

Equiniti Appraisal Preparation 2015

Experience of undertaking appraisals by

Nicholas Lee

The Hillingdon Hospital

Tips to make Appraisal Easy and less time consuming

- Preparation thought the year is key
- Ensure some information is entered into every section of the Domains in equiniti
- The CPD portfolio of the Royal College of Ophthalmologists is superior and I recommend using this for recording of CPD. Produce an annual report that you upload into Equiniti.
- Preparation for the final stages of the Appraisal is key and I would recommend producing a Word Document of the Comments and ideas you have for each of the sections that will be discussed.
- This Hugely saves on time in undertaking the appraisal and gives a far more accurate reflection of your appraisal and forward Plan.
- PDP – Personal development Plan, is created out of what you enter in the appraisal section, therefore create this first ready to enter at the time of appraisal.
- PDP – Remember to review last years PDP prior to the appraisal.

Pre Appraisal Self Assessment

- On your Equiniti site you need to ensure the self assessment is completed prior to meeting with your appraisal.

Pre Appraisal Self Assessment

Appraisal Preparation **Self Assessment** Portfolio Assessment Appraisal PDP Appraisal Summary Agreement Statement

Select My profile and details are up to date since my last appraisal
Select The information in my portfolio is representative of my whole practice appraisal
Select In relation to suspensions, restrictions on practice or being subject to investigation of any kind since my last appraisal I have nothing to declare

Click on an attribute to view the relevant documents in your portfolio.

	Poor	Fair	Good	Excellent
Good Medical Practice				
Knowledge, Skills & Performance				
Develop and Maintain your professional performance				
Apply knowledge and experience to practice				
Record your work clearly, accurately and legibly				
Safety & Quality				
Contribute to and comply with systems to protect patients				
Respond to risks to safety				
Protect patients and colleagues from any risk posed by your health				
Communication, Partnership & Teamwork				
Communicate effectively				
Work collaboratively with colleagues to maintain or improve patient care				
Establish and maintain partnership with patients				
Teaching, Training, supporting and assessing				
Continuity and Coordination of care				
Maintaining Trust				
Show respect for patients				
Treat patients and colleagues fairly and without discrimination				
Act with honesty and integrity				
Supporting Information Self Assessment				
Please also score in your opinion the quality of the supporting information you have provided				
Assess the quality of the supporting information				
Additional Comment				

Some helpful information and guidance before you start

Step 1
Conduct a general discussion. Add objectives and comments below where appropriate

Step 2
Reflect on last year PDP. Enter any relevant objectives below where appropriate

Step 3
Discuss and reflect on the doctors portfolio(link to portfolio). Enter any relevant objectives below

Step 4
Review the GMCs good medical practice below and add objectives and comments where appropriate

Select Last year's PDP has been reviewed as part of this appraisal

What measure could you use to establish if you have achieved this development

What is the date by which you will achieve this?



Cancel

Add to PDP

V2.18.5.0

Click on an attribute to view the relevant documents in your portfolio.

GMC Framework		
Discussed		Add Detail
	Knowledge, Skills & Performance	
<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP Discussion
<input type="checkbox"/>	Apply knowledge and experience to practice	PDP Discussion
<input type="checkbox"/>	Record your work clearly, accurately and legibly	PDP Discussion
	Safety & Quality	
<input type="checkbox"/>	Contribute to and comply with systems to protect patients	PDP Discussion
<input type="checkbox"/>	Respond to risks to safety	PDP Discussion
<input type="checkbox"/>	Protect patients and colleagues from any risk posed by your health	PDP Discussion
	Communication, Partnership & Teamwork	
<input type="checkbox"/>	Communicate effectively	PDP Discussion
<input type="checkbox"/>	Work collaboratively with colleagues to maintain or improve patient care	PDP Discussion
<input type="checkbox"/>	Establish and maintain partnership with patients	PDP Discussion
<input type="checkbox"/>	Teaching, Training, supporting and assessing	PDP Discussion
<input type="checkbox"/>	Continuity and Coordination of care	PDP Discussion
	Maintaining Trust	
<input type="checkbox"/>	Show respect for patients	PDP Discussion
<input type="checkbox"/>	Treat patients and colleagues fairly and without discrimination	PDP Discussion
<input type="checkbox"/>	Act with honesty and integrity	PDP Discussion

Supporting Information

Name

No records to display.

[View Portfolio](#)


























[View Self Assessment](#)

[View Scope of Work](#)

[View Last Year's PDP](#)

Concerns - Refer to RO

2015 screen

Discussed		Add Detail	
	Knowledge, Skills & Performance		
<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Apply knowledge and experience to practice	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP  (1)	Discussion  (1)
	Safety & Quality		
<input checked="" type="checkbox"/>	Contribute to and comply with systems to protect patients	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Respond to risks to safety	PDP  (1)	Discussion  (1)
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<input checked="" type="checkbox"/>	Establish and maintain partnership with patients	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Teaching, Training, supporting and assessing	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Continuity and Coordination of care	PDP	Discussion  (1)
	Maintaining Trust		
<input checked="" type="checkbox"/>	Show respect for patients	PDP  (1)	Discussion  (1)
<input checked="" type="checkbox"/>	Treat patients and colleagues fairly and without discrimination	PDP	Discussion  (1)
<input checked="" type="checkbox"/>	Act with honesty and integrity	PDP  (1)	Discussion  (1)
Educational Responsibilities			
Discussed		Add Detail	
<input checked="" type="checkbox"/>	Establish safe and effective patient care	PDP	Discussion
<input type="checkbox"/>	Establishing and maintaining an environment for learning	PDP	Discussion
<input type="checkbox"/>	Teaching and facilitating learning	PDP	Discussion
<input type="checkbox"/>	Enhancing learning through assessment	PDP	Discussion
<input type="checkbox"/>	Supporting and monitoring education progress	PDP	Discussion
<input type="checkbox"/>	Guiding personal and professional development	PDP	Discussion
<input type="checkbox"/>	Continuing professional development as an educator	PDP	Discussion
Discussed		Add Detail	
	Comments		
	Additional Objectives	PDP	Discussion

Each section to be completed is the same

- There is a Box for PDP
- There is a box for Comments about the discussion.
- Prior to the appraisal consider what to put in the PDP box and the comments box
- Use word to create comments that can be cut and pasted into the comments box.

Appraisal Assessment

Appraisal Preparation

Self Assessment

Portfolio Assessment

Appraisal



Mr. Julian Patterson

Some helpful information and guidance before you start

Step 1

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Step 2

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Step 3

Discuss and reflect on the doctors portfolio(link to portfolio). Enter any relevant objectives below

Step 4

Review the GMC's good medical practice below and add objectives and comments where appropriate

Select Last year's PDP has been reviewed as part of this appraisal

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GMC Framework

Discussed

Knowledge, Skills & Performance

- Develop and Maintain your professional performance
- Apply knowledge and experience to practice
- Record your work clearly, accurately and legibly

Safety & Quality

Add PDP Development Need

Add PDP Development Need

Please fill out the information below to add a Development Need to the selected attribute. By completing this form this information is automatically populated into your Personal Development Plan. You will be able to change or delete development needs you add before your PDP is submitted.

The attribute you are adding a Development Need to is: Apply knowledge and experience to practice

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

What is the date by which you will achieve this?



Cancel

Add to PDP

V2.18.6.0

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GMC Framework	
Discussed	
	Knowledge, Skills & Performance
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<input type="checkbox"/>	Record your work clearly, accurately and legibly
	Safety & Quality

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**The attribute you are adding a Development Need to is:
Record your work clearly, accurately and legibly**

What development need do you have?

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Discussed	
	Knowledge, Skills & Performance
<input checked="" type="checkbox"/>	Develop and Maintain your professional performance
<input checked="" type="checkbox"/>	Apply knowledge and experience to practice
<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly
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<input checked="" type="checkbox"/>	Contribute to and comply with systems to protect patients
<input type="checkbox"/>	Respond to risks to safety

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PDP	Discussion
PDP	Discussion

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<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP ●(1) Discussion
<input checked="" type="checkbox"/>	Apply knowledge and experience to practice	PDP ●(1) Discussion
<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP ●(1) Discussion
	Safety & Quality	
<input checked="" type="checkbox"/>	Contribute to and comply with systems to protect patients	PDP ●(1) Discussion

You will be able to change or delete development needs you add before your PDP is submitted.

The attribute you are adding a Development Need to is:
Respond to risks to safety

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

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<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP ●(1) Discussion
	Safety & Quality	

By completing this form this information is automatically populated into your Personal Development Plan. You will be able to change or delete development needs you add before your PDP is submitted.

The attribute you are adding a Development Need to is: Protect patients and colleagues from any risk posed by your health

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

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<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP (1)	Discussion
	Safety & Quality		
<input checked="" type="checkbox"/>	Contribute to and comply with systems to protect patients	PDP (1)	Discussion
<input checked="" type="checkbox"/>	Respond to risks to safety	PDP (1)	Discussion
<input checked="" type="checkbox"/>	Protect patients and colleagues from any risk posed by your health	PDP (1)	Discussion
	Communication, Partnership & Teamwork		

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What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

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Cancel Add to PDP

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<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP ●(1)	Discussion
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<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP ●(1) Discussion


Please fill out the information below to add a Development Need to the selected attribute.
By completing this form this information is automatically populated into your Personal Development Plan.
You will be able to change or delete development needs you add before your PDP is submitted.

The attribute you are adding a Development Need to is:
Establish and maintain partnership with patients

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

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<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP (1)	Discussion
<input checked="" type="checkbox"/>	Apply knowledge and experience to practice	PDP (1)	Discussion
<input checked="" type="checkbox"/>	Record your work clearly, accurately and legibly	PDP (1)	Discussion
	Safety & Quality		

By completing this form this information is automatically populated into your Personal Development Plan. You will be able to change or delete development needs you add before your PDP is submitted.

**The attribute you are adding a Development Need to is:
Teaching, Training, supporting and assessing**

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

What is the date by which you will achieve this?

Cancel **Add to PDP**

Supporting Info

Name
No records to display



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The attribute you are adding a Development Need to is:

Continuity and Coordination of care

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

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The attribute you are adding a Development Need to is:

Show respect for patients

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

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What is the date by which you will achieve this?



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The attribute you are adding a Development Need to is:

Treat patients and colleagues fairly and without discrimination

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

What is the date by which you will achieve this?



Error in saving the data: The date to achieve the objective must be in the future

Cancel

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The attribute you are adding a Development Need to is:
Act with honesty and integrity

What development need do you have?

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Knowledge, Skills & Performance			
<input checked="" type="checkbox"/>	Develop and Maintain your professional performance	PDP ●(1)	Discussion ●(1)
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<input checked="" type="checkbox"/>	Respond to risks to safety	PDP ●(1)	Discussion ●(1)
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<input checked="" type="checkbox"/>	Communicate effectively	PDP ●(1)	Discussion ●(1)
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<input checked="" type="checkbox"/>	Continuity and Coordination of care	PDP	Discussion ●(1)
Maintaining Trust			
<input checked="" type="checkbox"/>	Show respect for patients	PDP ●(1)	Discussion ●(1)
<input checked="" type="checkbox"/>	Treat patients and colleagues fairly and without discrimination	PDP	Discussion ●(1)
<input checked="" type="checkbox"/>	Act with honesty and integrity	PDP ●(1)	Discussion ●(1)

Educational Responsibilities

Discussed		Add Detail	
<input checked="" type="checkbox"/>	Establish safe and effective patient care	PDP	Discussion
<input type="checkbox"/>	Establishing and maintaining an environment for learning	PDP	Discussion
<input type="checkbox"/>	Teaching and facilitating learning	PDP	Discussion
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	Comments		

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The attribute you are adding a Development Need to is:

Additional Objectives

What development need do you have?

What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them

What measure could you use to establish if you have achieved this development

What is the date by which you will achieve this?



Cancel

Add to PDP

Additional objectives

Continuing professional development as an educator		PDP	Discussion
Discussed			Add Detail
	Comments		
	Additional Objectives	PDP	Discussion

Concerns - Refer to RO

Final agreement



Select	An appraisal has taken place that reflects the whole of the doctor's scope of work and addresses the principles and values set out in the Good Medical Practice
Select	I understand that I must protect patients from risk of harm posed by another colleague's conduct, performance or health. The safety of patients must come first at all times. If I have concerns that a colleague may not be fit for practise, I am aware that I must take appropriate steps without delay, so that concerns are investigated and patients protected where necessary
1. The doctor's fitness to practice	
<input type="radio"/>	No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise
<input type="radio"/>	The doctor has provided information that raises some concerns. Further investigation or action is required. There may be an issue that affects patient safety or quality of the information
<input type="radio"/>	There is insufficient information for an assessment to be made
2. The doctors progress in collecting information for revalidation	
<input type="radio"/>	Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for Appraisal and Revalidation and this reflects the nature and scope of the doctor's work
<input type="radio"/>	The doctor has provided some information but this is insufficient and raises concerns about the doctor's progress towards revalidation. Further action, support or investigation is required
<input type="radio"/>	There is insufficient information for an assessment to be made
3. The doctors progress towards last years PDP	
<input type="radio"/>	A review that demonstrates appropriate progress against last year's personal development plan has taken place
<input type="radio"/>	The doctor has engaged with and made progress with key elements in the previous year's development plan
<input type="radio"/>	The doctor has not engaged with or made progress with the previous year's development plan. Further action, support or investigation is required
<input type="radio"/>	There is insufficient information for an assessment to be made
4. PDP Agreement	
Select	An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year

Appraisee Statement

Appraisee Statement ?

- I agree with the content of the PDP and the summary of the appraisal discussion [View PDP](#)
- I declare personal accountability for the supporting information and commentary presented
- I declare that my profile (Personal details) are up to date

The doctor may use this space to respond to the above statements made by the appraiser. The Responsible Officer will review comments made in this space

Please provide feedback for your appraiser

This feedback will be anonymous and shared with your Appraisal Lead and Responsible Officer

	Unable to comment	Poor	Borderline	Satisfactory	Good	Very Good
Establishing rapport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrating thorough preparation for your appraisal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Listening to you and giving you time to talk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Giving constructive and helpful feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Challenging you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you to review your practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you to identify gaps and improve your portfolio of supporting information for revalidation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you to review your progress against your Personal Development Plan (PDP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping you to produce a new PDP that reflects your development needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Completing

- Once the Appraisee has agreed to the Appraisal
- Large number of documents are then created
- Ensure the documents are forwarded to the relevant People at your trust, private hospitals etc...
- Provide Feedback to the Appraisee.
- Begin preparation for next year as soon as first year is finished
- Collect and store data each week
- Typical time takes 1.30 hours.