## Reflection Template: Low Volume of Clinical Work

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| This tool has been designed for electronic completion, to be uploaded as part of your appraisal supporting information to SOAR (Scottish Online Appraisal Resource).*The boxes will auto expand as you type.* | 3-step guide to completing this form:1. **Save this form** (using “Save As”) to your computer (e.g. My Documents, Desktop), and **customise the file name** (e.g. QIA Low Volume Work 2024)
2. Proceed to filling out the form - when finished, **Save** and **Close** the document.
3. **Login to SOAR and upload** this file from where you had saved it (from step 1), to the appropriate *Supporting documents* section).
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**The aim of this tool is to allow you to demonstrate that you are safe, up to date and fit to practice at what you do, particularly if you have an unusual or restricted scope of practice or do a low volume of a particular scope of work. The tool helps highlight areas of risk (and mitigation for those risks).**

**Please upload this as a Quality Improvement Activity (QIA) for your appraisal to help form the basis of a supportive and reflective discussion with your appraiser.**

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|  | **Factors affecting the perception of potential risk to patients** | **Appraisee comments** |
| **VOLUME** | How many clinical sessions have you done over the last 12 consecutive months? Exclude significant breaks such as maternity or sick leave |  |
| **SPREAD** | Is your clinical work evenly spread throughout the year or do you regularly have significant breaks (>6 weeks)? Describe your working patterns |  |
| **EXPERIENCE** | How long have you been working in your main clinical role? |  |
| **OVERLAP WITH OTHER ROLES** | Do you have other roles and to what extent do they overlap with your clinical role? Do they include clinical work and if so what kind? |  |
| **DURATION OF LOW VOLUME WORK** | How long have you been working at the current volume? What are your future plans regarding volume of clinical work? |  |
| **SCOPE OF PRACTICE** | What is the nature of your clinical role and is it restricted in any way? |  |
| **BENCHMARKING, INTEGRATION & SUPPORT** | Are you able to compare your own practice with that of your peers?Do you receive organisational data on your activity which compares you to your peers?Do you meet regularly with your peers to discuss your work?Do you have easy access to support and advice from you peers? |  |
| **PERSONAL APPROACH TO RISK** | How do you limit the impact of your professional working arrangements on clinical risk to your patients?What arrangements do you have in place to stay within the boundaries of your competence?What actions do you take to ensure you have access to adequate induction and systems information?How do you ensure you are informed promptly of complaints and how are these reported to the organisations you work in? |  |
| **CPD** | Describe how your approach to CPD helps to ensure you are up to dateDoes your CPD provide ongoing exposure to the breadth of your potential caseload such as to mitigate any reduction in experience?Do you access clinical exposure through learning groups or social media?Do you rely predominantly on advice from peers on site or are you able to confidently access up to date, authoritative factual information about clinical issues most of the time? |  |
| **ACTIONS** | What actions to you feel may be necessary to ensure you retain your competencies across your scope of work and support your development  |  |