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| **Annual Appraisal Checklist** | | |
|  | | |
| **Doctor details** |  | |
| Name |  | |
| GMC number |  | |
| Designated body |  | |
| Revalidation due date |  | |
|  |  | |
| **Appraiser details** |  | |
| Name |  | |
| GMC Number (if appropriate) |  | |
|  |  | |
| **Appraisal information** |  | |
| Appraisal year |  | |
| Date of appraisal |  | |
| Date appraisal signed off |  | |
|  | | |
| **Appraisal content** |  | |
| Discussion of last year’s PDP | | ✓🗶 n/a |
| Confirmation of either satisfactory completion of last year’s PDP or explanation of why not | | ✓🗶 n/a |
| Supporting information and CPD matches doctor's scope of practice | | ✓🗶 n/a |
| Evidence of quality improvement activities (to cover whole scope of practice) | | ✓🗶 n/a |
| Review of significant events | | ✓🗶 n/a |
| Reflections on any internal or external organisational reviews relevant to the practitioner’s medical practice (e.g. CQC, Royal College, statutory, Monitor) | | ✓🗶 n/a |
| Multisource feedback from colleagues (reflected on and discussed with appraiser) | | ✓🗶 n/a |
| Patient feedback (reflected on and discussed with appraiser) | | ✓🗶 n/a |
| Review of complaints and compliments (to cover whole scope of practice ) | | ✓🗶 n/a |
| Completion of organisation’s mandatory training | | ✓🗶 n/a |
| Statements / evidence from all other employing organisations confirming that a satisfactory performance review has taken place and any items agreed as development needs | | ✓🗶 n/a |
| New PDP discussed and agreed, covering whole scope of practice | | ✓🗶 n/a |
| Does the appraisal cover all 4 GMC domains to appropriate depth | | ✓🗶 |
| Does the doctor have sufficient knowledge of the English language necessary for the work to be performed in a safe and competent manner? | | ✓🗶 |

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| **Comments** |
|  |

**For Quality Assurance purposes as applicable:**

**Appraisal Lead assessment and sign off**

|  |  |  |
| --- | --- | --- |
|  | **Year ( )** | **Comments** |
| Name of appraisal lead |  | Signature |
| Date assessed |  |  |
| Comments and actions taken |  |  |
| Date signed off |  |  |

*“Equality and diversity are at the heart of NHS England’s values. Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited in under the Equality Act 2010) and those who do not share it*.”