

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 – at least 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** (the RCGP benchmark is 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 significantly less CPD for a good reason e.g. maternity or sick leave, point this out to your appraiser.

Quality Improvement – one good piece – eg a **reflective** case review, or an audit with **reflections**. Use a structured reflective template if this helps you. Also, everyday quality activities (meetings, reviewing prescribing data, planning) will do, so long as they are accompanied by reflection, so keeping a log, a bit like for CPD, works for some doctors.

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 works well, 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 **Significant Events** (that meet the GMC threshold - i.e. did or could have caused harm) (if any) with **reflections**

Achievements, Challenges and Aspirations – **reflect** back on the year, and look forward to where you might want to be developing. Spend time on this one – it is your chance to emphasise what is important to you.

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>

The NHS England Checklist is also useful as it summarises all the important guidance from GMC and Colleges: <https://www.england.nhs.uk/revalidation/doctors/doctors-medical-appraisal-checklist/>