

Ideas for the 2020 appraisal discussion

Setting the scene
<p>Suggested approaches to this section</p> <p>Explore how the doctor is and how the pandemic has affected their personal and professional life. Explore if their wellbeing has been affected and if so to explore if they did get help or if they need help now or soon.</p>
<p>Suggested questions for this section</p> <p>How are you today and how have you been?</p> <p>What do you want to focus on this appraisal?</p> <p>What do you want to achieve with our meeting today?</p> <p>It's been a unique year with the pandemic, what has your experience been/ tell me a bit about your pandemic experience</p> <p>Tell me the story of the last year</p>
PDP review
<p>Suggested approaches to this section</p> <p>Focused on achieved PDPs and praise. Explore clear reasons for the ones not accomplished.</p>
<p>Suggested questions this section</p> <p>What did you achieve in this time? (remove "difficult" as some may not have had difficult time)</p> <p>What stopped you from achieving all/ a specific item?</p> <p>Are they relevant to be carried into the next year?</p> <p>What have been your biggest areas of growth/learning/development over the last year?</p>
Challenges, achievements, aspirations
<p>Suggested approaches to this section</p> <p>Explore what they have achieved over this time. Try and tease out what enabled them to achieve these things. What skills/attributes are transferable to other aspects of their work? Explore what realistic aspirations they have for the next 12 months.</p>

Suggested questions for this section

What enabled you to achieve this/those things?
What challenges did you face, are they still present?
Did you overcome any challenges? What has helped you to overcome this?
Can this/those strategie(s) help you to overcome current and future potential challenges?
Do you know when, how and where to seek help?
How did the challenges you faced impact you? How did you manage that?
What resources did you access to enable you to achieve this?
What have you learned over the last year, about yourself, your workplace, your work?
What are you most pleased with/proud of?
How has this last year affected what you hope to achieve in the next 12 months?

Personal and professional wellbeing

Suggested approaches to this section

Explore how the doctor is openly as there will be very varied experience and impact

Suggested questions for this section

How has this year been for you personally?
How did the pandemic impact you and your family?
How has your health/ stress level been during the pandemic? What have you done to manage this? Did you need or access any support?
How is the team you work with?
How was your access to PPE and did that cause any issues?
How did you deal with the stress the pandemic brought?
What have you enjoyed this year?
What support do you have?
How do you de-stress and unwind?
How do you maintain your health?
Have you been unwell this year?
What have you learned about your personal resilience?
What has enabled you to get through the year?
What are you doing now to ensure you continue to thrive/survive?

CPD, QIA, feedback from patients and colleagues

Suggested approaches to this section

Explore any relevant reflections, with a focus on impact on their practice and wellbeing.
Encourage celebration of any positive feedback from colleagues/patients.
Only if appropriate or necessary promote reflection on areas for improvement

Suggested questions for this section

CPD: Could you give me any examples of learning/experience from your CPD that had an impact on your practice?
What was the most important learning you did this year and how did it impact your practice?
What's the most important thing you've learned this year, about your work, your team, yourself?
How have you kept up to date with developments related to COVID-19?

QIA: How has this activity improved your practice?
What have you changed in the way you practice this year and how has this improved the care you give?
What would you like to change in the way you practice in the next year?
How have you responded to COVID in a way that demonstrates a commitment to quality improvement?

FEEDBACK: What are the reasons to celebrate? How has this feedback been impacted by COVID?

Significant events or complaints since last appraisal

Suggested approaches to this section

Ensure you understand the context behind this significant event/complaint. Were there particular circumstances that led to this?

Suggested questions for this section

How did this impact you? Has it impacted you differently because of the current set of circumstances?
Have you been able to access support?
Did you share the learning with peers?
What did you learn about yourself and your own professional practice?
Is there anything you still need to do as a result of this complaint/ SEA?

Items that doctor has been asked to bring to their appraisal

Suggested approaches to this section

Ask and explore, adopting a supportive approach

Suggested questions for this section

What did you learn from this?
What have you changed as a result?
What has been changed to ensure it is less likely to happen again?
Did you share the learning with peers?

PDP themes

Suggested approaches to this section

Consider something personal, focused on wellbeing.

Suggested questions for this section

What is important about this to you?
What you are aiming to achieve in the year ahead?
What will you include in your PDP to reflect the changes to your practice as a result of COVID?
What do we need to include in your PDP to ensure you stay well/continue to function well?