

## View Appraisal Output Form

Appraiser:	Joe Bloggs
Status:	Complete
Last Modified:	15/11/2013 10:13
Appraiser Confirmation Date:	15/11/2013 10:09

If an appraiser cannot complete an appraisal for whatever reason, this form should not be submitted and the RO or their appropriately delegated staff should be informed, with a view to investigating the reasons and undertaking appropriate action.

APPRAISAL SUMMARY	
<p>The appraiser must record here a concise summary of the appraisal discussion, which should be agreed with the doctor, prior to both parties signing off the document.</p> <p>Summaries should be recorded in accordance with the four domains of Good Medical Practice. The appraiser should be aware of the attributes within each of the domains and ensure that this, and future, appraisals are in accordance with Good Medical Practice</p>	
<p><b>Domain 1: Knowledge, skills and performance</b></p>	<p><i>Sarah is committed to life long learning and has engaged in a reflective way with the CPD events she has attended. She also enjoys sharing her knowledge and gave a well-received presentation on MSDs.</i></p> <p><i>I am confident that Sarah recognizes the limits of her competence and works within this. She has recognised the need to maintain her competencies for her NHS role and will join ANHOPS, as noted in her PDP objectives.</i></p>
<p><b>Domain 2: Safety and quality</b></p>	<p><i>Sarah responded promptly to the GMC complaint that was most likely spurious. She valued the opportunity this gave her to reflect on her practice when advising on IHR eligibility, which is often contentious. She does her best to set/correct expectations and explain the medical criteria during the informed consent process.</i></p> <p><i>She also recognized the outcome of a suicide by an ill employee, whom the OH Department were supporting at the time, as an adverse event and initiated an even-handed investigation whilst supporting the line manager and OH nurse who were upset by this event. Training for HR managers on managing mental health issues in the workplace has been identified as a learning point, as noted in the PDP.</i></p>
<p><b>Domain 3: Communication, partnership and teamwork</b></p>	<p><i>Sarah is highly regarded by patients and colleagues, as demonstrated in the 360 degree feedback report. Her style is empathetic and collaborative. She also recognizes the need to develop her leadership skills, so that she can challenge the status quo when needed whilst maintaining trust from her colleagues.</i></p>
<p><b>Domain 4: Maintaining trust</b></p>	<p><i>Sarah is conscientious and trustworthy in her approach, as demonstrated by the supporting information. The information she provides about her service is honest and factual.</i></p>

<b>General Summary</b>	<p><i>Sarah is a highly experienced and competent Occupational Physician. Her appraisal has covered all of the scope of her work. She has recognized the need to ensure variety in her work to maintain her interest, but is also mindful not to overcommit herself. She is naturally reflective in her approach and keen to learn if things go wrong as shown by the supporting information. She is providing leadership to develop the clinical governance systems within Fantastic Plastics Ltd and an audit plan will help with this as noted in her PDP objectives. She has also recognized the need for additional training in dealing with conflict to support her developing leadership skills, as noted on the PDP.</i></p>

<h2 style="background-color: #00A0C0; color: white; padding: 5px;">NEXT YEAR'S PDP</h2>	
<p>The development needs you have agreed with the doctor for the coming year will appear here. If the PDP for the coming year has not yet been agreed please save this form as draft and complete the PDP before continuing the output form.</p>	
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p><i>Please see Input and Output Form Additional Content document 'PDP'</i></p> </div>	

<h2 style="background-color: #00A0C0; color: white; padding: 5px;">Education/Training Roles</h2>	
<p><b>Has an educational appraisal taken place during this appraisal meeting?</b></p>	
<p><b>Additional Comments</b></p>	

We confirm that the information presented within this submission is an accurate summary of the appraisal discussion and of the Doctor's current development needs, and constraints.

Following the appraisal meeting, the appraiser is required to confirm his/her agreement with the following statements by ticking the box:

<p>An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in Good Medical Practice.</p>	
<p>Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for Appraisal and Revalidation and this reflects the nature and scope of the doctor's work.</p>	
<p>A review that demonstrates progress against last year's personal development plan has taken place.</p>	
<p>An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year.</p>	
<p>No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise.</p>	
<p>The appraiser should record any comments that will assist the responsible officer to understand the reasons for the statements that have been made.</p>	
<p>The appraiser should record any other issues that the responsible officer should be aware of that may be relevant to the revalidation recommendation.</p>	

## ELECTRONIC SIGNATURE OF APPRAISER

I confirm that the information presented within this submission is an accurate record of the documentation provided and used in the appraisal.

I understand that I must protect patients from risk of harm posed by another colleague's conduct, performance or

health. The safety of the patients must come first at all times. If I have concerns that a colleague may not be fit to practice, I am aware that I must take appropriate steps without delay, so that the concerns are investigated and patients protected where necessary.	
Full name of appraiser accepting the declaration above	Joe Bloggs
Appraiser's GMC/GDC number	0000404
Date submitted	15/11/2013
Date of appraisal meeting	11/11/2013
Date of appraisal meeting confirmation.	
Revalidation due date	31/10/2015

## ELECTRONIC SIGNATURE OF DOCTOR BEING APPRAISED

The doctor may use this space to respond to the above comments made by the appraiser. The responsible officer will review comments made in this space.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <i>Complete if appropriate</i> </div>
I confirm that the information presented within this submission is an accurate record of the documentation provided and used in the appraisal.	
I understand that I must protect patients from risk of harm posed by another colleague's conduct, performance or health. The safety of the patients must come first at all times. If I have concerns that a colleague may not be fit to practice, I am aware that I must take appropriate steps without delay, so that the concerns are investigated and patients protected where necessary.	
Full name of Doctor accepting the declaration above	Sarah Short
Doctor's GMC/GDC number	1234567
Date of acceptance	16/11/2013