

## Doctor's medical appraisal checklist

General	
✓	<u>What this checklist is for</u> – background
	<u>Previous appraisal record</u> – submitted
	<u>Scope of work</u> – completed, with reflection, including governance arrangements and conflicts of interest
	<u>Reflection</u> – present throughout submission
	<u>Confidentiality</u> – identifiable information removed/redacted

Supporting information	
	<u>Personal details</u> – completed and up to date
	<u>Overall</u> – supporting information matches my scope of work
	<u>Review of last year's PDP</u> – present
	<u>CPD</u> – listed, compliant with guidance, with reflection
	<u>Quality improvement activities</u> – listed, compliant with guidance, with reflection
	<u>Significant events</u> (also known as an untoward or critical incidents): all unintended or unexpected events, which could have or did lead to harm of one or more patients – listed, with reflection, or confirmed none to include
	<u>Feedback from colleagues</u> – submitted, with reflection, or date last submitted
	<u>Feedback from patients</u> – submitted, with reflection or date last submitted or confirmation not necessary (agreed by responsible officer)
	<u>Complaints and compliments</u> – all complaints listed, with reflection, or confirmed none to include. Compliments listed (optional), with reflection
	<u>Achievements, challenges and aspirations</u> – completed (optional – may be raised verbally at appraisal)
	<u>Probity declaration</u> – completed; suspensions, restrictions or investigations listed if present, with reflection

# Sample Of Written Medical Appraisal For Doctors

**G Thomas**



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