

## Appraisal checklist

The following is a guide only. Please do not worry if you do not have all the supporting information.

The following checklist is based both on the GMC guidelines for appraisals and revalidation within each of the 4 domains of Good Medical Practice and also on the NHS England revalidation ASPAT audit tool, that guides and measures quality of appraisal preparation and outputs: <https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2015/05/map-annex-j.pdf>

Please email me (Email: [email@msgolder.co.uk](mailto:email@msgolder.co.uk)) the following: [NB evidence within points 7, 8 and 9 below, only need to be provided once within each revalidation cycle]:

### 1] Your previous appraisal's output documents

If this is your first appraisal, then this is not required.

### 2] Evidence of 50 hours of CME over past 12 months

A useful and quick way of providing the evidence is to open a new word doc, and to copy and paste each certificate / piece of evidence onto a new page of that word doc.

### 3] CME reflection

Choose 4 topics of CME you have found useful over the past 12 months.

For each:

- A] Give a topic heading.
- B] Give details on exactly what you have learned.
- C] Say how you will use that new knowledge in your practice.

### 4] Log book of procedures [if applicable]

Provide a log book of your procedures with complications and or quality outcome measures.

## 5] Quality improvement activities

Either evidence of 2 cycles of an audit, demonstrating a quality improvement, or

2-4 case based discussions which demonstrate defined learning and personal professional quality improvement

The audit evidence will include the audit registration document, the background, aims, methods, results, conclusions, recommendations for change and results of the re-audit.

The CBDs may include: 1] Diagnosis / differential diagnoses 2] National or international Gold standard guidelines/ methods of managing such a case 3] how the team managed the case and what the outcomes were 4] what was the difference between the team's method and that of the Gold standard method of managing the case, 5] what the plans were during the discussions as to the necessary improvements that need to made, so that the team's management reaches the level of the Gold standard and 6] an outline of any evidence that improvements have already been observed.

## 6] Evidence of any complaints or significant events over the past 12 months

A] Provide any correspondence you have re the SE or complaint and then

B] Make written reflection statements. This should be a 360 degree reflection, which should go beyond what you, as an individual, could have done differently. Reflect on what the whole team could do and how the system could be improved, so as to reduce the risk in the future.

## 7] UK based Colleague feedback [360 degree / MSF] using a survey company

You should aim to collect at least 15 colleague feedbacks, ideally using the GMC colleague questionnaires. This is normally done by email invitation to undertake online questionnaires about you - facilitated by an independent survey company. There should be a mixture of colleague types [360 degree] with numbers roughly split equally into doctors [at least one consultant], nurses, allied health professionals and also managers and secretaries. A survey company should analyze the results and then provide you with a summary report on the results.

## 8] UK based Patient feedback using a survey company

You should aim to collect at least 34 patient feedbacks if you are using the GMC questionnaires. This is normally done using the paper questionnaires which are handed to patients to complete. The 34 responses are then sent back to an independent survey company. They then analyze the results and will provide you with a summary report on the results.

### 9] Written reflection statements on the colleague and patient feedback.

Make written reflection statements on both the colleague and patient feedback reports. This should go beyond just identifying strengths. A useful way to discuss is by using “what”, “why” and “how”:

A] WHAT were my areas of strength, WHY is it important for me to maintain high levels of performance in these areas of my practice and HOW do I intend to do so

B] WHAT were my potential weaker areas, WHY is it important for me to get even better in these areas of my practice and HOW do I intend to do so

### 10] Ongoing feedback from colleagues

Provide up to date references for the work you have done over the past 12 months.

Last updated September 2019