

Name	Name of appraiser
GMC number	Date of appraisal:
Date next revalidation due:	Designated body

### Appraisal Summary

Dates of last 4 appraisals:				
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Reasons for any gaps: \_\_\_\_\_

Scope type of roles:

Title of role	Employer/organization	Description of role

### Last year's PDP – actions / progress

PDP Goal	Achieved: (Yes, No, Partial)	Comments (Including reasons if not achieved)

### 1. Knowledge skills and performance

- *Skills: skill sets and particular interests this year*
- *On call work / OOH*
- *Types of learning and reflection*
- *Evidence of learning*
- *Credits claimed – agreed*
- *Essential updates*  
*E.g. face-to-face or online CPR training 18 monthly, safeguarding children (level 3) 3 yearly (please include dates)*
- *Other roles (extended role, training, appraisal, management, research)*

### Actions planned

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## **2. Safety and Quality**

- *Quality improvement work (includes audit)*
- *Meetings – in practice – learning*
- *Clinical governance / risk management*
- *Significant events*
- *Prescribing / medicines / controlled drugs management – personal and organisational*
- *Complaints in the last year*
- *Anything a third party has told doctor to bring to appraisal*
- *Serious health issues*
- *Exceptional circumstances*
- *Other: conflict resolution, equality diversity and human rights, fire safety, health safety and welfare, infection prevention and control, information governance, moving and handling, safeguarding adults, mental capacity act /deprivation of liberty, secure transfers of personal data*

### **Actions planned**

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## **3. Communication partnership and teamwork**

- *Roles*
- *List type: Patient population*
- *Meeting types: How often and with whom*
- *Teaching training*
- *Last PSQ: comments if this year*
- *Last MSF: comments if this year*
- *Chaperones / patient info etc.*
- *Letters of thanks or feedback*
- *Patient participation*
- *Commissioning*
- *Interactions with other organisations*

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#### **4. Maintaining trust**

- *Contract/ Practice Agreement*
- *Indemnity*
- *Ethical issues*
- *Conflicts of interest*
- *Investigations into performance over last year*
- *Suspensions / restrictions on practice in last year*
- *Financial affairs –outside auditor /accountant. Money from outside sources.*
- *Drug companies*
- *Pharmacy or dispensing income*
- *Ethics - e.g. Research*
- *Responsibility issues around having learners/ work experience people*
- *Gift log gift declaration, trusts or patient funds – ownership and administration*
- *Accountants*
- *Hidden benefits.... School fees etc.*
- *Registered with independent GP outside practice(s) worked at and relevant immunisations*

#### **Actions planned**

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**Next year's PDP**

**Aim for 3 to 5 SMART goals (Specific, Measurable, Achievable, Realistic, Time-bound)**

Need	Method	Outcomes planned.	Date planned to achieve

**5. Statements made by Doctor**

	Yes	No
Meets the health requirements as defined by either the GMC /RCGP		
Has stated meets probity requirements as by either the GMC /RCGP		
Meets the insurance requirements as defined by either the GMC /RCGP		
Has not been asked to bring any information to appraisal by a third party		

**6. Statements – appraiser Doctor**

	Agree	Disagree
An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in Good Medical Practice		
Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for appraisal and revalidation and this reflects the nature and scope of the doctor's work.		
A review that demonstrates progress against last year's personal development plan has taken place.		
An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year.		
No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practice.		

**Both the doctor and appraiser confirm their acceptance of the following statements:**

We confirm that the information presented within this submission is an accurate record of the documentation provided and used in the appraisal

We understand that we must protect patients from risk of harm posed by another colleague's conduct, performance or health. The safety of patients must come first at all times. If we have concerns that a colleague may not be fit to practice, we are aware that we must take appropriate steps without delay, so that the concerns are investigated and patients protected where necessary.

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Checklist for summary to support revalidation and other organisational needs

The appraisal summary confirms presence of comment suggesting the area below has been covered (GMC revalidation requirements and GMC duties of a doctor)	Yes	No	Comments
Last year's summary reviewed			
Last year's PDP reviewed and progress noted			
Next year's PDP agreed - and reflects doctors suggestions / needs (SMART*) covers roles			
Revalidation progress addressed – and reflected in next year's PDP if appropriate			
Quality improvement activity (at least 1 in 5)			Date:
Sufficient professional development with reflection noted (Annual)			
Significant event analysis with reflection noted (Annual)			
Complaints & compliments reviewed - reflection noted (Annual)			
Performance concerns review (Annual)			
Exceptional circumstances noted (Annual if relevant) e.g. time off, deferred appraisal			
Safeguarding children training update (3 year cycle) (progression to level 3 minimum)			Date:
Resuscitation training up to date – within 18 months of revalidation date			Date:
Colleague feedback and reflection noted (1 in 5) (meets GMC requirements)			Date:
Patient feedback and reflection noted (1 in 5) (meets GMC requirements)			Date:
An appraisal has taken place			
Statement from regulator if works predominantly overseas			
Probity / insurance /third party - declarations confirmed (Annual)			
Health - declaration confirmed (Annual) – with GP outside practice?			
Agreements all signed between appraiser and doctor			
Reflecting about this appraisal - this doctor might benefit from offer of coaching and support			Please state if you have discussed or offered coaching to an appraisee who might benefit
The summary records achievements & aspirations			
If revalidation date is in coming year does doctor have all required elements in place Or if not in coming year is doctor demonstrating appropriate progress towards revalidation			

\* Smart, Measurable, Achievable, Realistic, Time-bound