

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>