**QA FORM**

*Appraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of appraisal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |
| --- |
| ***General information*** |
| **Scope of work** |
| Is a comprehensive summary of the roles and their impact on the appraisee included? | Y / N | **Comments** |
| **Progress on last year’s PDP** |
| Is a narrative on progress with evidence noted? | Y / N | **Comments** |
| Are reasons for non-completion noted if appropriate? | Y / N |
| Is the impact of their learning on their practice noted? | Y / N |

|  |
| --- |
| **Domain 1 - Knowledge, skills and performance** |
| Any current investigations into performance, if disclosed, were discussed | Y / N NA |  **Comments** |
| **Continuing Professional Development**  |
| Has revalidation standard supporting information (or its absence) regarding CPD been documented? | Y / N | **Comments** |
| Has reflection /impact on practice (or its absence) been documented? | Y / N |
| Is it recorded whether greater or less than 50 verified learning credits are present? | Y / N |
| Is the balance of different types of educational activities recorded? | Y / N |
| **Quality Improvement Activity (Audit, case reviews or quality reviews)** |
| Has revalidation standard supporting information (or its absence) regarding QIA been documented? | Y / N | **Comments** |
| Has reflection / impact on practice (or its absence) been documented? | Y / N |

|  |
| --- |
| **Domain 2 – Safety and Quality** |
| **Significant event analysis (SEA)/Case reviews** |
| Has revalidation standard supporting information (or its absence) regarding SEAs been documented? | Y / N | **Comments** |
| Has reflection/impact on practice (or its absence) been documented? | Y / N |
| **Health** |
| Were issues regarding health discussed? | Y / N | **Comments**  |
| **Domain 3. Communication, partnership, teamwork** |
| **Patient feedback**  |
| Has revalidation standard supporting information regarding patient feedback been documented? | Y / N | **Comments** |
| Has reflection /impact on practice (or its absence) been documented? | Y / N |
| If no patient feedback was undertaken was this acknowledged in the summary? | Y / N |
| **Colleague feedback**  |
| Has revalidation standard supporting information regarding colleague feedback been documented? | Y / N | **Comments** |
| Has reflection /impact on practice (or its absence) been documented? | Y / N |
| If no colleague feedback was undertaken was this acknowledged in the summary? | Y / N |
| **Domain 4. Maintaining trust** |
| **Formal Complaint(s)**  |
| If complaint(s) have been declared has revalidation standard supporting information regarding this been documented? | Y / N | **Comments** |
| Has reflection/impact on practice (or its absence) been documented? | Y / N |
| Would the Responsible Officer be able to discern if the complaint(s) has been dealt with appropriately? | Y / N | **Comments** |
| If no complaints have been declared was the absence of complaints noted? | Y / N |
| **Probity** |
| **Issues of probity discussed** | Y / N | **Comments** |

|  |
| --- |
| **ADDITIONAL ITEMS** |
| **NEW PDP** | **Y / N** | **Comments** |
| Does the PDP cover the scope of the doctor’s work with appropriate level of challenge? |  |  |
| Do the PDP items appear justified according to the summary?  |  |  |
| Do the outcomes allow the doctor to demonstrate their learning? |  |  |
| **PROFESSIONALISM** | **Y / N** | **Comments** |
| Is the summary written to a professional standard regarding spelling, grammar and layout?  |  |  |
| Is the summary objective, well written and free from bias and prejudice? |  |  |
| **ADDED VALUE** | **Y / N** | **Comments** |
| Is there evidence that issues of importance to the doctor were discussed, for example concerns and constraints? |  |  |
| Is there evidence of feedback and challenge? |  |  |
| **STATEMENTS**  | **Y / N** | **Comments** |
| All five statements signed and if not an explanation as to why |  |  |
| **REVALIDATION** | **Y / N** | **Comments** |
| Is the year of revalidation cycle or revalidation date clear? |  |  |
| Are any omissions regarding their progress to revalidation clearly signposted? |  |
| The summary includes sufficient information required to support the Responsible Officer in making a revalidation decision, or the appraisee to gauge their progress towards revalidation? |  |
| **ANY OTHER COMMENTS?** |
|  |