

## Appendix D: Template for agreed expected information at appraisal

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| **Doctor’s appraisal checklist**  **Additional Information for reflection at appraisal** | |  |
| **Doctor:** Click here to enter text.  **GMC Number:** Click here to enter text. | |  |
| **The following items are supplementary to the doctor’s medical appraisal checklist.**  **Please present this list as additional information at your appraisal and reflect on each item in your preparatory documentation. Please also submit any relevant supporting information as specified.**  **The items listed should be relevant to your practice as understood by your responsible officer. However, if any are not, then it is acceptable reflection for you to indicate this in your preparatory documentation, and discuss this with your appraiser when you meet.** | | |
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| By way of illustration, the following list of additional items applies to doctors who have listed the role of responsible officer as part of their scope of work. Different items will apply to groups of/or individual doctors, as discussed in the main body of this paper. | |
| **Additional information for presentation and reflection at appraisal for a doctor who lists the role of responsible officer in their scope of work:** | |
|  | **Evidence of appointment to the role of responsible** **officer** – presented, (or date previously submitted) |
|  | **Evidence of training in the role of responsible officer** – presented, with reflection, or confirmation of the year this took place or explanation of why not undertaken |
|  | **Evidence of reflection on the Annual Organisational Audit (AOA), the annual Board report (or equivalent), and AOA action plan** – presented, with reflection, or explanation of the reasons why these are not present |
|  | **Evidence of attendance at a minimum of three responsible officer network meetings** – presented, with reflection, or explanation of why not attended |

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.

*This form has been extracted from, and should be used in accordance with, the NHS England Improving the Inputs to Medical Appraisal document, April 2016, Annex D: Template for agreed expected information at appraisal, available here:* [*https://www.england.nhs.uk/revalidation/appraisers/improving-the-inputs-to-medical-appraisal/*](https://www.england.nhs.uk/revalidation/appraisers/improving-the-inputs-to-medical-appraisal/)

*High quality care for all, now and for future generations.*