

Summary of appraisal discussion with agreed action and personal development plan

The aim of this section is to provide an agreed summary of the appraisal discussion based on the documents listed in Form 3 and a description of the action agreed in the course of the appraisal, including those forming the personal development plan.

This form should be completed by the appraiser and agreed by the appraisee. Under each heading the appraiser should explain which of the documents listed in Form 3 informed this part of the discussion, the conclusion reached and say what if any action has been agreed.

Summary of appraisal discussion

1. Good medical care

<p>Commentary:</p> <p>Action agreed:</p>

2. Maintaining good medical practice

<p>Commentary:</p> <p>Action agreed:</p>

3. Working relationships with colleagues

<p>Commentary:</p> <p>Action agreed:</p>

4. Relations with patients

<p>Commentary:</p> <p>Action agreed:</p>

5. Teaching and training

<p>Commentary:</p> <p>Action agreed:</p>

6. Probity

<p>Commentary:</p> <p>Action agreed:</p>

7. Health

<p>Commentary:</p> <p>Action agreed:</p>

8. Any other points

Commentary:

Action agreed:

Personal development plan

In this section the appraiser and appraisee should identify key development objectives for the year ahead, which relate to the appraisee's personal and/or professional development. This will include action identified in the summary above but may also include other development activity, for example, where this arises as part of discussions on objectives and job planning. Please indicate clearly the timescale within which these objectives should be met on the template provided here.

Consultants approaching retirement age may well wish to consider their retirement intentions and actions which could be taken to retain their contribution to the NHS.

The important areas to cover are:

- action to maintain skills and the level of service to patients
- action to develop or acquire new skills
- action to change or improve existing practice.

PERSONAL DEVELOPMENT TEMPLATE

This should be used to inform discussion on development provided for on Form 4. It should be updated whenever there has been a change - either when a goal is achieved or modified or where a new need is identified.

What development needs have I?	How will I address them?	Date by which I plan to achieve the development goal	Outcome	Completed
Explain the need:	Explain how you will take action, and what resources you will need?	The date agreed with your appraiser for achieving the development goal.	How will your practice change as a result of the development activity?	Agreement from your appraiser that the development need has been met.
1.				
2.				
3.				
4. etc				

Sign off

We agree that the above is an accurate summary of the appraisal discussion and agreed action, and of the agreed personal development plan.

Appraiser: (GMC/GDC Number).....

Name.....

Signed.....

Which organisation provided your appraisal training.....

How many appraisals do you undertake annually.....

Appraisee:

Name.....

Signed.....

From where did you obtain your appraiser.....

Date:

Record here the names of any third parties who contributed to the appraisal and indicate the capacity in which they did so: