

Input Form

Appraiser:	Joe Bloggs
Status:	Complete
Last Modified:	13/11/2013 10:02
Appraiser Confirmation Date:	13/11/2013 10:02

Date of planned appraisal meeting	11/11/2013
Appraiser name	Joe Bloggs

GENERAL INFORMATION

Name	Sarah Short
GMC/GDC number	1234567
Registered GMC address	New Derwent House, Theobald's Road, London, WC5X 2TB
Contact telephone number	02031166902
Contact email address	Sarah@fake.com
Name of designated body	Faculty of Occupational Medicine
Date of last appraisal meeting	11/11/2012
Name of last appraiser	Joe Bloggs
Revalidation due Date	31/10/2015

Scope of work	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Please see Input and Output Form Additional Content document: 'Scope of Work'</p> </div>
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Have you included in your portfolio your declaration of contract and employment?	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Generally not applicable</p> </div>
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Please highlight any changes that you have made to your scope of work since your last appraisal	
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Please describe any changes to your scope of work that you envisage taking place in the next year	
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Medical Qualifications	MB BS MFOM
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SUPPORTING INFORMATION

Continuing Professional Development	Supporting Information Date	Title
	18/04/2013 15:00	BLS certificate
	08/10/2013 09:47	Conference certificate
	01/10/2013 15:35	Presentation on MSD disorders
	11/10/2013 09:28	Audit group meeting minutes 16 03 2013
	11/11/2013 15:40	Audit group meeting minutes 14 06 2013

Please use this box to provide a commentary on how your CPD activities have supported the areas described in your scope of work. You should also reflect here on how this information demonstrates that you are continuing to meet the requirements of Good Medical Practice.

Please see Input and Output Form Additional Content document: 'CPD'

Quality Improvement Activity	Supporting Information Date	Title
	18/04/2013 15:00	Audit of case management of CFS
	08/10/2013 09:47	Peer case review 1 summary
	01/10/2013 15:35	Peer case review 2 summary
	11/10/2013 09:28	Audit of respiratory health surveillance process

Please describe your personal participation in the above activities, including how you evaluated and reflected on the results of the activity and any action taken. You should also reflect on how this information demonstrates that you are continuing to meet the requirements of Good Medical Practice.

Please see Input and Output Form Additional Content document: 'Quality Improvement Activity'

Significant Events	Supporting Information Date	Title
	18/04/2013 15:00	Suicide case review

The GMC states that you should discuss...

Complete if appropriate

Complaints and Compliments	Supporting Information Date	Title
	18/04/2013 15:00	Log of complaints received
	08/10/2013 09:47	Complaints policy
	01/10/2013 15:35	Summary of GMC complaint
	30/10/2013 11:28	Log of compliments received

If you have stated you have been involved in any complaints in the last year, please use the space provided to write a brief commentary on your learning and how you intend to take action as a result of your involvement in complaints. You should also reflect on how this information demonstrates that you are continuing to meet the requirements of Good Medical Practice. Please select one of the following

Complete if appropriate

Compliments are another important piece of feedback. You may wish to detail here any compliments that you have received, to be discussed in your appraisal.

Complete if appropriate

Colleague Feedback	Supporting Information Date	Title
	18/04/2013 15:00	360 degree feedback report
	08/10/2013 09:47	Feedback on MSD presentation

Please detail what actions you have taken in the light of the above colleague feedback

Patient Feedback	Supporting Information Date	Title
	18/04/2013 15:00	360 degree feedback report

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<p>Please detail what actions you have taken in the light of the above patient feedback activities. If you do not see patients, this feedback may be from other sources relevant to your practice such as families, carers, students, suppliers or customers</p>	<div data-bbox="794 271 1382 421" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Please see Input and Output Form Additional Content document: 'Colleague and Patient Feedback'</i></p> </div>
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<p>Job Plan</p>	<div data-bbox="592 600 1179 696" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Do not fill in as this duplicates Scope of Work</i></p> </div>
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<p>Academic and Research</p>	<div data-bbox="539 949 1126 1032" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Provide evidence of work and feedback on teaching activities if necessary</i></p> </div>
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<p>Please describe the nature and scope of any academic and or research activity outside your clinical contract/setting. (e.g. university, industry etc.)</p>	<div data-bbox="778 1227 1366 1310" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Complete if appropriate</i></p> </div>
<p>Please select one of the following</p>	
<p>Please select one of the following</p>	
<p>Please add any further relevant comments</p>	
<p>Do you carry out any Education/Training roles:</p>	
<p>For which of the seven domains as defined by the GMC for the 'Recognition and Approval of Trainers' are you able to provide evidence of training within the last three years?</p>	<div data-bbox="778 1756 1366 1839" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>Complete if appropriate</i></p> </div>
<p>Additional Comments</p>	

ACHIEVEMENTS, CHALLENGES AND ASPIRATIONS

Whilst these topics are not mandatory for revalidation, it is important to have the opportunity to discuss your achievements over the past year, your aspirations for the future and any challenges you may currently be facing with your appraiser. Appraisal is a formative process and therefore you are encouraged to discuss these topics.

Achievements and challenges: You can use this space to detail notable achievements or challenges since your last appraisal, across all of your practice.	<p><i>Please see Input and Output Form Additional Content document: 'Achievements, Challenges and Aspirations'</i></p>
Aspirations: You can use this space to detail your career aspirations and what you intend to do in the forthcoming year to work towards this.	<p><i>Please see Input and Output Form Additional Content document: 'Achievements, Challenges and Aspirations'</i></p>
Additional items for discussion: You can use this space to include anything additional that you would like to discuss with your appraiser.	<p><i>Please see Input and Output Form Additional Content document: 'Achievements, Challenges and Aspirations'</i></p>

STATEMENTS AND DECLARATIONS

Mandatory Training

Please select one of the following

Complete if appropriate. Not all practitioners have this requirement as it is generally an NHS term

Probity Statement

I declare that I accept the professional obligations placed on me in Good Medical Practice in relation to probity

In relation to suspensions, restrictions on my practice or being subject to investigations of any kind since my last appraisal: If you have been suspended from any medical post, have restrictions placed on your practice or are currently under investigation by the GMC or any other body you must declare this

Have you been requested to bring specific information to your appraisal by your organization or responsible officer? If yes, please upload this information to your supporting information and describe what you have included.

Health Statement

I declare that I accept the professional obligations placed on me in Good Medical Practice about my personal health. If you feel that you are unable to make this statement for whatever reason, please explain why in the comment box below.

Additional Comments	
If you would like to make any comments to your appraiser regarding either of these topics, please do so here.	Complete as appropriate

YOUR REFLECTION ON GOOD MEDICAL PRACTICE

In preparation for your appraisal you should consider how you are meeting the requirements of Good Medical Practice. This reflection will help you and your appraiser to prepare for your appraisal and will help your appraiser summarise the appraisal discussion.

Domain 1: Knowledge, skills and performance	<i>I am committed to deepening and maintaining my knowledge, as evidenced by my CPD activities. The audit of health surveillance processes was useful, as it demonstrated that timely referrals by the nurse to the physician, was not occurring in 10% of those under surveillance. We have trained the nurses and now undertake sampling of the records, to check that this is reducing. Another audit is planned in 1 year to monitor progress.</i>
Domain 2: Safety and quality	<i>We have systems to identify and investigate adverse events eg the suicide case. I always put patient safety first and will act to ensure optimal treatment if I think this is a barrier to their recovery, or ability to return to work, as shown by the supporting information.</i>
Domain 3: Communication, partnership and teamwork	<i>I enjoy working in teams and would like to develop my leadership skills to effectively lead the OH team at Interesting Co Ltd. My PDP objectives reflect this.</i>
Domain 4: Maintaining trust	<i>We have a confidentiality policy and consent processes in place, which helps to maintain trust as shown in the supporting information. All clinical records are stored securely in paper and electronic format.</i>

STATEMENT OF ASSURANCE BY THE DOCTOR BEING APPRAISED

I confirm that I have completed this form, agreed with the statements made and compiled the appended file of supporting information submitted to support this appraisal. I am responsible for the contents and confirm that it is appropriate for this information to be shared with my appraiser and RO	
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Full name of doctor accepting the declaration above	Sarah Short
Doctor's GMC/GDC number	1234567
Date of declaration	09/11/2013

ACCEPTANCE BY APPRAISER OF APPRAISAL INPUTS

Please tick here to confirm your acceptance	
Full name of appraiser accepting the appraisal inputs	Joe Bloggs
Appraiser's GMC/GDC number	0000404
Date of acceptance	10/11/2013