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# Appraisal Summary Preparatory Notes Template

| **Doctor’s name** | Click here to enter text. |
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| **Date of appraisal** | Click here to enter text. |
| **Revalidation date** | Click here to enter text. |

| **SETTING THE SCENE AND SCOPE OF WORK** |
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| Click here to enter text. |

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| **SUPPORTING INFORMATION**  *Briefly list what is provided under the following headings – more detailed reference to parts of specific supporting information may be added to the narrative in the four Domain sections to evidence appraiser statements. Include an action plan for any required supporting information that is missing.* |
| Continuing professional development (may include college recommendations)  Click here to enter text.  Quality improvement activity  *For example:*   * *Clinical audit* * *Review of clinical outcomes* * *Case review* * *Audit teaching programme* * *Evaluate health policy or management practice*   Click here to enter text.  Significant events (if applicable)  *Significant events are reserved for the rare cases where there was a serious incident (for example unexpected death or permanent harm) and a significant untoward incident (SUI) process was initiated. The systems around SUIs are rarely activated in primary care but less serious significant event analyses may still be submitted for learning.*  Click here to enter text.  Feedback from colleagues (5 yearly)  Click here to enter text.  Feedback from patients (where applicable and 5 yearly)  Click here to enter text.  Review of complaints and compliments  Click here to enter text.  Reference to any other clinical supervision/specialty appraisal also submitted/RO evidence  Click here to enter text. |
| **LAST YEAR’S PDP**  *Was it completed? If not, document why not* |
| Click here to enter text. |

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| **When considering the appraisee’s work in each of the domains please reflect on the following:**   * *What went well?* * *What could have been done better?* * *How has this learning affected the doctor personally?* * *How has it improved their patient care?* * *Did they objectively demonstrate this?* * *Did they disseminate this learning to colleagues?*   **Refer to the doctor’s strengths and areas for development** |

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| **Domain 1: Knowledge, skills and performance**  *Attribute 1 - Maintain your professional performance*  *Attribute 2 - Apply knowledge and experience to practice*  *Attribute 3 - Ensure that all documentation*  *(including clinical records) formally recording your work is clear, accurate and legible* |
| Click here to enter text. |

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| **Domain 2: Safety and quality**  *Attribute 1 - Contribute to and comply with systems to protect patients*  *Attribute 2 - Respond to risks to safety*  *Attribute 3 - Protect patients and colleagues from any risk posed by your health* |
| Click here to enter text. |

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| **Domain 3: Communication, partnership and teamwork**  *Attribute 1 - Communicate effectively*  *Attribute 2 - Work constructively with colleagues and delegate effectively*  *Attribute 3 - Establish and maintain partnerships with patients*  *Additional:*   * *Teaching, training, supporting and assessing* * *Continuity and coordination of care* |
| Click here to enter text. |

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| **Domain 4: Maintaining trust**  *Attribute 1 - Show respect for patients*  *Attribute 2 - Treat patients and colleagues fairly and without discrimination*  *Attribute 3 - Act with honesty and integrity* |
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| **Summarising Comments** |
| Click here to enter text. |

| **Appraiser:** | Click here to enter text. |
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| **Date:** | 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.