

# Appraisal Summary and PDP Audit Tool Template

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| Appraiser identifier | Click here to enter text. |
| Doctor identifier | Click here to enter text. |
| Date of appraisal | Click here to enter a date. |
| Organisation | Click here to enter text. |
| Auditor (usually the senior appraiser) | Click here to enter text. |

***Scale:***

*0 Unsatisfactory*

*1 Needs improvement*

*2 Good*

*Score each item out of two*

## Setting the scene and overview of supporting information

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| a) The appraiser sets the scene summarising the doctor’s scope of work | Choose an item. |
| b) The evidence discussed during the appraisal is listed  *(not all senior appraisers feel that this is necessary, so if not required score 2)* | Choose an item. |
| c) There is documentation of whether the supporting information covers the whole scope of work | Choose an item. |
| d) Specific evidence is summarised with a description of what it demonstrates | Choose an item. |
| e) Objective statements about the quality of the evidence are documented | Choose an item. |
| f) All statements made by the appraiser are supported by evidence | Choose an item. |
| g) Appraiser comments about evidence refer/fit in to the four GMC domains and associated attributes set out in the GMC guidance *Good medical practice framework for appraisal and revalidation* | Choose an item. |
| h) Reference is made to whether speciality specific guidance for appraisal has been followed e.g. college recommendations for CPD and quality improvement activity  *(this is not a GMC requirement so if the senior appraiser does not feel that this is necessary, score 2)* | Choose an item. |
| i) Reference to completion of locally agreed required training (e.g. safeguarding training, basic life support training) is made  *(please insert agreed requirements, score 2 if none agreed)* | Choose an item. |
| ***Comments***: Click here to enter text. | |

## Reflection and effective learning

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| a) There is documentation of evidence showing that reflection on learning has taken place or that the appraiser has discussed how the doctor should document their reflection | Choose an item. |
| b) There is documentation of evidence showing that learning has been shared with colleagues or that the appraiser has challenged the doctor to do so | Choose an item. |
| c) There is documentation of evidence showing that learning has improved patient care/practice or that the appraiser has explored how this might be taken further with the doctor | Choose an item. |
| ***Comments***: Click here to enter text. | |

## The PDP and developmental progress

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| a) There is positive recording of strengths, achievements and aspirations in the last year | Choose an item. |
| b) There is documentation of appropriate challenge in the discussion and PDP e.g. significant issues discussed and new suggestions made | Choose an item. |
| c) The completion (or not) of last year's PDP is recorded | Choose an item. |
| d) Reasons why any PDP learning needs that were not followed through are stated  (*if the PDP was completed then score 2)* | Choose an item. |
| e) There are clear links between the summary of discussion and the agreed PDP | Choose an item. |
| f) The PDP has SMART objectives  (specific, measurable, achievable, relevant, timely) | Choose an item. |
| g) The PDP covers the doctor's whole scope of work and personal learning needs and goals | Choose an item. |
| h) The PDP contains between 3-6 items | Choose an item. |
| ***Comments***: Click here to enter text. | |

## General standards and revalidation readiness

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| a) The documentation is typed and uploaded onto an electronic toolkit in clear and fluent English | Choose an item. |
| b) There is no evidence of appraiser bias or prejudice or information that could identify a patient/third party information | Choose an item. |
| c) The stage of the revalidation cycle is commented on | Choose an item. |
| d) There is documentation regarding revalidation readiness relating to supporting information (e.g. states that feedback and satisfactory QIA are already done). Any outstanding supporting information/other requirements for revalidation are commented on with a plan of action to address them | Choose an item. |
| e) Appraisal statements (including health and probity) have been signed off or if not, an explanation given  (*if signed off score 2)* | Choose an item. |
| ***Comments***: Click here to enter text. | |

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| **TOTAL SCORE (OUT OF 50)** | Click here to enter text. |

## General comments from the senior appraiser:

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| Click here to enter text. |

The NHS Commissioning Board (NHS CB) was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the NHS Commissioning Board has used the name NHS England for operational purposes.