

This table may help you prepare in a time efficient way. It may help to refer to this list as you populate your usual appraisal platform

Scope of work:	No change. Please describe your core roles and any significant changes since your last appraisal
PDP review:	There is no expectation for the PDP to have been addressed. You may wish to discuss with the appraiser any elements which have been completed or might be carried forward. Written documentation is not essential.
Continuing Professional Development and Quality Improvement Activity:	There is no specific requirement for documenting credits. Only make a note on aspects which you particularly would like to discuss during the appraisal.
Significant events and complaints since the last appraisal:	Significant events reaching the GMC definition, 'events which did or could have led to patient harm', and any formal complaints, should be included as normal. A very brief description of the event followed by more detailed reflections on any resulting personal and team learning.
Challenges, achievements and aspirations:	This section may be particularly relevant in this appraisal remembering to celebrate achievements as well as considering the challenges. A few notes may help but are not essential.
Personal and professional wellbeing:	This is the focus of your appraisal depending on your personal needs and circumstances. How has the Covid-19 pandemic impacted on you? How do you maintain your health and wellbeing and what do you need to do differently, if anything? Have you needed any support and has help been available? How are you feeling on a scale of 1-10? Again, a few notes may help and can be documented anywhere in your appraisal.
Health statement and probity:	Need to be completed as usual.
Feedback from colleagues and patients:	Only make a note of anything you wish to discuss, remembering compliments! If you have a current 360 feedback, then your reflections should be documented as usual since this will be required as part of the revalidation process.