

Appraiser:

Quality Assured by:

Date:

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	E ach and every role has been considered? HAS THE APPRAISER COMMENTED ABOUT EACH AND EVERY ONE OF THE DOCTOR’S ROLES?		This has been thoroughly considered in the appraisal summary
	E xclude any prejudice? ARE ALL STATEMENTS OBJECTIVE, FREE FROM BIAS AND PREJUDICE AND BASED ON THE EVIDENCE SUPPLIED?		No evidence of prejudice seen in the summary, the credits or the PDP
	C hallenge, support and encourage? DOES THE DOCUMENT DEMONSTRATE THAT THE APPRAISAL WAS SUPPORTIVE AND FOCUSED ON THE NEEDS OF THE DOCTOR?		Evidence of support seen; we agreed the appraisee was feeling vulnerable and further challenge would have been inappropriate at this stage
	E 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)		Statements have been signed off
Reviewing	L ook at supporting information and the extent to which it maps to GMP four domains? DOES THE APPRAISER DESCRIBE THE EXTENT TO WHICH THE SUPPORTING INFORMATION DEMONSTRATES COMPETENCE IN EACH ROLE? _		Some evidence of this but there is always room for improvement and to make it more explicit
	L ast years PDP reviewed and comments made on the progress made towards these objectives? IF ANY OBJECTIVES HAVE NOT BEEN ACHIEVED, HAVE THE REASONS BEEN DISCUSSED AND DOCUMENTED?		Thoroughly reviewed and evident in the appraiser comments
	E 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)?		Evidence of this in the CPD appraiser comments; would benefit from being made more explicit in area 12 appraisal discussion summary.
Planning ahead	N ote any areas not covered in the requirements for revalidation and specify how they will be addressed? WHAT ESSENTIAL SUPPORTING EVIDENCE REMAINS OUTSTANDING?		Areas addressed and also covered by proposed PDP.
	C ontains SMART PDP Objectives arising from the supporting information and appraisal discussion? Are they SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT AND TIMELY?		Well documented
	E 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?		Clearly documented reasons for the choices made
Overall Comments		Total	
		out of 20	Total out of 20 for each year. 15-20 high standards 10-15 needs improving <10 unacceptable.
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