

Appraisal documentation required

Appraisal input

1. Documentation of **roles** performed as a doctor or '*comprehensive description of your scope of practice*' ref.1
 - a. NHS consultant surgeon/anaesthetist/radiologist/physician/pathologist etc, research scientist, club doctor, private work, teaching
 - b. Achievements, challenges, aspirations
2. Probity and health declarations
3. Evidence of completion of required mandatory training (Appropriate to role; safeguarding, life support, etc)
4. Last year's Personal Development Plan (PDP, *with reflection*)

Supporting information (mandated by GMC – fitness to practice)

5. Evidence of CPD (courses, conferences etc. See royal college advice on amount e.g 40hr. CPD should reflect the scope of practice)
6. Evidence of 'quality assurance activity'
 - **Audit attendance, audits performed, outcome data, infection data, return to theatre data, procedure data, activity data, NJR and national registry data, research publications, teaching activity. This should reflect the scope of practice. NB activity and governance data for private practice, medico-legal and locum work**
7. Documentation of 'Significant events'
 - **never events, critical incident forms, reflection on relevant events: a relevant case review if no personal incidents**
8. **Feedback from colleagues and patients (e.g 360)**
9. **Complaints and compliments (official record from each role and other Trusts)**

Appraisal output

10. New Personal Development Plan (*what to personally change in order to modify practice in future*) and appraisal statements/summary

Inputs are the appraisee's responsibility but ROH will provide some quality assurance data;
Activity Dashboard (not available for Consultant Anaesthetists/Clinical Fellows)
Mandatory training information
Complaints, Litigation, Serious Incident Information
Surgical Site Infection Data (hip and knee consultants only)
Clinical Audit Meeting attendance data

It is a key principle of appraisal to reflect on the information provided: 'self-review with reflection as a minimum' ref.2

GMC mandated (fitness to practice) supporting information requirements above are in bold (5-9).

References:

1. http://www.gmcuk.org/RT_Supporting_information_for_appraisal_and_revalidation_DC5485.pdf_55024594.pdf
2. <https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2016/04/Improving-the-inputs-to-medical-appraisal.pdf>
3. <https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2016/04/drs-medical-app-checklist-short.pdf>