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Appraisal for

1 September 2019 to 31 August 2020

Appraiser:

Appraisal meeting: **28 September 2020**

This appraisal has been signed off by the Appraisal Team as: **Reviewed and Satisfied**

Signed off by Rhona Haslam from Lancashire Teaching Hospital on 5 October 2020

Sections included:

- Post-appraisal: agreed PDP
- Post-appraisal: summary
- Appraisal outputs
- Submit to Appraisal Team

PDF generated on: 18 November 2020

Agreed personal development plan

The personal development plan is a record of the agreed personal and/or professional development needs to be pursued throughout the following year, as agreed in the appraisal discussion between the doctor and the appraiser.

| Learning/development need | Agreed action or goal | Date this will be achieved by | How will you demonstrate your need has been addressed? |
|---|---|-------------------------------|--|
| To apply for the surgical specialty training program for 2021. | Agreed. Need to have career path | 07/04/2021 | successful in interview |
| To further improve my medical knowledge by sitting the MRCS prior to starting training next year. | Agreed. Needed for training in surgical specialty | 30/04/2021 | Exam result |
| To further practice and improve my clinical skills and teaching skills. | Agreed | 30/09/2021 | record |
| No answer | No answer | No answer | No answer |
| No documents uploaded | | | |

Summary of the appraisal discussion

Appraiser's comments

The appraiser should review the following sections and insert their summary comments in the appropriate box at the end of each of those sections or in the appropriate box below. The boxes below correspond with the individual appraiser comments boxes in each of those sections and will mirror each other.

Scope of work

XXX is a full time Junior Clinical Fellow at XXX Hospital and has been working in XXX since Oct 2019, which is mixture of diabetes & general medical ward. She is actively involved in developing her career in surgery. She does not do regular on calls but helps in out of hours work both in surgery & medicine when needed. She has taken a year out of formal training and been working as a bank SHO in the trust.

PDPs and their review

She had last appraisal done as FY 2. There is no record of appraisal done in L2P system. She stated that she had met all PDP.

Your wellbeing

She has coped well with COVID. She is in good health.

CPD

She attends regular teaching sessions held locally at MAU, Elderly care and junior doctor training. She has also attended basic surgical training. She has also done diabetes e-learning package for inpatient diabetes management. She has also done BMJ learning on ECG. Her CPD diary indicates that she achieved 56.5 credits last year with a good spread of external & internal, self learning and QIP sections. She is on track with her requirements. XXX has completed mandatory training as per the Trust requirements.

Quality improvement activity

She takes part in VTE assessment audit and antimicrobial audit. She has developed and implemented a pathway for urinary catheter. She has also actively worked to implement DNAR policy and actively used community DNAR rather than trust DNAR form.

Significant events

XXX had no significant events this year and I congratulated her on safe practice

Colleague & patient feedback

XXX has provided feedback of 11 colleagues who have confirmed her good clinical practice and her ability to manage difficult conditions. She did not have feedback from patients this year.

Complaints & compliments

XXX has produced a thank you card from relative who passed away. They were very grateful for communication received. She was not involved in any complaint this year.

Medical educator

XXX is involved in teaching medical students attached to diabetes unit. She also supervises FY1 doctors. She has completed course on 'Teaching and Facilitating Learning'.

Achievements

She has successfully implemented various changes in XXX Ward such as electronic documentation, COVID challenge and active DNAR documentation.

Additional information

XXX has good knowledge of general medical problems in elderly. She is on track for basic surgical training.

Summary of the appraisal discussion

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.

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.

Domain 1: Knowledge, skills and performance

This domain has three attributes:

- 1.1 Maintain your professional performance
- 1.2 Apply knowledge and experience to practice
- 1.3 Ensure that all documentation (including clinical records) formally recording your work is clear, accurate and legible

XXX has completed necessary CPD for this year and is on track for her career progression. Her feedback suggests that she applies knowledge and experience to safe practice. She uses electronic documentation very well and maintains clear record. She has good grasp of patient problems which she addresses promptly which I have personally observed.

Domain 2: Safety and quality

This domain has three attributes:

- 2.1 Contribute to and comply with systems to protect patients
- 2.2 Respond to risks to safety
- 2.3 Protect patients and colleagues from any risk posed by your health

She has undertaken all Mandatory trainings and follows trust protocols. She takes part in Quality improvement projects. She has no health issues.

Domain 3: Communication, partnership and teamwork

This domain has three attributes:

- 3.1 Communicate effectively
- 3.2 Work constructively with colleagues and delegate effectively
- 3.3 Establish and maintain partnerships with patients

Her MSF shows that she communicates effectively. She works well in the team. She has maintained good partnership with patients. I personally observed that too.

Domain 4: Maintaining trust

This domain has three attributes:

- 4.1 Show respect for patients
- 4.2 Treat patients and colleagues fairly and without discrimination
- 4.3 Act with honesty and integrity

XXX's MSF review shows that she treats patients and colleagues fairly. She acts with honesty all the time. I personally observed that too.

General summary

The general summary should cover key elements of the wider appraisal discussion.

XXX has taken one year off to do locum while she is deciding on the training route she wants to peruse. This was further complicated by COVID. She has now decided on BST and will be applying for this. She has maintained her knowledge and skills both in medicine and surgery during this period.

Appraisal outputs

The five statements will be completed by your appraiser, and after they have added their comments you will be able to add your own comments before the appraisal is submitted to the RO.

The **appraiser** makes the following statements to the responsible officer:

| | | |
|---|--|-------|
| 1 | 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. | Agree |
| 2 | 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. | Agree |
| 3 | A review that demonstrates progress against last year's personal development plan has taken place. | Agree |
| 4 | An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year. | Agree |
| 5 | No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise. | Agree |

The **appraiser** should record any comments that will assist the responsible officer to understand the reasons for the statements that have been made.

No answer

The **appraiser** should record any other issues that the responsible officer should be aware of that may be relevant to the revalidation recommendation.

No answer

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.

No answer

Submit completed appraisal form to Appraisal Team

Confirmations

Both the **doctor** and the **appraiser** are asked to read the following statements and sign below to confirm their acceptance:

"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 patients must come first at all times. If I have concerns that a colleague may not be fit to practise, I am aware that I must take appropriate steps without delay, so that the concerns are investigated and patients protected where necessary."

Doctor – please tick here to confirm this

Confirmed

Optional: ask your appraiser to review your appraisal

Request review

Full name of doctor accepting the declaration

XXX

Doctor GMC number

XXXX

Appraiser – please tick here to confirm this

Confirmed

Full name of appraiser accepting the declaration

XXXX

Appraiser GMC number

XXXX

Date of appraisal meeting

28 September 2020

Submitted to Appraisal Team: This appraisal form was submitted to the Appraisal Team on 29 September 2020.

Appraisal review status

This appraisal has been signed off by the Appraisal Team as: **Reviewed and Satisfied**