

Paterson by Lloyd
4/8/04

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

Commentary

Continues to be part of a well organised practice; particular interest in Elderly Medicine, and focus on CDM.

Action agreed

Constraints due to the premises eg Re-location of HV, hotbedding of Registrars.

Maintaining good medical practice

Commentary

Wide range of reading and meetings for continued education.

Action agreed

Continue.

Relationships with patients

Commentary

Personal lists; good rapport. Improved access.

Action agreed

Continue. Awaits patient survey.

Working with colleagues

Commentary

A good team; enhanced by whole practice 'away day', Feb 2004.

Action agreed

Maintain. Aim to have a further 'away day' during next year.

Teaching and training

Commentary

Presently two PTI Registrars, near completion.

Action agreed

Maintain accreditation/re-approval.

Probity

Commentary

Usual systems and safeguards in place. Renewal of Practice Agreement in place.

Action agreed

Maintain open discussion.

Management activity

Commentary

Involvement in Clinical Governance / PCT Board. Healthcare Commission. Also, WGAET.

Action agreed

Attended Effective Chaining course (1/2 day) which was very helpful.

Aim to further improve computer skills.

Research

Commentary *Little involvement.*

Action agreed *Continue.*

Health

Commentary *Good health.*

Action agreed *Check Hep. B. Status.*

Any other points

*Good compliment of documents;
also reflective overview.*

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

311 8087

Appraiser

(GMC Number)

Appraisee

Code A

ANDREW PATERSON

Date:

4/8/04

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

4.8.04

Re: Dr. Andrew PATERSON

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 G P Trainer Accreditation	Achieve Re-Appraisal	Dec 04	Continue to be a trainer	
² Improve Computer Skills	Attend Course on skills inc PowerPoint	March 05	Better presentations + data collection.	
³ Check Immunity	Check Hepatitis B Status	Dec 04	Improve patient + personal protection.	
4 etc				

G4-08-06 II