

## FPH Appraisal Guide

This brief guide is meant to help you understand how to go about your appraisal and highlights the required timeframe. It is designed for appraisees with a prescribed connection to FPH and should be used in conjunction with the associated FPH Appraisal and Revalidation Policy and Service User Agreement.

### Appraisal process flowchart

STEPS	ACTIONS	BY WHOM	TIMEFRAME
<b>PRIOR TO APPRAISAL</b>			
<b>Arrange appraisal meeting</b>	<ul style="list-style-type: none"> <li>• set appraisal date, time and venue/videoconferencing platform</li> <li>• hold pre-appraisal discussion</li> </ul>	Appraisee to contact appraiser	Confirmed 6 weeks beforehand
<b>Prepare for the appraisal meeting (INPUTS)</b>	<ul style="list-style-type: none"> <li>• Scope of work</li> <li>• Supporting information</li> <li>• CPD</li> <li>• Reflection</li> <li>• MSF</li> <li>• PDP</li> </ul>	Appraisee to prepare	As soon as possible
<b>Submit L2P portfolio to appraiser</b>	<ul style="list-style-type: none"> <li>• Appraiser review supporting information, further information may be requested</li> </ul>	Appraisee to submit Appraiser to review and liaise with appraisee	3 weeks before appraisal date
<b>APPRAISAL MEETING</b>			
<b>Finalise the appraisal (OUTPUTS)</b>	<ul style="list-style-type: none"> <li>• -agree the PDP</li> <li>• -write the appraisal summary</li> <li>• -appraiser statements</li> </ul>	Appraisee and Appraiser	28 days after appraisal date (latest)
<b>END OF APPRAISAL</b>			
<b>Submit L2P portfolio to FPH/RO and appraisee</b>	<ul style="list-style-type: none"> <li>• RO makes recommendation to GMC (five-year cycle)</li> </ul>	Appraiser to submit the appraisal portfolio to FPH/RO Appraisee has access to the completed appraisal portfolio and a new one is automatically started.	28 days after appraisal date (latest)

## Advice on how to fill L2P portfolio

Appraisees' Notes	Appraisers' Notes
<p><b>2. Personal details = Self-explanatory</b></p>	
<p><b>3. Scope of Work</b> List your job roles with sufficient detail for your Appraiser to understand what you do and who you work for. For each role indicate how much time is spent on it (e.g. 1 day a week). Describe any changes in your scope of work since your last appraisal. Describe any changes that you are considering. Reflect on any conflicts of interests between your different roles.</p>	<p><b>3. Scope of Work</b> Summarise the doctor's scope of work in a short paragraph. Summarise any changes since last year and expected over the next few years. If any conflicts of interest, summarise discussion.</p>
<p><b>4. Record of Annual Appraisals = Auto-populated</b></p>	
<p><b>5. PDPs and their Review</b> Reflect on each of your personal development needs identified last year:</p> <ul style="list-style-type: none"> <li>• Describe how you addressed your need,</li> <li>• Consider the outcome,</li> <li>• Describe what you need to do next.</li> </ul> <p>Reflect on any general personal development needs.</p>	<p><b>5. PDPs and their Review</b> Summarise progress against last year's PDP, if necessary, explaining why objectives were not met. Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made.</p>
<p><b>6. CPD</b> If you are a member of a CPD scheme, upload a copy of last year's CPD certificate. Upload a list of CPD activities undertaken since your last appraisal. Upload a selection of good quality CPD reflective notes. Reflect on how your CPD meets the requirements of <i>Good Medical Practice</i>.</p>	<p><b>6. CPD</b> Briefly summarise the evidence presented (including quality of reflection and coverage of whole scope of work). Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made.</p>
<p><b>7. Quality Improvement Activity</b> Reflect upon at least one Quality Improvement Activity (Faculty Template). Ensure that all aspects of your scope of work are considered over 5-year cycle. <b>(Note: ensure that no 3<sup>rd</sup> parties are identifiable in uploaded documents).</b></p>	<p><b>7. Quality Improvement Activity</b> Briefly summarise the evidence presented. Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made.</p>
<p><b>8. Significant Events</b> Reflect upon any Significant Events since your last appraisal (Faculty Template). <b>(Note: ensure that no 3<sup>rd</sup> parties are identifiable in uploaded documents)</b> <b>(Note: Significant Event = anything which could threaten patient/public safety or be an organisational reputational risk).</b></p>	<p><b>8. Significant Events</b> Briefly summarise the evidence presented. Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made. Ensure that no 3<sup>rd</sup> parties are identifiable in uploaded documents.</p>
<p><b>9. Colleague/Customer Feedback</b> Upload a copy of any formal feedback undertaken since last appraisal. [Reflect on any feedback at appraisal meeting]. Consider future plans to obtain feedback on all aspects of your scope of work.</p>	<p><b>9. Colleague/Customer Feedback</b> Briefly summarise the evidence presented. Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made.</p>
<p><b>10. Complaints/Compliments</b> Reflect upon any complaints since your last appraisal (Faculty Template). Reflect upon any compliments since your last appraisal (Faculty Template). <b>(Note: ensure that no 3<sup>rd</sup> parties are identifiable in uploaded documents)</b></p>	<p><b>10. Complaints/Compliments</b> Briefly summarise appraisal discussion, any significant issues raised, and any suggestions made. Ensure that no 3<sup>rd</sup> parties are identifiable in uploaded documents.</p>

Appraisees' Notes	Appraisers' Notes
<p><b>11. Achievements</b>            Reflect on your achievements and the challenges you faced over the past year.            Reflect on where you see yourself in 5 years.</p>	<p><b>11. Achievements</b>            Briefly summarise appraisal discussion, the achievements and challenges faced over the past year and any suggestions made.</p>
<p><b>12. Probity and Health Statements</b>            Consider the statements made and tick the relevant boxes.            Reflect on your medical indemnity arrangements.            Briefly describe any issues you wish to discuss with your Appraiser.</p>	<p><b>12. Probity and Health Statements</b>            Ensure that appraisee does not provide too much specific detail.</p>
<p><b>13. Additional Information</b>            Upload signed Clinical Governance Declaration.</p>	<p><b>13. Additional Information</b>            Briefly summarise any additional evidence presented.            Briefly summarise appraisal discussion of health &amp; probity issues (including indemnity arrangements) and any suggestions made.</p>
<p><b>14. PDP proposals</b>            List personal development objectives identified whilst preparing for your appraisal.</p>	
<p><b>15. Summary of Supporting Information = Auto-populated</b></p>	
<p><b>16. Pre-Appraisal Preparation</b>            For each of the four domains, chose one piece of supporting evidence and reflect upon how you are meeting the requirements of <i>Good Medical Practice</i>.</p>	
<p><b>DOCTOR'S CHECKLIST = Self-explanatory</b></p>	
<p><b>SUBMIT TO APPRAISER = Self-explanatory</b></p>	
	<p><b>17. PDP</b>            With the Appraisee, develop a PDP.</p>
	<p><b>18. Post-Appraisal Summary</b>            Domain 1 – Summarise CPD activity.            Domain 2 – Summarise Quality Improvement &amp; safety activity.            Domain 3 – Summarise reflection on communication, partnerships and teamwork.            Domain 4 – Summarise reflection on complaints, compliments and any concerns.            Summary – Summarise key elements of the wider appraisal discussion.</p>
	<p><b>19. Appraisal Outputs = Consider statements &amp; tick relevant boxes.</b></p>
	<p><b>APPRAISER'S CHECKLIST = Consider statements &amp; tick relevant boxes.</b></p>
	<p><b>SUBMIT TO APPRAISAL TEAM = Consider statements &amp; tick relevant boxes.</b></p>