

## Pay progression process

Make sure your appraisal objectives cover these three areas.

- What am I expected to deliver
- How should I do things (organisational values)
- How can I develop/do

Two-three months prior to increment date, review with manager and use third party feedback. Agree if you have met the objectives in all three areas  
(Depending on increment date, this review may be conducted as part of the end of year appraisal review)

Manager determines whether satisfactory or unsatisfactory

Manager communicates outcome to individual and seeks agreement

If individual is not content i.e the increment is to be withheld, ask for the manager's manager to review (within 7 days). Their decision is final.

If individual content, increment will either be paid or not paid depending on the outcome of review

There is no further appeal process regarding the rating decision. If the individual feels the process has not been followed correctly they can consider the grievance process

## Appraisal Process

At the start of the year, you and your manager should agree your objectives and identify the people who you will seek feedback from

### Ongoing conversations

Seek regular feedback on how you are doing. Include feedback from a range of people (where appropriate build in feedback from patients, clients, partners, project managers and colleagues)  
If you are failing to meet objectives, agree an improvement plan with your manager

### End of year review/appraisal with manager.

Builds on in year conversations and feedback. Agreed what needs to be built into the next years objectives. Recorded on ESR.

## NMC Revalidation

At the start of the three year revalidation cycle, registrant begins to develop their portfolio.

### End of year 1 appraisal/ review with manager.

Registrant brings evidence of revalidation progress

### End of year 2 appraisal/ review with manager.

Registrant brings evidence of revalidation progress

### End of year 3 appraisal/ review with manager.

Registrant brings evidence that all revalidation requirements have been met. Manager reviews the portfolio and determines whether confirmation can be provided.

Confirmation can be obtained during the last 12 months of the three year cycle.

Portfolios that do not meet minimum requirements are returned to registrant to complete.