

SUPPORTS 2021

Tool for formative feedback and quality assurance of appraisal summary and outputs

Appraiser:	SUPPORTS QA undertaken by:	Date:
Appraisal Identifier (Dr initials):	SCORE	COMMENTS Highlight examples of excellence in the appraisal summary and suggest areas for possible development (where appropriate)
OVERVIEW: provides a good description of the doctor, including their background qualifications and experience where applicable (1) their whole scope of work and the context(s) in which they work (1)		
SPECIFICS AND MANDATORY STATEMENTS: Professionally written – typewritten, objective, suitably succinct, free from bias or prejudice (1) Highlights key points in relation to revalidation -revalidation date, point in revalidation cycle, no of appraisals within this cycle/with this appraiser (1) Describes a professional appraisal - including venue/remote appraisal provider, duration, good information governance and appropriate anonymisation throughout. Demonstrates an audit trail if exceptional circumstances apply (period in work since last appraisal not 12 months/approval for unusual arrangements or postponement, etc) (1) Confirms the input and output statements have been completed, including health (in Domain 2) and probity (in Domain 4), states whether doctor asked to bring anything to discuss at the appraisal meeting or reviewed FFC SRT (if applicable). Comments on medical indemnity cover. Where appropriate, circumstances commented on and explanation made to RO (1)		
TRACKS GMC SUPPORTING INFORMATION REQUIREMENTS: reviews SI as discussed in relation to <i>Good Medical Practice</i> and whole scope of work, including commenting on any SI supplied or discussed (1) Comments on any gaps identified in the requirements for revalidation, mandatory training, or scope of practice and how they will be addressed, including them in PDP if appropriate (or stating if no gaps) (1)		
UNDERSTANDING IMPACT: Reviews the personal and professional impact of recent/current circumstances on clinical practice and coping strategies (1) Considers lessons learned and any changes made in terms of quality of practice and improving patient care (1)		
SUPPORT: Focuses on the needs of the doctor since the last appraisal and for the future (1) Considers their health, wellbeing and work/leisure balance, including their response to the 'How are you?' rating scale – offers support and signposts to resources for support (if applicable) (1)		
REFLECTION: Encourages reflective practice and stimulates the doctor to consider their personal and professional development in the context of their work (1) and to demonstrate the ability to work safely and make quality improvements in their practice (1)		
PRAISES EXCELLENCE: Affirms good practice (with examples), celebrates achievements (1) and records aspirations (<i>some may have a timescale over one year</i>) (1)		
PDP: Reviews and comments on progress with last year's PDP objectives (1) Indicates how new PDP objectives arise from appraisal and <i>Good Medical Practice</i> (1) New goals are SMARTER (Specific, Measurable, Achievable, Relevant, Time-bound, Economic, and Reflect Impact) (1) Makes explicit how achievement will impact on quality / safety or patient care (1)		
Overall comments below:	20	TOTAL