



WJ HEALTHCARE

# Support QA Template

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## 10. APPENDIX

### SUPPORTS QA Template

<b>Appraiser:</b>	<b>SUPPORTS QA undertaken by:</b>	<b>Date</b>
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Section (point values bracketed)	Score	Comments
<b>SUPPORTS QA</b> Tool for formative feedback and quality assurance of appraisal summary, PDP and output statements		Highlight examples of excellence in the appraisal outputs and suggest areas for possible development (where appropriate)

#### Appraisal identifier (Dr initials)

<b>OVERVIEW</b> Provides a good description of the doctor, including their background qualifications, and experience relevant to the scope of work <b>(1)</b> their whole scope of work <b>(1)</b> and the context(s) in which they work <b>(1)</b>		
<b>SPECIFICS AND SIGN-OFFS</b> Professionally written – typewritten, objective, suitably succinct, free from bias or prejudice. <b>(1)</b>		
Gives revalidation specifics - recommendation due date, point in revalidation cycle, number of appraisals within this cycle / with this appraiser, appraiser qualifications <b>(1)</b>		



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Section (point values bracketed)	Score	Comments
Describes a professional appraisal - venue/remote appraisal provider, duration, information governance and appropriate anonymisation. Demonstrates an audit trail if exceptional circumstances apply (period in work since last appraisal not 12 months / approval for unusual arrangements or postponement etc.) <b>(1)</b>		
Summarises the responses to input and output statements, including health and probity. Comments on anything the doctor was asked to bring to discuss at the appraisal meeting or review eg Factors for Consideration (FfC) SRT (if applicable). Comments on medical indemnity cover. Where appropriate, circumstances commented on and explanation made to RO <b>(1)</b>		
<b>TRACKS GMC SUPPORTING INFORMATION (SI) REQUIREMENTS</b> Reviews SI in relation to Good Medical Practice and whole scope of work, including commenting on any SI supplied or discussed and how this demonstrates the ability to work safely and make quality improvements in their practice <b>(1)</b>		



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Comments on any gaps identified in the requirements for revalidation, or covering whole scope of practice and how they will be addressed, including them in PDP if appropriate (or stating if no gaps) <b>(1)</b>		
<b>UNDERSTANDING IMPACT</b> Reviews the personal and professional impact of the period since the last appraisal <b>(1)</b> Considers lessons learned and any changes made in terms of quality of practice and improving patient care <b>(1)</b>		
<b>SUPPORT</b> Focuses on the agenda and needs of the doctor <b>(1)</b>		
Considers health, wellbeing and work/leisure balance, including response to the 'How are you?' rating scale. Offers support / signposts to resources for support (if applicable) <b>(1)</b>		
<b>REFLECTION</b> Encourages reflective practice and stimulates the doctor to consider their personal and professional development in the context of their work and any challenges they face <b>(1)</b>		



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<b>PRAISES EXCELLENCE</b> – affirms good practice (with examples), celebrates achievements <b>(1)</b> and records aspirations (some may have a timescale over one year) <b>(1)</b>		
<b>PDP</b> Reviews and comments on progress with last year’s PDP objectives. <b>(1)</b> Indicates how new PDP objectives arise from appraisal and Good Medical Practice. <b>(1)</b>		
New goals are SMARTER (Specific, Measurable, Achievable, Relevant, Time-bound, Economic and Reflect Impact). <b>(1)</b> Makes explicit how achievement will impact on quality / safety or patient care <b>(1)</b>		
<b>TOTAL</b>		

Overall comments: