

Direct Line: **Code A**
Direct Fax:

Our Ref: F&G Elrond/ Clin Gov/GP Appraisal

Dr. J. Barton,
The Surgery,
148 Forton Road,
Gosport,
PO12 3HH

pack sent ✓

Tuesday 18th March 2003

Dear Dr. Barton,

I am writing to advise you that your annual appraisal will be in October 2003 with Dr. Jenny Bateman, a GP at Westlands Medical Centre, Portchester who is also a trained appraiser.

The paperwork you will need is enclosed, and Dr. Bateman will be in touch with you to arrange a mutually convenient date and venue.

I hope this meets with your approval. If you have any concerns or would like to be allocated an alternative appraiser, please contact me on the above number as soon as possible.

With best wishes,
Yours sincerely

Nicky Heyworth
Clinical Governance Manager

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The Surgery,
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Thursday 14th August 2003

Dear Dr. Barton,

I am writing to give you a few more details regarding your appraisal in October 2003.

Dr. Jenny Bateman, your appraiser, will contact you nearer October to arrange a time and venue, but you are welcome to contact her in the meantime on **Code A**

It would make the appraisal process more beneficial if you could ensure the correct paperwork is sent to Dr. Bateman at least 2 weeks in advance of your appraisal. Her Practice address is; Westlands Medical Centre, 20b Westlands Grove, Portchester, PO16 9AE.

The format of your appraisal will be: 1 hour discussion, 20 minute break to reflect on this discussion, followed by a further 30 minute feedback.

Your appraiser will also give you an appraisal evaluation questionnaire. I would be grateful if you could complete this after the appraisal and send it back to me at the PCT.

The appraisal is primarily a developmental process for you; if you wish to use this process for revalidation, then may I suggest you take time to consider appropriate documentation. Please do not hesitate to contact me if you have any queries or concerns.

With best wishes,
Yours sincerely

Nicky Heyworth
Clinical Governance Manager