

<b>EXCELLENCE QA Tool:</b> Improving and quality assuring appraisal output documentation Appraiser: _____ Quality Assured by: _____ Date: _____						<b>Score</b> 0=No (absent from summary) 1=Partially (room for improvement) 2=Yes (well done)
Do the summary of appraisal, sign off statements and the Personal Development Plan (PDP):	Score	Comments	Score	Comments	Score	Comments
	Appraisal 1 RO name: _____		Appraisal 2 RO name: _____		Appraisal 3 RO name: _____	
<b>Overall</b>	<b>E</b> ncompass all? <u>DOES THE SUMMARY COMMENT ON CONTEXT, INCLUDING STAGE OF REVALIDATION CYCLE, AND REFLECTION ON THE WHOLE OF THE SCOPE OF WORK?</u>					
	<b>E</b> Xclude bias and prejudice? <u>ARE ALL STATEMENTS OBJECTIVE, FREE FROM BIAS AND PREJUDICE AND BASED ON EVIDENCE? IS IT A TYPED, PROFESSIONAL DOCUMENT?</u>					
	<b>C</b> hallenge, support and encourage? <u>DOES THE SUMMARY DEMONSTRATE THAT THE APPRAISAL WAS CHALLENGING, SUPPORTIVE AND FOCUSED ON THE NEEDS OF THE DOCTOR?</u>					

Reviewing	<p><b>E</b>xplain why any statements (including health and probity) have not been agreed? <u>DOES APPROPRIATE COMMENTARY EXPLAIN ANY 'NO' OR 'DISAGREE' ANSWERS?</u></p>	(Score 2 if N/A)					
	<p><b>L</b>ook at supporting information, lessons learned and changes made? <u>DOES THE SUMMARY DRIVE QUALITY IMPROVEMENTS BY REFLECTING WHAT HAS BEEN LEARNED AND WHAT NEEDS TO BE CHANGED AS A RESULT?</u></p>						
	<p><b>L</b>ook at last year's PDP and reflect on each objective? <u>IF ANY OBJECTIVES HAVE NOT BEEN ACHIEVED, HAVE THE REASONS BEEN DISCUSSED AND DOCUMENTED?</u></p>						
	<p><b>E</b>ncourage excellence, celebrate accomplishments and record aspirations? <u>DOES THE SUMMARY CAPTURE EXAMPLES OF GOOD PRACTICE AND RECORD ASPIRATIONS</u></p>						

	(SOME OF WHICH MAY HAVE A TIMESCALE OVER ONE YEAR)?						
Planning ahead	<b>Note any gaps/no gaps in the requirements for revalidation and how they will be addressed?</b> <u>WHAT SUPPORTING INFORMATION IS OUTSTANDING FOR EACH ROLE?</u>						
	<b>Contain SMART PDP Objectives?</b> <u>Are they SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT AND TIMELY? DO THEY CHALLENGE THE DOCTOR TO MAKE QUALITY IMPROVEMENTS?</u>						
	<b>Explain the new PDP items?</b> <u>DOES THE SUMMARY SHOW HOW THE PDP OBJECTIVES ARE RELEVANT AND DERIVE FROM THE SUPPORTING INFORMATION AND APPRAISAL DISCUSSION?</u>						
<b>Overall Comments Total</b>							