

Barton by Bakeman
31/1/05

05-01-04

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 No current issues

Commentary Lack of submitted documentary evidence of , prescribing figures, chronic illness management, targets and practice structure.
Successful amiodarone prescribing audit loop completed.

Action agreed Retrospectively insert relevant documents into appraisal folder.
Consider audit of telephone consultations.

Maintaining good medical practice

Commentary Wide range of clinical meetings attended.
Journal and internet information accessed readily

Action agreed Ongoing collection and recording of postgraduate education subjects including pink appraisal forms and contemporaneous notes made.

Relationships with patients

Commentary Results of both patient satisfaction surveys awaited.
Initial teething problems with improved access; monitoring process to be added to report.

Action agreed Continue to monitor improved access within the practice.

Working with colleagues

Commentary Ongoing issues with differing working styles within the partnership.

Action agreed Continuing dialogue between partners.

Decisions to be made about executive management when current senior partner steps down.

Teaching and training

Commentary No activity

Action agreed

Probity

Commentary Details enclosed of current partnership agreement in the process of change

Action agreed Update partnership agreement.

Management activity

Commentary None outside practice

Action agreed

[Empty rectangular box]

Research
Commentary No activity

Action agreed

Health
Commentary No change coping with current stress levels

Action agreed None

Any other points
Documentation for folder to include more factual information on activity

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 (BATMAN) (GMC Number) 0058694

Appraisee Code A (J. BARTON)

Date: 31.1.05 (J. BARTON)

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

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BARTON.

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
1 IT Explain the need.	Explain how you will take action, and what resources you will need? PCT are offering further training. Further in house learning	The date agreed with your appraiser for achieving the development goal. One year	How will your practice change as a result of the development activity? Improved QAFF points	Agreement from your appraiser that the development need has been met.
2 paperless practice and scanning	On April first, start recording consultations on computer only	ongoing	Improved efficiency of note keeping across the practice.	
3 Executive functioning of Partners	Discussion amongst partners.	One year	Ongoing development of practice	
4 Improved Access Telephone access	Continued monitoring of appointments	Ongoing	Better patient satisfaction	