Preparing for your Appraisal

Get your appraisal date booked in your appraisal month at least 2 months before it is due.

Keep It Short and Simple

Appraisal preparation should not be time consuming, but does need to meet the requirements of the GMC. It should be personal to you and about your work. If you keep a learning log throughout the year then preparation before your appraisal may take less than a couple of hours.

The evidence and supporting information that you present should be lean and meaningful, and about your work.

Please send to your appraiser in good time before your appraisal – ideally 2 weeks before the date.

Reflections are essential – required by the GMC and RCGP

- Review your last PDP and reflect on achievements. If you have recently completed the VTS then use the plan you established with your trainer at your final review.
- CPD – with brief reflections on 50 hours – what (if anything) was learned, and how it has been applied to practice. Consider keeping a learning log on a simple word document, recording brief reflections and updating every couple of weeks. No need to attach attendance certificates or minutes from meetings etc. If you have worked less than 12 months because of maternity leave or ill health then CPD can be pro rata.
- Quality Improvement – one good piece – e.g. a reflective case review, or an audit with reflections. Use a structured reflective template if this helps you.
- All complaints (whether or not resolved) with reflections, and any compliments
- Any patient or colleague feedback. Full MSF and PSQ at least once every 5 years, with reflections. This needs to be administered independently from your practice. CFEP is ideal, or use the tool on Clarity or Fourteen Fish if you are using their platform. Please check with the appraisal admin team first if you are thinking of using anything else.
- All SUIs (if any) with reflections
- Achievements, Challenges and Aspirations – reflect back on the year, and look forward to where you might want to be developing

The most important part of appraisal should be the discussion with your appraiser. It is your one chance in the year to be able to talk about you and your work with a colleague who will listen to you and help you reflect on the quality of your work and where your career is going. It should be supportive and constructive, and this is made much more likely if you have prepared well, with meaningful and relevant supporting information.

If you have any queries or concerns contact your appraiser, or the appraisal admin team – England.gpappraisalsw@nhs.net

Useful information is available on our website – http://www.gpappraisals.uk