

03-09-01

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

Under the new contract maintaining good clinical will depend on IT and management structure to gain Q and As which in turn will guarantee adequate resources

Action agreed

Read Code Rationalisation + IT training

Maintaining good medical practice

Commentary

Voluntary suspension of prescribing opioids & benzodiazepines places constraints but

Action agreed

despite this adequate emergency & general medical care.
no change.

Relationships with patients

Commentary

Generally a good relationship with patients.

Action agreed

constant efforts to maintain this

Working with colleagues

Commentary

Historical differences have led to my standing back from projects within the practice.

Action agreed

more responsibility and involvement in the future of the practice.

Teaching and training

Commentary

no involvement

Action agreed

no planned change

Probity

Commentary

no obvious problems identified in financial structure of practice.

Action agreed

Add documentary evidence to future appraisal folder.

Management activity

Commentary

within the practice my increasing involvement is necessary in light of new build and new contracts and the impact of existing staff.

Action agreed

I will take more responsibility for this.

Research

Commentary

Audit ongoing on Amiodarone use in primary care

Action agreed

To consider how to progress integrate with secondary care.

Health

Commentary

NO health problems identified

Action agreed

to remain healthy

Any other points

I must state thinking about retirement intentions and actions either to or not to "retain contribution to NHS"

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

Appraiser J. E BATEMAN 0058694 (GMC Number)

Appraisee JANE BARTON

Date: 4-9-03

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