

Medical Appraisal Checklist

Use this checklist to make sure your appraisal portfolio is ready before your appraisal meeting.

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■ Your Details & Scope of Work

- ☐ GMC number and personal details are up to date
- ☐ Your GMC revalidation date is recorded
- ☐ Every job or role requiring you to hold a GMC number is included
- ☐ Your whole scope of medical work is clearly covered

■ CPD

- ☐ Aim for around 50 CPD points/hours across the appraisal year
- ☐ CPD covers your whole scope of work
- ☐ Aim for a balance of roughly 25 internal and 25 external CPD points
- ☐ Mandatory training is included and up to date
- ☐ BLS / ALS or other relevant resuscitation training is included where applicable

■ Internal CPD can include

- ☐ Departmental or internal teaching
- ☐ Grand rounds
- ☐ MDTs and clinical meetings
- ☐ Procedure or theatre logs
- ☐ Case logs and case reviews
- ☐ Workplace learning
- ☐ Local governance or guideline meetings

■ External CPD can include

- ☐ Webinars
- ☐ Courses

- ☐ Conferences
- ☐ Online modules
- ☐ External teaching
- ☐ Relevant podcasts, question banks or structured learning

■ Quality Improvement

You do not need to complete all of these. Include one suitable type of activity from the options below.

- ☐ Audit - describe what you audited, what you found and the outcome or changes made
- ☐ QI project - explain what you did, your involvement, the results and the outcome
- ☐ Teaching with feedback - explain the teaching delivered and include or summarise the feedback received
- ☐ 2-3 Case-Based Discussions (CBDs) - complete these on a CBD proforma and discuss them with a senior doctor
- ☐ Formal reflections - include a number of written reflection reports on relevant cases, experiences or learning

■ Significant Events & Complaints

For appraisal purposes, this should be something you were personally involved in and were formally notified about in writing. You do not need to include complaints or incidents relating to your wider department or organisation if you were not personally involved.

- ☐ Any complaint or significant event you were involved in has been included and reflected on

■ Patient & Colleague Feedback

Formal feedback is required during the five-year revalidation cycle - it does not need to be completed for every individual annual appraisal.

- ☐ Patient feedback: forms or the formal feedback output uploaded - normally around 34 patient responses
- ☐ Colleague feedback: forms or the formal feedback output uploaded - normally around 15 colleague responses
- ☐ If feedback is included in this appraisal, you have reflected on the results, including any learning or changes to practice

■ Previous PDP

For each previous PDP objective:

- ☐ The objective is clearly listed
- ☐ If achieved - explain how it was achieved

- ☐ If not achieved - explain why it was not achieved

New PDP

You do not need to finalise your new PDP before the meeting.

- ☐ List a few suggested PDP objectives for discussion with your appraiser

Health & Probity

- ☐ Health declaration completed
- ☐ Probity declaration completed
- ☐ Any relevant health or probity issues have been appropriately declared and discussed

Other Documents

- ☐ Indemnity / medical defence cover details included
- ☐ Up-to-date CV uploaded
- ☐ References or supporting employment documents included where required