**Faculty and Society of Occupational Medicine**

**Appraisal and Revalidation Checklist**

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| **Appraisee’s Name** |  |
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| **GMC Number** |  | **Revalidation Date** |  |
|  |
| **Appraisal Year** |  |
|  |  |
| **Appraiser’s Name** |  |
| **Appraisal Date** |  |
|  |
| **PReP information to be provided by appraisee/appraiser** |
|  |
|  | **Yes** | **No** |
| Satisfactory statement of scope of practice? Itemised? Complete? (Ignore job plan request) |  |  |
| Supporting information matches doctor’s scope of practice? If a competency is needed for an area of practice, then that area of practice should be itemised within the scope. |  |  |
| Last year’s PDP: progress reviewed and updated: completed/ deferred/cancelled? CPD linked to each objective? |  |  |
| Health declaration completed? |  |  |
| Probity declaration completed? |  |  |
| Average of 50 hours of CPD? 25 external; 15 internal; 10 personal? Has practice changed following this? |  |  |
| CPD matches scope of doctor’s practice? |  |  |
| Review of significant events (involving either the individual or their organisation) and evidence of learning from this? Development needs? |  |  |
| Review of a summary of complaints and compliments and evidence of learning from this? Development needs? |  |  |
| Review of FOM clinical governance questions is recorded in general summary sections by appraiser? Supporting information added? |  |  |
| Review of quality improvement activity (e.g. one audit cycle every five years; 2 peer case reviews per year; clinical outcomes in the context of national audit cycles when possible) and evidence of learning from this? Development needs? |  |  |

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| 360 colleague feedback report present - minimum 15 colleagues (within the last 5 years) and evidence of learning from this? Development needs? |  |  |
| 360 patient feedback report present - minimum 34 patients (within the last 5 years) and evidence of learning from this? Development needs? |  |  |
| New PDP generated and agreed? Appraiser summary statements clarify how PDP objectives were derived e.g. because of gaps identified |  |  |
| Appraiser summary statements in 4 domains outline areas the doctor needs training on/lacks confidence in/is adequate in/confident in/ able to teach or share practice on. Paragraphs mention specific competencies within each domain as demonstrated by the supporting information (see Domains in GMP checklist: a guide for Appraisers on completing the PReP appraisal output form) |  |  |
| PReP documents signed by appraiser and appraisee? |  |  |
| Appraiser’s FOM statutory questions completed (to be emailed to **ro@fom.ac.uk**) or the three statements can be pasted into the “general summary” field of PReP appraisal output form. |  |  |
| Notes |