

NORTH WEST EDUCATIONAL APPRAISAL RECORD

1. GOOD EDUCATIONAL PROVISION (INCLUDING EDUCATIONAL LEADERSHIP)

Record here what educational activities you have delivered since your last appraisal. Include progress with educational objectives identified at your last appraisal. Also record what evidence you have to support this activity (*possible examples are shown below**).

Education / Leadership Provided	Evidence

*** Examples of evidence which may be appropriate:**

- A description of your educational activity, including progress with previous objectives
- Feedback forms / documents
- A survey or audit of educational provision including GMC survey
- A record of how results of educational surveys / audit have resulted in changes to teaching and training
- Trainee ARCP and exam outcomes
- Trainee portfolio / logbook data
- Deanery / GMC / College reports
- A description of any trainee in difficulty that you have been involved in managing
- A description of how the outcome of any difficult training issues were dealt with
- Records of any relevant critical incident reports
- Evidence of quality control of educational activity that you are involved in providing
- Peer review reports / feedback

Examples of Educational leadership:

- Facilitating “training the trainers” events
- Developing trainer networks
- Appraisal of other educational leads/ trainers
- Giving feedback e.g. on MSF, to other trainers

- Formal or informal mentoring of trainers
- A description of dealing with trainers in difficulty
- Implementing small or large scale change in delivery of training e.g. restructuring rotation or educational programme
- Developing pathways and guidelines e.g. for study leave
- Written critical reflections on any of the above

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

2. MAINTAINING GOOD EDUCATIONAL PRACTICE

Comments:

Action agreed:

Record here CPD activities relating to education which you have undertaken since the last appraisal, together with evidence (*possible examples are shown below**).

CPD Activity	Evidence

* Some examples which may be appropriate:

- Education related courses / training / qualifications / meetings
- College or specialty association activities
- Description of personal study
- Evidence of reflective practice

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

Comments:

Action agreed:

3. RELATIONSHIPS WITH EDUCATION COLLEAGUES

Record here evidence of your working relationships with colleagues in education e.g. educational supervisors, specialty tutors, director of medical education, programme director, Deanery staff, education centre staff etc (possible examples are shown below*).

Evidence

* Some examples which may be appropriate:

- Multi source feedback (see Appendix 1 & 2)
- E-mails / letters / cards of thanks
- A description of the setting within which you work and the team structure within which you practice educational activity.
- Any joint teaching programmes that you have participated in.
- Record of attendance or minutes of relevant meetings
- Formal peer reviews
- Deanery / GMC (PMETB) / College reports
- A description of training problems resolved and subsequent reflection

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

Comments:

Action agreed:

4. RELATIONSHIPS WITH TRAINEES

Record here evidence of your working relationships with trainees (*possible examples are shown below**).

Evidence

* Some examples which may be appropriate:

- MSF (see Appendix 1 & 2)
- Trainee thank you letters / emails / cards
- Record of educational meetings with trainees
- Feedback from supervision / mentoring.
- Audit of training
- Reflections on trainee supervision & feedback.

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

Comments:

Action agreed:

5. ORGANISATIONAL

Document here any organisational / resource / job plan issues which affect your ability to deliver your educational role.

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

Comments:

Action agreed:

6. PROBITY

Record here evidence that you have acted appropriately in educational matters (*possible examples are shown below**).

Evidence

* Some examples which may be appropriate:

- Equality and diversity training
- Equitable allocation of trainee placements
- Appropriate management of study leave budget
- Equitable management of less than full time trainees
- Equitable dealings with educational supervisors / tutors etc

COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION):

Comments:

Action agreed:

EDUCATIONAL DEVELOPMENT TEMPLATE

THIS FORM SHOULD BE USED TO DOCUMENT AGREED DEVELOPMENT PLANS

What objectives do I have? (Include both personal & departmental / training programme / Trust) <i>Remember to be SMART</i>	How will I address them?	Benefit(s) / outcome measure of achieving objective	Date by which I plan to achieve objective

SIGN OFF

We confirm that the above is an accurate record of the educational appraisal.

Signature of Appraisee:	
GMC number:	
Date:	

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GMC number:	
Date:	