

2004/2005

T. KNAPMAN by Millman
10/12/04 04-12-03 II

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	as demonstrated remains of a high standard. He continues to undertake a wide range of CME topics. He is aware of the need to update medical knowledge in this stage of his career.
Commentary	
Action agreed	

Maintaining good medical practice	
Commentary	Regular attendance at educational meetings has been demonstrated with documentation. 1 or more of areas of need such as ICS insertion techniques / protocols.
Action agreed	

Relationships with patients	as demonstrated is very good.
Commentary	no areas of concern or outstanding complaints.
Action agreed	

Research

Commentary

Nil.

Action agreed

Health

Commentary

As demonstrated is good.

Action agreed

Any other points*successfully undertook and
completed his PDP from 2003/2004*

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:

Code A

3267527

Appraiser

Code A

(GMC Number)

Appraisee

Code A

ANTHONY KNAPMAN

0429737

Date: 10/12/04

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

PERSONAL DEVELOPMENT TEMPLATE

This plan should be updated whenever there has been a change - either when a goal is achieved or modified or where a new need is identified. The original version should also be retained for discussion at the next appraisal.

What development needs have I?	How will I address them?	Date by which I plan to achieve the development goal	Outcome	Completed
Explain the need.	Explain how you will take action, and what resources you will need?	The date agreed with your appraiser for achieving the development goal.	How will your practice change as a result of the development activity?	Agreement from your appraiser that the development need has been met.
1 Joint injection update.	Access local course.	12 months.	Improved.	
2 To continue attending general CME meetings	Attend 10 meetings.	12 months.	Will attain updated knowledge.	
3				
4 etc				

04-12-03

#

2003/2004

T. KNAPPAN

PERSONAL DEVELOPMENT TEMPLATE

This plan should be updated whenever there has been a change - either when a goal is achieved or modified or where a new need is identified. The original version should also be retained for discussion at the next appraisal.

What development needs have I?	How will I address them?	Date by which I plan to achieve the development goal	Outcome	Completed
Explain the need.	Explain how you will take action, and what resources you will need?	The date agreed with your appraiser for achieving the development goal.	How will your practice change as a result of the development activity?	Agreement from your appraiser that the development need has been met.
1 To maintain / update clinical knowledge.	G.P. Refresher course.	Not later than next 12 months.	Improve and update patient care.	Completed in Full 10/12/04 AMM
2 To develop knowledge of new GMS Contract.	Will discuss at Practice Meeting & attend appropriate meetings.	Within 12 - 24 months.	Improve data collection.	Completed in Full 10/12/04 AMM
3				
4 etc				