Areas to cover in the Appraisal **MEETING**

Areas to cover in the Appraisal **SUMMARY**

|  |
| --- |
| **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** |
|  |
| **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** |