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| **Education Faculty**  **PDP and Appraisal** | |
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| Overview and definitions | |
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| The Personal Development Plan (PDP) and appraisal for healthcare faculty in HEE SW aims to provide a template to support discussions about: | |
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| 1. A review of achievements and performance against the business plan, PDP and personal job plan for the last 12 months 2. On opportunity to highlight organisational and external factors that have impacted on personal and team delivery 3. An education and training appraisal that can feed into an overarching clinical appraisal for those with a licence to practise 4. Development of a PDP to the next 12 months | |
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| The HEE SW appraisal and PDP does not replace a clinical appraisal as defined by GMC for revalidation but should inform that process. | |
| Approach to the appraisal | |
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| Appraisal & PDP should be carried out in a reflective and supportive way with the aim of valuing the contribution that the appraisee has made to both the organisation and the wider healthcare training community. This will involve reviewing how well the appraisee has achieved work targets and professional developmental aims and what may be learned from this in planning for the year ahead. The process should be appraisee led, with the appraiser helping to ensure that all the key domains are discussed.  The Appraisee is responsible for:   * Contacting their line manager well in advance to arrange a time for the meeting * Providing a completed appraisal template not less than 5 working days ahead of the appraisal date * Ensuring that any supporting information is included * Ring-fencing appropriate time for the appraisal to take place   The Appraiser should   * Ensure appropriate time is set aside for the appraisal discussion * Review the information provided in good time and ask for further information before the meeting * Provide verbal and written feedback with an agreed appraisal output within 2 weeks of the meeting | |
| Other aspects of appraisal | |
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| **The focus of the Professional development discussion** is the advancement of capabilities and behaviours and how these contribute to the organisation and wider healthcare education and/or personal development. This may include challenging current ideas of the professional role and personal approaches as well as a developmental discussion relating to future aspirations or business needs. | |
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| Evidence that might be considered in appraisal | |
| The supporting evidence needed for the appraisal will differ depending on contractual circumstances. The vast majority will be covered within the template.  For those who are directly employed by HEE SW:   * Work plan for their HEE role * Excerpt of the current regional business plan relating to their area of responsibility * Previous year budget statement for those with budget management responsibilities * Details of performance against KPIs for their areas of work drawn from the Regional Delivery Plan / PPMO * The previous years PDP including updates on what has been achieved against it. * A leadership or HEE 360 peer assessment   For those on a secondment contract from another organisation:   * PDP from Form 4 of appraisal from substantive job * Job plans for substantive job and HEE role * A GMC compliant 360 peer assessment from the last 5 years | |
| For both groups:   * Involvement in significant incidents relating to HEE work e.g. * Data / IG / GDPR breaches * Communication issues either internally or with external organisations / individuals * Complaints raised by colleagues or external individuals or organisations | |
| Principles to follow | |
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| Appraisal should be carried out with in a calm and supportive manner. It should be conducted in a suitable environment that is free from interruptions. Paperwork burden should be low, evidence used, and positive feedback provided. It is likely to include a review of resources available to the appraisee and how these have helped or hindered achievements and progress during the period reviewed. | |
| Preparing for appraisal | |
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| To prepare for the appraisal it is suggested that both appraiser and appraisee consider the following questions: | |
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| * Managing and Leading areas of Education within HEE-SW | |
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| 1. What are the overarching team aims and goals? 2. What aspects of their job plan and PDP have been met, and where they have not been met what are the factors driving that? 3. Who is in the team and how well does it function? 4. How would you describe the working environment? 5. Are there any formal complaints, significant incidents or near misses? 6. How is quality indicated and measured? Does this need to change? 7. Within what areas have you driven innovation? | |
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| * Personal performance in the role | |
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| 1. What went well in the last year? 2. What went less well and why? 3. How would colleagues describe your performance? 4. What feedback have you received and what did you learn from it? 5. Are there any health aspects that you are concerned about and that may affect you? | |
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| * Personal impact | |
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| 1. What are the aspects of the team / organisation that support your delivering your work? 2. ..and what is holding it back? 3. What are the changes you want to make? 4. How well do you attend to others and respond to their needs? 5. How well do you communicate with others and assert yourself? | |
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| * Balance between jobs and life | |
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| 1. How do you manage the balance between your roles? 2. How do you manage work life balance for yourself? | |
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| * Are there development aims in your other role(s) that link to your HEE-SW role? | |
| * Educational and professional development | |
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| 1. What developmental / educational activities have you undertaken this year | |
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| 1. What should be the key job aims for the next year? | |
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| 1. What are your future development needs and aims | |
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| 1. Is there anything else needed or relevant to discuss? | |

# **APPRAISAL**

# FORM 1 – Personal and work setting

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| **Name** | Click or tap here to enter text. |
| **Professional registration** | Choose an item.  Click or tap here to enter text. |
| **Date of appraisal** | Click or tap to enter a date. |
| **Appraiser’s name** | Click or tap here to enter text. |
| **Sessions for HEE per week** | Click or tap here to enter text. |
| **Working pattern**  **HEE Office base** | Choose an item.  Choose an item. |

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| **Main employer if on a secondment** |
| Click or tap here to enter text. |

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| **Any other places of work/employers** |
| Click or tap here to enter text. |

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| **Starting date of employment with HEE-SW** | Click or tap to enter a date. |
| **Length of contract** | Click or tap here to enter text. |

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| **Title of post** |
| Click or tap here to enter text. |

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| **Conflicts of interest / concerns about probity within your HEE role** |
| Click or tap here to enter text. |

# Details of your current activities

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| **Describe briefly the purpose of your role and the key responsibilities** |
| Click or tap here to enter text. |

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| **Describe the key measurable outcomes and the team / personal performance against these (From your team delivery plan)** | | | |
|  | **Outcome** | **Performance in the last 12 months** | **Comments** |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **6** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **What are the key factors stopping you and the team delivering against your outcomes? What can you do to improve that?** |
| Click or tap here to enter text. |

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| **What aspect of your work do you most enjoy?** |
| Click or tap here to enter text. |

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| **What do you like least about your work?** |
| Click or tap here to enter text. |

# Information and documentation to support your appraisal

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| **What are the benchmarks against which you measure your personal, and the teams, performance? These could be national targets & metrics, peer performance or personally defined** | | | |
|  | **Benchmark** | **Where defined** | **Comment** |
| **1** | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |

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| **Have you been involved in any formal complaint, or against you, or serious untoward incident in relation to your educational role in the last year? If so what was the outcome of the investigation? What did you learn from this?** |
| Click or tap here to enter text. |

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| **Detail any significant incidents or ‘near misses’ that either you or your team have been involved with in relation to your educational role in the last year. How were these dealt with? What was the team or personal learning?** |
| Click or tap here to enter text. |

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| **Formal and Informal feedback – Include the date of, and a summary of your key reflections of your last 360 / peer feedback** |
| Click or tap to enter a date.  Click or tap here to enter text. |

# Continuing education and professional development

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| **Key learning events or personal development you have undertaken to support your HEE role in the last 12 months** |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
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| Click or tap here to enter text. |
| Click or tap here to enter text. |

# Summary of appraisal discussion with agreed actions and personal development plan

The aim of this section is to provide a summary agreed between appraiser and appraisee of the appraisal discussion based on the documents provided earlier. The form should be completed by the appraiser and agreed by the appraisee.

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| **Current performance to job description and agreed actions** |
| Click or tap here to enter text. |

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| **Working with the team and agreed actions** |
| Click or tap here to enter text. |

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| **Personal and team objectives and outcomes** |
| Click or tap here to enter text. |

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| **Probity concerns** | **No**  **Yes – please detail below**  Click or tap here to enter text. |
| **Conflicts of interests** | **No**  **Yes – please detail below**  Click or tap here to enter text. |
| **Health issues** | **No**  **Yes** |

# PERSONAL DEVELOPMENT PLAN

The table below should be used to record the personal development objectives arising from each appraisal discussion and should be updated whenever there has been a change – either when a goal is achieved or modified or where a new need is identified to maintain a live record over time.

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| **What development needs do I have?** | **How will I address them? (Remember SMART)** | **Target date** | **What resources are needed?** | **Outcome – how will your practice change?** | **Completed** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |  |
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# SIGN OFF FOR APPRAISAL DISCUSSION

We agree that the above is an accurate summary of the appraisal discussion and agreed action and also for the agreed personal development plan.

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|  | **Appraiser:** | **Appraisee:** |
| Name | Click or tap here to enter text. | Click or tap here to enter text. |
| Signature |  |  |
| Date | Click or tap to enter a date. | Click or tap to enter a date. |

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| Date of next appraisal: Click or tap to enter a date. |

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| **Record here the names of any third parties who contributed to the appraisal and indicate the capacity in which they did so** |
| Click or tap here to enter text. |