Equiniti Appraisal Preparation 2015

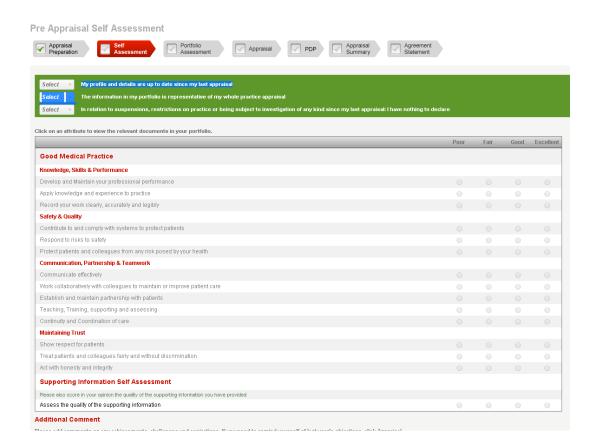
Experience of undertaking appraisals by
Nicholas Lee
The Hillingdon Hospital

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.



	What measure could you use to establish if you		
Some helpful information and guidance before you start	have achieved this development		
Step 1 Conduct a general discussion. Add objectives and comments below where appropriate	What is the date by which you will achieve this?	i	
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 appn		Cancel	Add to PDP
Select Last year's PDP has been reviewed as part of this appraisal			V2.18.6.0

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

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

Supporting Informat
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			Ad	d Detail	
	Knowledge, Skills & Performance				
•	Develop and Maintain your professional performance	PDP	● (1)	Discussion	● (1)
•	Apply knowledge and experience to practice	PDP	● (1)	Discussion	● (1)
•	Record your work clearly, accurately and legibly	PDP	● (1)	Discussion	● (1)
	Safety & Quality				
•	Contribute to and comply with systems to protect patients	PDP	● (1)	Discussion	● (1)
•	Respond to risks to safety	PDP	● (1)	Discussion	● (1)
•	Protect patients and colleagues from any risk posed by your health	PDP		Discussion	● (1)
	Communication, Partnership & Teamwork				
•	Communicate effectively	PDP	● (1)	Discussion	● (1)
•	Work collaboratively with colleagues to maintain or improve patient care	PDP	● (1)	Discussion	● (1)
•	Establish and maintain partnership with patients	PDP	● (1)	Discussion	● (1)
•	Teaching, Training, supporting and assessing	PDP	● (1)	Discussion	● (1)
•	Continuity and Coordination of care	PDP		Discussion	● (1)
	Maintaining Trust				
•	Show respect for patients	PDP	● (1)	Discussion	● (1)
•	Treat patients and colleagues fairly and without discrimination	PDP		Discussion	● (1)
•	Act with honesty and integrity	PDP	● (1)	Discussion	● (1)
ducational Res	ponsibilities				
Discussed			Ad	d Detail	
✓	Establish safe and effective patient care	PDP		Discussion	
	Establishing and maintaining an environment for learning	PDP		Discussion	
	Teaching and facilitating learning	PDP		Discussion	
	Enhancing learning through assessment	PDP		Discussion	
	Supporting and monitoring education progress	PDP		Discussion	
	Guiding personal and professional development	PDP		Discussion	
	Continuing professional development as an educator	PDP		Discussion	
iscussed			Ad	d Detail	
Comme	nts				
Addition	al 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





Mr. Julian Patterson

Some helpful information and guidance before you start

Step 1

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

Step 2

Reflection 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 appropriately appropriate the comments of th



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

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

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:

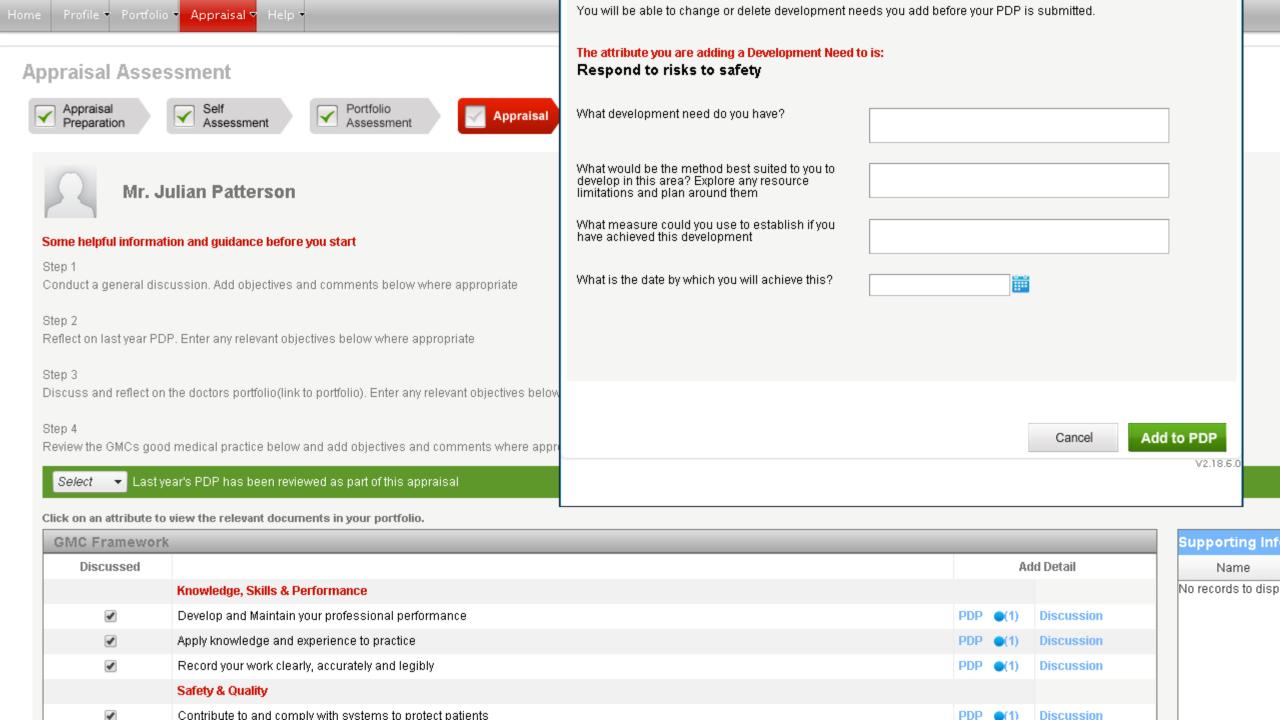
Apply knowledge and experience to practice

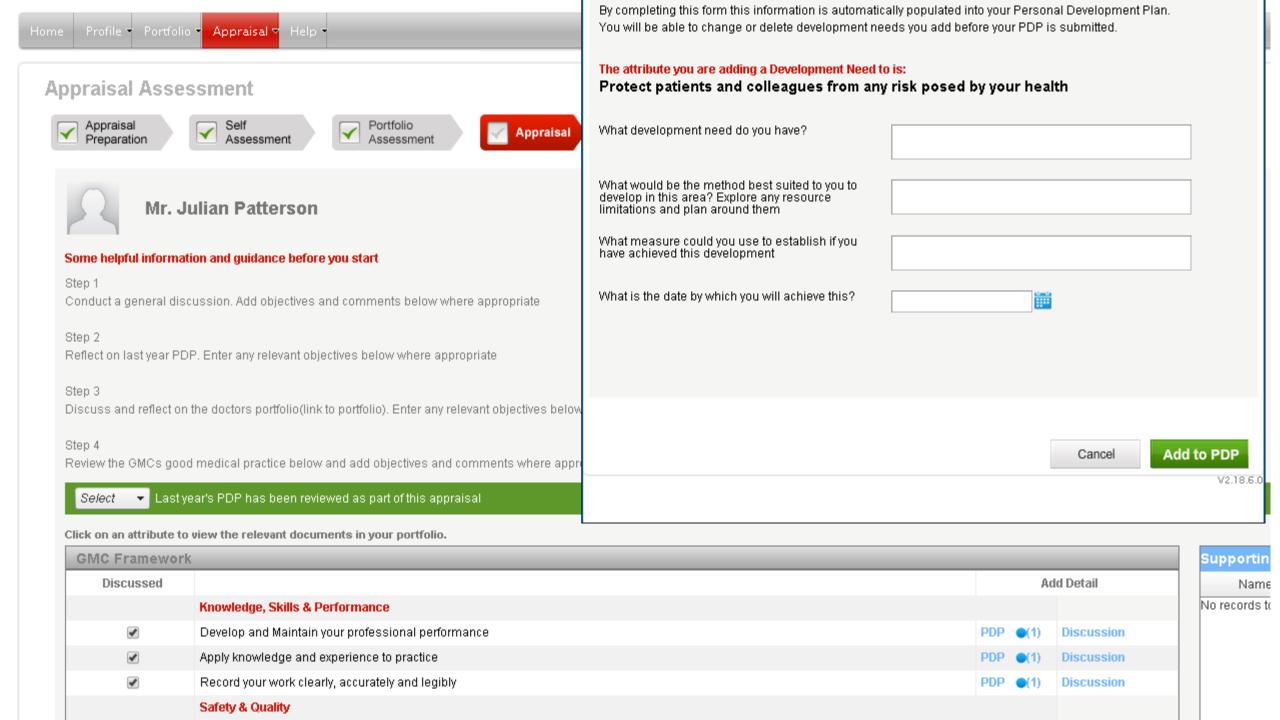
What development need do you have?	
·	
What would be the method best suited to you to	
develop in this area? Explore any resource	
limitations and plan around them	
miniation and plan alound thom	
What measure could you use to establish if you	
have achieved this development	
What is the date by which you will achieve this?	Lands .

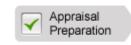
Add to PDP

V2.18.6.0

Add PDP Development Need Appraisal Assessment Add PDP Development Need Appraisal Portfolio Appraisal Preparation Assessment Assessment 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. Mr. Julian Patterson The attribute you are adding a Development Need to is: Contribute to and comply with systems to protect patients Some helpful information and guidance before you start Step 1 What development need do you have? Conduct a general discussion. Add objectives and comments below where appropriate Step 2 What would be the method best suited to you to Reflect on last year PDP. Enter any relevant objectives below where appropriate develop in this area? Explore any resource limitations and plan around them Step 3 What measure could you use to establish if you Discuss and reflect on the doctors portfolio(link to portfolio). Enter any relevant objectives below have achieved this development Step 4 What is the date by which you will achieve this? Review the GMCs good medical practice below and add objectives and comments where approximately Last year's PDP has been reviewed as part of this appraisal Select : Click on an attribute to view the relevant documents in your portfolio. **GMC Framework** Discussed Knowledge, Skills & Performance Add to PDP Cancel Develop and Maintain your professional performance V2.18.6.0 Apply knowledge and experience to practice Record your work clearly, accurately and legibly Safety & Quality Contribute to and comply with systems to protect patients PDP Discussion Respond to risks to safety Discussion PDP







	Self
~	Assessment

Portfolio Assessment



1	1
	1
	1

Mr. Julian Patterson

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 appr

Select ▼	Last year's PDP has been reviewed as part of this apprai
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Click on an attribute to view the relevant documents in your portfolio.

GMC Framework				
Discussed			Ad	d Detail
	Knowledge, Skills & Performance			
✓	Develop and Maintain your professional performance	PDP •	(1)	Discussion
✓	Apply knowledge and experience to practice	PDP •	(1)	Discussion
•	Record your work clearly, accurately and legibly	PDP •	(1)	Discussion
	Safety & Quality			
✓	Contribute to and comply with systems to protect patients	PDP •	(1)	Discussion
✓	Respond to risks to safety	PDP •	(1)	Discussion
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	Communication, Partnership & Teamwork			

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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

Supporting Name

No records to

ppraisai Asses	Sillent	Work conaboratively with coneagues to in	anitani oi improve patient care	
Appraisal Preparation	Self Assessment Portfolio Assessment Appraisal	What development need do you have?		
Mr. Ju	ulian Patterson	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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GMC Framework				Supporting
Discussed			Add Detail	Name
	Knowledge, Skills & Performance			No records to d
✓	Develop and Maintain your professional performance		PDP •(1) Discussion	
•	Apply knowledge and experience to practice		PDP •(1) Discussion	
€	Record your work clearly, accurately and legibly		PDP •(1) Discussion	

Discussion

Discussion

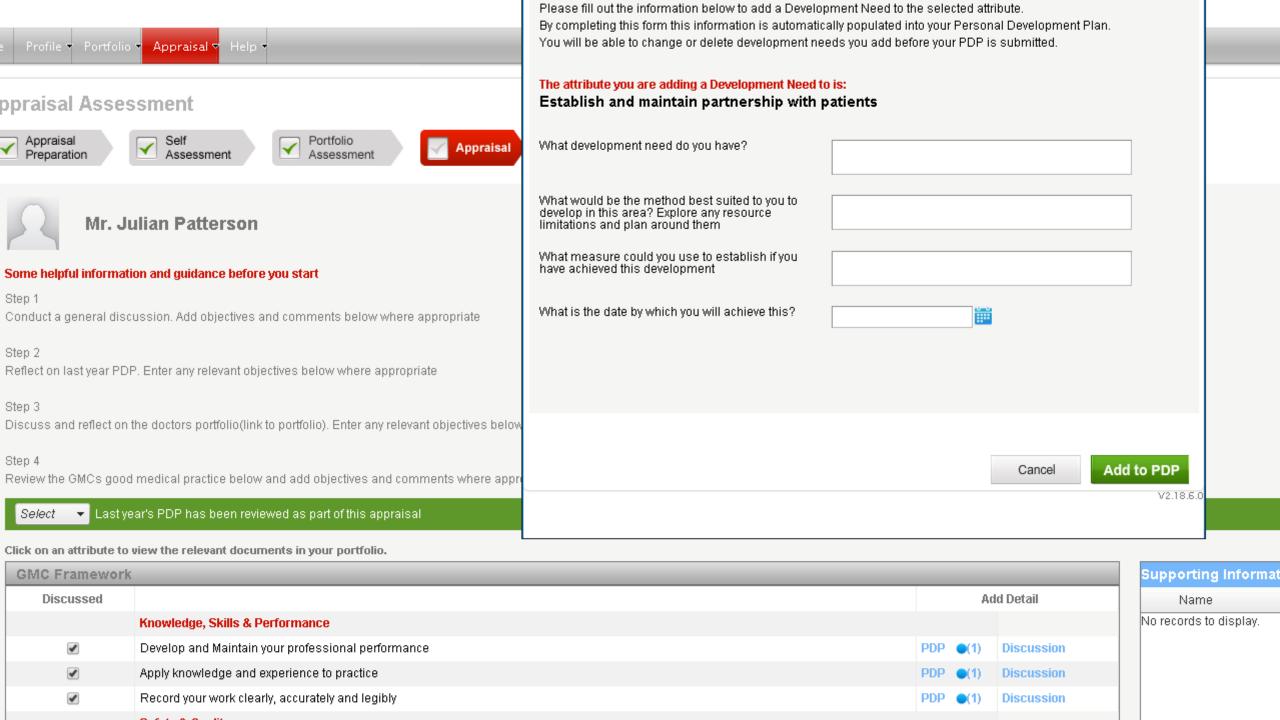
Discussion

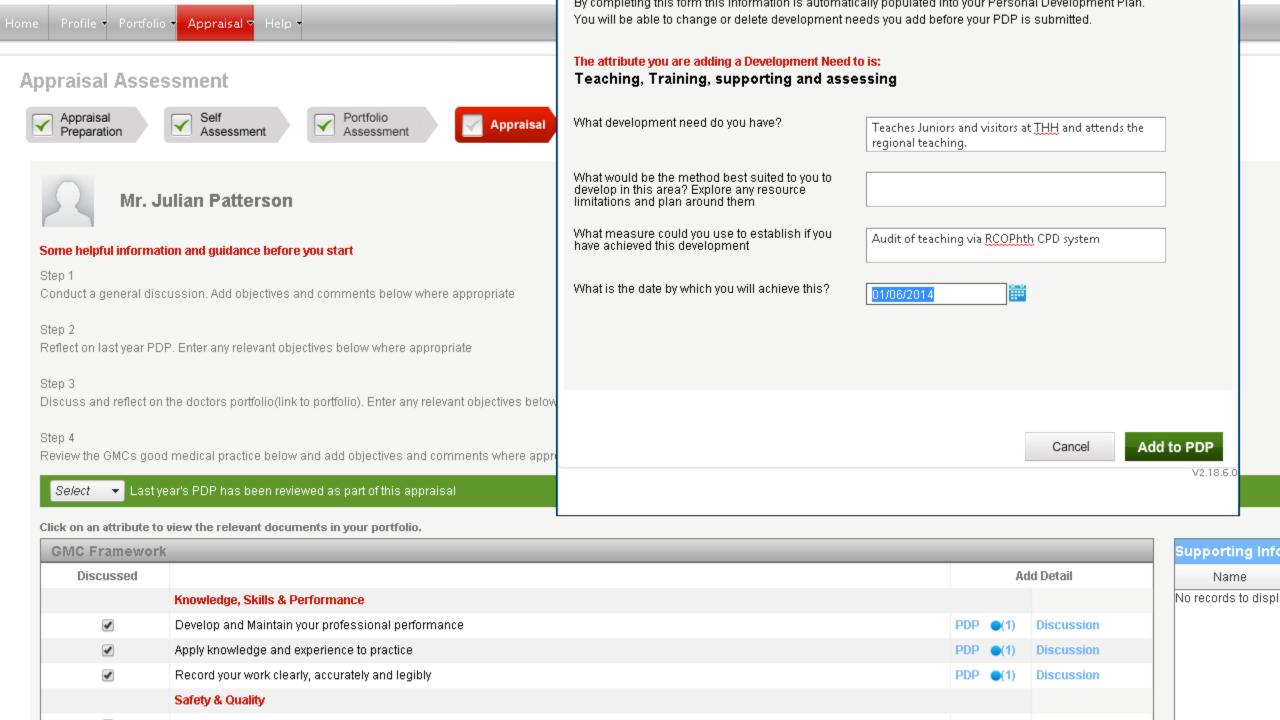
Safety & Quality

Respond to risks to safety

Contribute to and comply with systems to protect patients

Protect patients and colleagues from any risk posed by your health





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?

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

	Knowledge, Skills & Performance		
•	Develop and Maintain your professional performance	PDP •(1)	Discussion (
•	Apply knowledge and experience to practice	PDP ●(1)	Discussion (
•	Record your work clearly, accurately and legibly	PDP •(1)	Discussion (
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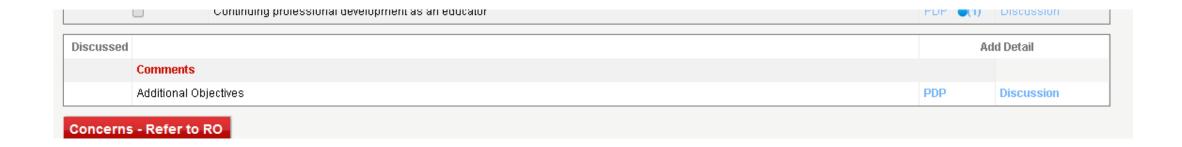
The attribute you are adding a Development Need to is:

Additional Objectives

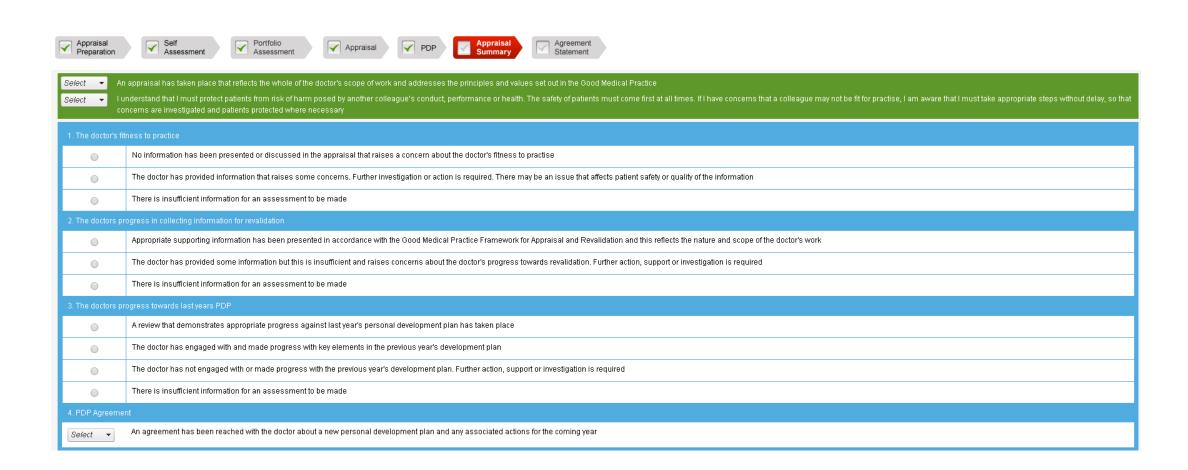
vvnat development need do you nave?	
What would be the method best suited to you to develop in this area? Explore any resource limitations and plan around them	
What measure could you use to establish if you have achieved this development	
What is the date by which you will achieve this?	

Cancel

Additional objectives



Final agreement



Appraisee Statement

Appraisee Statement lagree 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 Responsibl	e Officer will review comments made in thi	s 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	0	0		0		
Demonstrating thorough preparation for your appraisal						
Listening to you and giving you time to talk						
Giving constructive and helpful feedback						
Supporting you						
Challenging you						
Helping you to review your practice						
Helping you to identify gaps and improve your portfolio of supporting information for revalidation	•	•	•	•	•	•
Helping you to review your progress against your Personal Development Plan (PDP)		0		0		
Helping you to produce a new PDP that reflects your development needs						
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.