

Introductory email 2023 for appraisee

I understand I am doing your appraisal this year which is due in June. I wondered if we could set a date? At present I could do:

Morning of:

All day:

Afternoon of:

Would you prefer a face to face or virtual appraisal? Generally, the appraisal discussion take approximately 2 – 3 hours so we need to set aside this time to ensure we are uninterrupted.

The current appraisal format requires a small amount of reflection on how your learning has impacted your practice and how you have reviewed and changed your practice through QIA. If you are using an electronic toolkit such as 14 Fish or Clarity, they have updated to the new format and we would encourage all our GPs to use an electronic toolkit. If you have been using the MAG, we encourage you to change to an electronic toolkit as the MAG will not be updated and as it is not considered fit for purpose now and there are increasing issues with appraisees and appraisers being unable to use it.

It is really helpful if you briefly consider what you want to achieve and do over the forthcoming year with your PDP in mind prior to the appraisal.

We anticipate it will take most doctors 1-2 hours to prepare for their appraisal. If you have any questions please ask me.

A bit about me

I work as

Confidentiality

Now the formal bit:

In line with NHS England standards, and the SW Appraisal Team, the appraisal discussion will be confidential; I will not share anything with work colleagues, patients, or the public without your consent. The only exception to this is if either of us mentions something that raises concerns regarding our own safety or fitness to practice in which case, we both have an obligation to report our concern in keeping with GMC good medical practice. What we write in the summary may be seen by a senior appraiser and parts may be reviewed by relevant persons in the appraisal team. Your appraisal forms may be viewed by the responsible officer should they deem it necessary for any reason, such as for the purpose of revalidation, or fitness to practice- this may be delegated to members of the appraisal or performance team.

I have access to a senior appraiser, as well as our appraisal team for support: if I have any queries or concerns, I am able to discuss these concerns confidentially with these individuals without making such concerns official.

Until your appraisal is complete, I keep appraisal records either on my personal password protected computer at my home, or my NHS password protected computer at work. I use either an encrypted memory key for data transfer or NHS.net email. Once your appraisal is complete, I will upload the appraisal documents to the NHS Revalidation Management System where it may be stored for up to 5 years. I will not keep a copy of your appraisal or your supporting documents; I delete such documents from all my sources, and shred or burn anything printed out.

If you have any questions regarding any of the above, please ask.

If you have any questions or issues before we meet, please do get in touch and we can discuss these beforehand.

I look forward to our meeting and completing your appraisal and I want to be able to support you in any way I can.