

Hajiantoni by Newman
26/8/04

04-08-01

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

Commentary Extensive experience, low level of complaints

Action agreed Critical events analysis for next year.

Maintaining good medical practice

Commentary Continue need and attend course;

Action agreed continue to be up to date

Relationships with patients

Commentary Few complaints

Action agreed Satisfactory patient survey
Further patient survey to insure standard maintained.

Working with colleagues

Commentary

No problems in this area
addition of partner made life
easier.

Action agreed

No action plan

Teaching and training

Commentary

Informal basis

Action agreed

No plans to change

Probity

Commentary

No issues in this area

Action agreed

Continue to use current
practice account ant.

Management activity

Commentary

No activity.

Action agreed

Research

Commentary

Good audit Impressive results
from the audit cycle.

Action agreed

Health

Commentary

Satisfactory

Action agreed

Continue to be proactive

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:

Code A

1738573

Appraiser

G. NEWMAN

(GMC Number)

Appraisee

Code A

2362531

Date:

26-8-04

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

POP for 2003

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.
<i>1</i> <i>Improve IT skills</i>	<i>Continue to request for personal training course</i>	<i>Long term project, priority to the new contract</i>	<i>Improve practice resources through efficient planning</i>	<i>Ongoing Achieved some targets</i>
<i>2</i>				Code A
<i>3</i>				
<i>4 etc</i>				

PERSONAL DEVELOPMENT TEMPLATE

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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 Further I.T Skill	Attend the course Utilize target date	September 2005	Improve patient care improve income of practice	
2 Retirement planning	Lectures and courses if available	September 2005	and facilities I will be more relaxed	
3				
4 etc				

04-06-01

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