4 3 2 1
• Recognises the need to take advice when necessary	5 4 3 2 1
• Realises the impact of their role and position of responsibility	5 4 3 2 1

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### Rationale for rating other than 3

## Communication

Self Assessment	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

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Panel Member 1 Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
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Panel Member 2 Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
• Adopts a non confrontational and tactful communication style	5 4 3 2 1
• Puts others at ease, allowing them to put their point across	5 4 3 2 1
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Legal Assessor's Assessment of Chair	Ratings
• Clearly explains the procedures to all parties	5 4 3 2 1
• Provide Guidance to the respondents, particularly when un represented	5 4 3 2 1
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• Puts others at ease, allowing them to put their point across	5 4 3 2 1
• Is open to suggestions from others	5 4 3 2 1
• Articulates views clearly and concisely	5 4 3 2 1

## Chairing Skills

### Self Assessment

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

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### Panel Member 1 Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
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• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

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### Panel Member 2 Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
• Ensures fairness to respondents and witnesses	5	4	3	2	1
• Maintains firm and effective control	5	4	3	2	1
• Ensure all present have an opportunity to participate	5	4	3	2	1
• Intervenes as necessary in instances of inappropriate or difficult behaviour	5	4	3	2	1
• Assists the Panel with the decision making progress	5	4	3	2	1
• Moves the process towards a conclusion in a non confrontational manner	5	4	3	2	1
• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

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### Legal Assessor's Assessment of Chair

	Ratings				
• Establishes rapport in an authoritative, open and participative style	5	4	3	2	1
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• Leading the process with out dominating	5	4	3	2	1
• Managing unexpected circumstances	5	4	3	2	1

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