

Appraisal Summary Guidelines

The below has been agreed by GP appraisers to support the writing of the Appraisal Summary ensuring that each appraisee receives a quality output.

Professional

- Date, time and place
- No third party info
- Not prejudiced, No bias

Reflective

- Evidence of reflection and challenge focused on appraisee needs
- Discussion of work life balance/burnout
- Reflection of whole of scope

Overview

- Scope of work
- Gaps
- Anything the appraiser needs to bring to appraisal (e.g. from Appraisal Lead, RO and GMC)
- Exploration of gaps and how these can be addressed
- Ensuring CPD covers full scope
- Progress toward revalidation – any gaps

Review

- Review of last PDP (itemised and reasons for any variance)
- Evidence of evidence (supporting information reviewed)
- SEA/QIA/Patient feedback (annual from 2017)
- Comment on any revalidation content (audit/MSF/PSQ)

Encourages Excellence

- Celebration and bringing forward any material
- Shows progression and planning toward PDP
- Considers actions agreed or similar to get progression and flow of PDP

Statements

- Input statements confirm Health Probity Complaints
- Assurance of qualification for role (e.g. portfolio roles; external qualification recorded if needed)

Smart

- PDP is SMART (Specific, Measurable, Achievable, Relevant and have Timescale)