

## **HCPC Registered Appraiser – Part-time/Ad hoc**

### **About us:**

MEDSU provides structured appraisal and professional governance support through system delivery & support, administrative infrastructure and a national appraiser community, helping maintain high standards of professional practice and patient care.

We are recruiting experienced HCPC-registered individuals to join our Appraiser Community as independently contracted Appraisers, supporting high-quality professional appraisal and revalidation activity. This is a flexible, ad-hoc role, suited to senior HCPCs with strong professional judgement and a commitment to maintaining high standards of practice.

### **Details of the Role**

You will deliver appraisals to other HCPC-registered persons, in line with best practices, using our proprietary online appraisal and revalidation system, and make professional judgements on whether appraisees have provided sufficient evidence to demonstrate they are fit to practise, in line with HCPC standards and good practice guidance.

### **Key Responsibilities**

- Undertake preparation, appraisal interviews and completion of documentation for allocated appraisees each year
- Review submitted portfolios and supporting information in advance, identifying gaps or areas requiring clarification
- Conduct structured appraisal discussions that encourage reflection on pharmaceutical practice, patient care and professional development
- Support and appropriately challenge appraisees on the quality of their evidence and reflections
- Provide guidance on revalidation portfolios and areas requiring further development
- Complete appraisal summaries and records to agreed national and organisational standards

- Work with the MEDSU administrative team to schedule interviews and manage appraisal timelines
- Seek advice from the Lead Appraiser when complex or difficult situations arise
- Maintain strict data protection and confidentiality standards
- Participate in the MEDSU Appraiser Community and periodic update training (minimum every 3 years)

### **Accountability**

- Reports to the Lead Appraiser
- Professionally accountable for the quality of your own appraisal practice as an independent contractor