

THIS MONTH: STAFF APPRAISALS

ANYONE RUNNING an organisation knows how important it is to have robust management practices in place. In the case of running your private practice, it is important to make your practice manager feel valued and motivated and to do this we recommend regular appraisals, *writes Alison Ryan.*

Firstly, aim to carry appraisals out once or twice a year and agree that with both parties. However, alongside these appraisals, try to arrange more informal meetings with your manager on a regular monthly basis.

Make sure your manager knows what to expect in advance and ask him or her to prepare for the appraisal. There should be no surprises.

Try to appraise your manager's skills, not him or her as an indi-

vidual. Discuss any objectives set at the last appraisal and how far they have been achieved.

Agree further objectives together. From this, you can develop an overall action plan which should cover job responsibilities, career development and business objectives.

Make sure you encourage two-way feedback and allow your manager to feel comfortable in providing it to you.

Make sure he or she is given a written copy of the new objectives so that they can chart their progress accordingly.

The most important thing is to commit to undertaking these appraisals regularly and stick to that schedule.

After all, your practice and your patients' experience of it will benefit in the long run.

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Regular staff appraisals will help your practice to run efficiently