

Dr D.O.Erskine

Code A

19/5/03

Dear Andrew

Re appraisal Dr N.M. LEWKOWICZ on 19/5/03

Enclosed are forms four and the PDP.

Best wishes

Code A

David Erskine

Nicholas Maciej LEWKOWICZ

19/5/03

03-05-03

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 Discussed changes in appointment system, audits, learning from complaints

Action agreed

More template-led recording of computerized info to facilitate audit.

Maintaining good medical practice

Commentary Methods of learning discussed, possible future expansion of educational role.

Action agreed

Apply for GP Tutor.

Relationships with patients

Commentary Discussed videoing a forthcoming Patientsurvey

Action agreed

To do the above

Working with colleagues

Commentary Discussed partnership & outside clinical work.

Action agreed Maintain current satisfactory state.

Teaching and training

Commentary Discussed medical student teaching.

Action agreed Continue with the above. ? Expand to include 5th year.

Probity

Commentary Discussed financial checks, departure of

Action agreed "financial" partner.

Ensure enough checks in place!

Management activity

Commentary Not discussed.

Action agreed

Research

Commentary

None in which I partake actively.

Action agreed

No change foreseen.

Health

Commentary

Hopefully to remain good.

Action agreed

Continue exercising.

Any other points

None

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

1644207

(GMC Number)

Appraiser

Appraisee

Code A

2715988

Date:

19/5/03

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

Nicholas Maciej LEWKOWICZ

19/5/03

03-05-03

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 Improve presentation skills	Powerpoint Course	Within 1 year	I will be able to present better	
² Continue to monitor my consultation skills	Re-video some surgeries	~ ~ ? September	I will review the video & then decide!	
³ Continue to remain educationally 'up to date'	Continue to attend a variety of 16 educational events	All year	Remain up-to date	
4 etc				