

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

**Appraisal Summary** (*inclusion suggestions in italics*)

Dates of last 4 appraisals:				
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Reasons for any gaps:

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Scope type of roles: do use table if this helps

Title of role	Employer/organization	Description of role

*Last year's PDP – actions / progress / reasons for not addressing*

PDP Goal	Achieved: No, Partial, Yes	Comments including reasons if not achieved

**1. Knowledge skills and performance**

*Supporting info reviewed*

Comments should include:

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. CPR safeguarding. All other roles: (extended role, training, appraisal, management Research) CPD, appraisal, private work)

**Actions planned**

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**2. Safety and Quality**

Commentary should include:

Quality improvement work (includes audit). Meetings – in practice – learning, Clinical governance / risk management. Significant events. Prescribing / medicines / controlled drugs management – personal organisational. Complaints in the last year. Resus training. Anything a third party has told doctor to bring to appraisal. Serious health issues. Exceptional circumstances  
Other: Equality and diversity, Fire training, Mental capacity act / Deprivation of liberty, Safeguarding of vulnerable adults, Infection control, Information governance and security, Secure transfers of personal data

**Actions planned**

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

*Commentary should include: Roles. List type: Patient population. Meeting types: How often and with whom. Teaching training Last PSQ: comments and reflection noted if this year*

*Last MSF: comments and reflection noted if this year. Chaperones / patient info etc.*

*Letters thanks Feedback. Patient participation. Commissioning or interactions with other organisations*

#### **Actions planned**

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### **4. Maintaining trust**

*Commentary should include areas including Contract. 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. Immunisations up to date e.g hep b, flu*

#### **Actions planned**

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#### **Next year's PDP**

<b>Need</b>	<b>Method</b>	<b>Outcomes planned.</b>	<b>Date planned to achieve</b>

#### **5. Statements made by Doctor**

	<b>Yes</b>	<b>No</b>
I meet the health requirements as defined by the GMC /RCGP		
I meet probity requirements as by the GMC /RCGP		
I meet the insurance requirements as defined by the GMC /RCGP		
Comments if any No:		
I have been asked to bring information to my appraisal by a third party		
Comments if Yes:		

## 6. Statements – appraiser

	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.		
Comments / Reasons for any disagreement:		

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### **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."

Check: Does the summary of this appraisal confirm presence of comments to support the GMC requirements below?

The appraisal summary confirms:	Yes	No	Date of last: if not annual requirement/ Comments
Last year's summary reviewed			
Last year's PDP reviewed and progress noted plus reasons for not completing noted			
Sufficient professional development (Annual: RCGP states 50 hours) with reflection noted			
Quality improvement activity (at least 1 in every 5 years) and date			
Significant event analysis (Annual) with reflection noted or statement of none			
Colleague feedback (meets GMC guidance) and reflection noted (1 in every 5 years ) and date			
Patient feedback and reflection noted (1 in every 5 years ) and date			
Complaints reviewed: with reflection noted (Annually) or statement of none			
Compliments reviewed: with reflection noted (Annually) or statement of none			
Supporting information is present for all roles that require a GMC license to practise			What roles were not covered and why?
Next year's PDP agreed: reflects doctors suggestions / needs and covers roles			
Revalidation progress addressed – and reflected in next year's PDP if appropriate			
Declarations all signed by appraiser and doctor			If any disagreement – please state reasons here
Probity / insurance /third party declarations confirmed (Annual)			
Health declaration confirmed (Annually )with appraiser's GP outside own practice(s)			
Exceptional circumstances noted (Annual if relevant) e.g. time off, postponed appraisal			
Performance concerns review (Annual) or statement of none			
Statement of good standing from regulator if working overseas			
Resuscitation training up to date – within 18 months of revalidation date. Date of last:			
Safeguarding children training update (3 year cycle) (progression to level 3 minimum). Date of last:			
Safeguarding adults			
Equality & Diversity			
<i>Information governance</i>			
Minimum number of GP sessions undertaken			
This doctor might be interested in / benefit from offer of coaching and support			Please state if discussed / offered coaching

\* SMART \_ specific measurable achievable realistic timely