## NHS provider chair

## Appraisal reporting template (confidential when completed)

This template should be used to formally record a summary of the key outcomes arising from the appraisal discussion between provider chairs and appraisal facilitators.

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| --- | --- |
| Name of provider trust: |  |
| Name of chair: |  |
| Name and role of appraisal facilitator: |  |
| Appraisal period: |  |

## Part 1: Multisource stakeholder assessment outcomes (for completion by appraisal facilitator)

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| a. Summary of significant emergent themes from stakeholder assessments: |
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| b. Highlighted areas of strength: |
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| --- |
| c. Identified opportunities to increase impact and effectiveness: |
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## Part 2: Self-reflection (for completion by chair)

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| Summary of self-reflection on multisource stakeholder assessment outcomes: |
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## Part 3: Personal development and support (for completion by chair and appraisal facilitator)

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| Identification of personal development and/or support needs: |
| Description | Proposed intervention | Indicative timescale | Anticipated benefit/ measure of success |
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## Part 4: Principal objectives (for completion by chair and appraisal facilitator)

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| Identification of three principal objectives for next 12 months: |
| Objective | Anticipated benefit/ measure of success | Anticipated constraints/ barriers to achievement |
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## Part 5: Confirmation

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| Confirmation of key outcomes of appraisal discussion: |
| Confirmed by | Signature | Date |
| Chair |  |  |
| Appraisal facilitator |  |  |

## Part 6: Submission

## a. Copy submitted to regional director, for information

|  |  |
| --- | --- |
| Name of regional director | Date |
|  |  |

## b. Receipt by NHS Improvement Chair and Chief Operating Officer

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| --- | --- |
| Signature (Chair) | Date |
|  |  |
| **Signature (Chief Operating Officer)** | **Date** |
|  |  |
| **Comments (including potential moderation):** |
|  |