Areas to cover in the Appraisal **MEETING**

Areas to cover in the Appraisal **SUMMARY**

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| **Summary** |
| **The document is professionally written and produced**  **All roles are described with any recent or planned changes**  **Stage in revalidation cycle noted, with gaps in portfolio identified and steps needed to address these**  **If any ‘disagree’ statements, then there is an explanation or record of a discussion with an Appraisal Lead**  **There is evidence of support and praise** |
| **Domain 1: Knowledge, skills and performance** |
| **Each PDP objective is reviewed noting progress** |
| **The doctor’s reflection on the breadth of their learning (from PDP/CPD/QIA/SEA) and examples of change in practice** |
| **Domain 2: Safety and Quality** |
| **How the doctor manages risk and ensures patient safety**  **The doctor’s greatest achievements, challenges, and aspirations over the last year**  **How the doctor takes responsibility for their health and wellbeing with appropriate signposting if required** |
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| **Domain 3: Communication, Partnership and Teamwork** |
| **The doctor’s reflection on any serious significant events and complaints**  **How the doctor maintains professional relationships with patients and colleagues**  **How the doctor communicates well with patients and colleagues** |
| **Domain 4: Maintaining Trust** |
| **Doctor’s reflections on any formal performance-related evidence they have been asked to bring**  **Probity issues have been covered** |
| **PDP** |
| **New PDP items are appropriate and clear, and derived from development needs**  **Progress against each objective can be easily assessed next year** |