

A. KNAPMAN

03-10-06

## FORM 4: SUMMARY OF APPRAISAL DISCUSSION WITH AGREED ACTION AND PERSONAL DEVELOPMENT PLAN

This form sets out an agreed summary of the appraisal discussion and a description of the actions agreed, including those forming your personal development plan.

The form will be completed by your appraiser and then agreed by you.

### SUMMARY OF APPRAISAL DISCUSSION

#### Good clinical care

Commentary

Has demonstrated a wide range of experience and has shown a close compliance with local and national guidelines of clinical care. Has also demonstrated a good insight into changes in clinical practice. Is aware of the need of updating medical knowledge.

#### Maintaining good medical practice

Commentary

Has shown that he attends lectures and reads journals on a regular basis.

Action agreed

To continue.

#### Relationships with patients

Commentary

Has a good relationship with most of his patients. Would like to improve skills in confrontational consultations.

Action agreed

No action required.

**Working with colleagues**

Commentary

Action agreed

Obscurely in a good team player and enjoys meeting consultants at meetings.  
 Would like more consultant contact.

**Teaching and training**

Commentary

Action agreed

Has no interest in formal teaching and training but does undertake informal sessions with the nurses.  
 To continue.

**Probity**

Commentary

Action agreed

NO areas of concern identified.  
 To continue.

**Management activity**

Commentary

Action agreed

Not active outside of practice.  
 To continue.

**Research**

Commentary

Action agreed

No interest in formal research as two  
is a major activity but has undertaken  
research research is Chlamydia.  
No change

**Health**

Commentary

Action agreed

No areas of significant concern identified.  
Is aware of limitations with vision and has  
taken appropriate action i.e. reducing minor surgery  
No change.

**Any other points**

## PERSONAL DEVELOPMENT PLAN

Using the template provided here, the appraiser and appraisee should identify key development objectives for the year ahead which relate to the appraisee's personal and/or professional development. They will include action identified in the summary above but may also include other development activities agreed or decided upon in other contexts. Please indicate clearly the timescales for achievement.

GPs approaching retirement age may wish to consider their retirement intentions and actions that could be taken to retain their contribution to the NHS.

The important areas to cover are:

- action to maintain skills and the level of service to patients
- action to develop or acquire new skills
- action to change or improve existing practice.

**Sign off**

We agree that the above is an accurate summary of the appraisal discussion and agreed action, and of the agreed personal development plan.

Signed:

Appraiser **Code A**

(GMC Number)

Appraisee **Code A**

0 429 737

Date: 10/10/03

Please record here the names of any third parties that contributed to the appraisal and indicate the capacity in which they did so