

Somerville by McFarlane  
29/9/04 04-04-01 II

Somerville.

## 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 Will have a good discussion -

Action agreed Will continue to keep myself updated via courses, books, discussion, forums, etc.

#### Maintaining good medical practice

Commentary Regular discuss medical problems with colleagues. Continue in house

Action agreed weeks, over days, satisfaction survey etc. Significant event forms.

#### Relationships with patients

Commentary Good relationships - hopefully reflected in survey.

Action agreed Return to full time G.P.

**Working with colleagues**

Commentary Harmonious partnership. Good  
relationships with partners & staff.

Action agreed Support new practice merged in  
implementation OMS 2.

**Teaching and training**

Commentary No formal teams.

Action agreed No change planned.

**Probity**

Commentary

Action agreed

Satisfactory system in place.

the new manuals were documented  
next year - following OMS 2.

**Management activity**

Commentary

Action agreed

Excellent discussion re  
current use on P&C chair.  
Key team goals discussed.

~ Achieve merged objectives.

<b>Research</b>	
Commentary	No further research undertaken.
Action agreed	

<b>Health</b>	
Commentary	Aware of result. <del>will</del> will continue to stay fit + healthy.
Action agreed	

<b>Any other points</b>	
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## 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**

250 0533

Appraiser

**Code A**

MEBANE 4100540

(GMC Number)

Appraisee

Date:

29/9/04

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

04-04-01 TP

**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. <i>Access to resources</i>	<i>Advocate for for CES services.</i>	<i>1 year</i>	<i>Provision of CES services.</i>	
2. <i>Support with practice outcomes</i>	<i>Use resources in Cms 2.</i>	<i>1 year also.</i>	<i>To allow for adaptation points.</i>	
3				
4 etc				