**PRE-APPRAISAL INFORMATION**

This is **your** appraisal. I want to make sure that this time is useful to you and addresses the areas that are your main priorities but there are some formalities to cover first. You are aware that all appraisals are conducted under GMC guidance, and that all doctors have a duty of care towards each other and to promote patient safety. We are both responsible for taking appropriate action, should either you or I make any statement that raises an issue of patient safety. This might involve suspending the appraisal process, or exploring our options around how we proceed with this appraisal, until the issue has been addressed appropriately. We might have to take advice in such a situation.

In addition, here are some areas that we might discuss under Domain 4 – *Maintaining Trust*. You may wish to consider some of these ahead of your appraisal if you haven’t already done so:

**Attribute 1 - Show respect for patients**

* Complaints and how these are managed, with numbers and examples
* Time management
* Sufficient medical defense cover/ indemnity appropriate to role(s)
* Confidentiality
* Equality and diversity
* Examples of good practice for example use of chaperone policy
* Case review and learning from this

**Attribute 2 - Treat patients and colleagues fairly and without discrimination**

* Declarations of interest and avoidance of bias e.g. referrals, commissioning role
* Writing References
* Certification and reports
* Boundaries
* Understanding of ethical principles

**Attribute 3 - Act with honesty and integrity**

* Statement that there are no outstanding complaints or performance investigations
* Understanding of ethical principles
* Ethics committee approval/Research governance/understanding of ethical principles
* Statement of probity
* Gift policy
* Certification
* Litigation
* Annual accounts prepared by Chartered Accountant.