

FORM 4: SUMMARY OF APPRAISAL DISCUSSION WITH AGREED ACTION AND PERSONAL DEVELOPMENT PLAN

This form sets out an agreed summary of the appraisal discussion and a description of the actions agreed, including those forming your personal development plan.

The form will be completed by your appraiser and then agreed by you.

SUMMARY OF APPRAISAL DISCUSSION

Good clinical care

Commentary

Action agreed

Maintaining good medical practice

Commentary

Action agreed

Relationships with patients

Commentary

Action agreed

Working with colleagues

Commentary

Action agreed

Teaching and training

Commentary

Action agreed

Probity

Commentary

Action agreed

Management activity

Commentary

Action agreed

Research

Commentary

Action agreed

Health

Commentary

Action agreed

Any other points

PERSONAL DEVELOPMENT PLAN

Using the template provided here, the appraiser and appraisee should identify key development objectives for the year ahead which relate to the appraisee's personal and/or professional development. They will include action identified in the summary above but may also include other development activities agreed or decided upon in other contexts. Please indicate clearly the timescales for achievement.

GPs approaching retirement age may wish to consider their retirement intentions and actions that could be taken to retain their contribution to the NHS.

The important areas to cover are:

- action to maintain skills and the level of service to patients
- action to develop or acquire new skills
- action to change or improve existing practice.

PERSONAL DEVELOPMENT TEMPLATE

This plan should be updated whenever there has been a change - either when a goal is achieved or modified or where a new need is identified. The original version should also be retained for discussion at the next appraisal.

| What development needs have I? | How will I address them? | Date by which I plan to achieve the development goal | Outcome | Completed |
|---------------------------------------|---|---|--|---|
| Explain the need. | Explain how you will take action, and what resources you will need? | The date agreed with your appraiser for achieving the development goal. | How will your practice change as a result of the development activity? | Agreement from your appraiser that the development need has been met. |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 etc | | | | |

Sign off

We agree that the above is an accurate summary of the appraisal discussion and agreed action, and of the agreed personal development plan.

Signed:

Appraiser

(GMC Number)

Appraisee

Date:

Please record here the names of any third parties that contributed to the appraisal and indicate the capacity in which they did so

FORM 5: DETAILED CONFIDENTIAL ACCOUNT OF APPRAISAL INTERVIEW

This form provides an *optional* framework for keeping a fuller account of the appraisal discussion than is recorded on Form 4. It might inform or help the next appraisal round.

Although, as the guidance makes clear, an appraiser has a duty to pass on any serious concerns arising during appraisal that could affect patient care, this form is *confidential* and is not intended to form part of the documentation going to the Clinical Governance Lead and Chief Executive (see appraisal guidance).

You should nevertheless exercise great caution in commenting on third parties. Any comments you make about third parties should be supported by firm evidence. You should not use this form to record concerns about the performance of colleagues on which action should be taken under a separate procedure, for example GMC fitness to practise procedures (see section in guidance, 'Outcomes of appraisal').

Completion of this form is not obligatory.

Good clinical care

Maintaining good medical practice

Relationships with patients

Working with colleagues

Teaching and training

Probity

Management activity

Research

Health

Sign off

We agree that the above is an accurate account.

Signed:

Appraiser

Appraisee

Date: