

<b>Appraiser:</b>	<b>INSPIRES undertaken by:</b>	<b>Date:</b>
<b>INSPIRES 2020</b> Tool for formative feedback and quality assurance of appraisal summary and outputs	<b>0=Absent 1=Room for development 2= Well done</b>	<b>Comments</b> Highlight examples of excellence in the appraisal summary and suggest areas for possible development (where appropriate)
<b>Appraisal identifier (Dr initials)</b>		
<b>Introduction (and overview)</b> – provides a good overview of the whole scope of work of the doctor and the context(s) in which they work (2)		
<b>Needs of the doctor (and support)</b> –focuses on the needs of the doctor and support for their personal and professional development. Identifies and comments on challenges from the past year (and any anticipated challenges / developments) and signposts resources (if applicable) (2)		
<b>Supporting information (SI)</b> - reviews SI in relation to <i>Good Medical Practice</i> and whole scope of work, including commenting on any SI supplied separately. 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 ( <u>or stating if no gaps</u> ) (2)		
<b>PDP</b> - reviews and comments on progress with last year’s PDP objectives. Indicates how new PDP objectives arise from appraisal and <i>Good Medical Practice</i> . (2) New goals are SMARTER (Specific, Measurable, Achievable, Relevant, Time-bound, Economic and Reflect Impact). Makes explicit how achievement will impact on quality / safety (2)		
<b>Impact</b> - reviews the impact of lessons learned and any changes made on quality of practice and better patient care (2)		
<b>Reflection (and challenge)</b> – encourages reflective practice and challenges the doctor to consider their development in the context of their work and to demonstrate quality improvements in their practice (2)		
<b>Excellence</b> – affirms good practice (with examples), celebrates achievements and records aspirations ( <i>some of which may have a timescale over one year</i> ) (2)		
<b>Specifics (and statements)</b> – Professionally written – typewritten, objective, suitably succinct, free from bias or prejudice. Comments on background qualifications and medical indemnity cover for whole scope of practice. Describes a professional appraisal - including venue, 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 venue or remote appraisal) Highlights key points in relation to revalidation -revalidation date, point in revalidation cycle, no of appraisals within this cycle / with this appraiser (2) Ensures the input and output statements have been completed, including health and probity, states whether doctor asked to bring anything to discuss at the appraisal meeting or complete LVCW SRT (if applicable). Where appropriate, circumstances commented on and explanation made to RO (2)		
<b>TOTAL</b>	<b>20</b>	
<b>Overall comments:</b>		