

## EXCELLENCE Form for Q/A Appraisal Output Documentation

Appraiser:

Quality Assured by:

Date:

QA of Appraisers Summary& PDP When reviewing the Appraiser's statements in the output document (and not the doctor's entries):		Score 0=No (absent from summary) 1=Partially (room for improvement) 2=Yes (well done)	Comments
Overall	<b>E</b> ach and every role has been considered? HAS THE APPRAISER COMMENTED ABOUT EACH AND EVERY ONE OF THE DOCTOR'S ROLES?		
	<b>EX</b> clude any prejudice? ARE ALL STATEMENTS OBJECTIVE, FREE FROM BIAS AND PREJUDICE AND BASED ON THE EVIDENCE SUPPLIED?		
	<b>C</b> hallenge, support and encourage? DOES THE DOCUMENT DEMONSTRATE THAT THE APPRAISAL WAS SUPPORTIVE AND FOCUSED ON THE NEEDS OF THE DOCTOR?		
	<b>E</b> xplain reasons why any statements have not been signed off? DOES APPROPRIATE COMMENTARY TO THE RO DESCRIBE WHY THIS IS THE CASE? (INCLUDING HEALTH AND PROBITY STATEMENTS)		
Reviewing	<b>L</b> ook at supporting information and the extent to which it maps to GMP four domains? DOES THE DESCRIBE THE EXTENT TO WHICH THE SUPPORTING INFORMATION DEMONSTRATES COMPETENCE IN EACH ROLE?		
	<b>L</b> ast year's PDP reviewed? and comment on the progress made towards these objectives? IF ANY OBJECTIVES HAVE NOT BEEN ACHIEVED, HAVE THE REASONS BEEN DISCUSSED AND DOCUMENTED?		
	<b>E</b> xcellence celebrated, accomplishments and aspirations recorded? DOES THE DOCUMENT GIVE EXAMPLES OF GOOD PRACTICE AND RECORD ASPIRATIONS (SOME OF WHICH MAY HAVE A TIMESCALE OVER ONE YEAR)?		
Planning ahead	<b>N</b> ote any areas not covered in the requirements for revalidation and specify how they will be addressed? WHAT ESSENTIAL SUPPORTING EVIDENCE REMAINS OUTSTANDING?		
	<b>C</b> ontains SMART PDP Objectives arising from the supporting information and appraisal discussion? Are they SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT AND TIMELY?		
	<b>E</b> xplain the reasons or the choice of PDP items? : ARE THE ITEMS BASED ON THE DOCTORS OWN SUGGESTIONS AND CONTINUE THEMES DEVELOPED OVER MORE THAN ONE YEAR?		
<b>Overall Comments</b>	<b>Total</b>		Total out of 20 for each year. 15-20 high standards 10-15 needs improving <10 unacceptable.

# Appraiser's Annual Review

Name: (PRINT)		
Reviewer Name: (PRINT)	Period under review: from (month/year) to (month/year)	Date of review meeting:

Section 1: What Appraiser Feels:		Section 2: What was delivered	
Quality Dimensions	0 = Unacceptable 10 = Excellent	Feedback to Appraiser of their performance	
1. Confidence with Process		1. No. of Appraisals	
2. Timely/Efficient with Appraisal Organisation		2. % evaluation forms returned	% Average Scores:
3. Timely/Efficient with Paperwork		3. Training Day Attendance Hours	hours
4. Other		4. Appropriate Quality of the Appraisal Summary Docs (EXCELLENCE score)	
Section 3: Mandatory Training		5. Appropriate Quality of PDPs	
Date of most recent Equality and Diversity training?		6. Specific Feedback Comments from Appraisees:	(Full summary attached)
Done in last year	Yes/no	7. Feedback from Administration Team	
		8. Percentage of Summary Forms back within 28 days	
		9. % RO Dashboard Forms completed	

Section 3: Personal Development Plan – this section should be used as an ongoing document and updated regularly		
Priority Development Needs:	Development Activity: describe how the needs will be satisfied by a range of methods	When will you complete by:

Reviewer Signature:	Date:	Job Holder Signature:	Date:
---------------------	-------	-----------------------	-------