

This partial Form 4 is based on this simulated appraisal discussion:

<https://www.appraisal.nes.scot.nhs.uk/appraiser-training/video-resources/non-engagement-2/>

This example, much like the simulated video, is not intended as the perfect Form 4 but rather to facilitate learner discussions at the Medical Appraisal Scotland training events.

## **FORM 4A - SUMMARY OF APPRAISAL DISCUSSION**

### ***Summary of Written Supporting Information Presented***

#### **DOMAIN 1: Knowledge, skills and development**

- *CPD Logs*
- *Quality Improvement Activity*

#### **Discussion:**

Dr Krystina continues to work as a **GP partner in Downton medical practice**. This was my third appraisal with her. Dr Krystina has had to take time off work over the past appraisal year and therefore this appraisal is in the context of a reduced number of months compared to normal.

Dr Krystina stated that she had had a lot of work on over the past year. There were some notable differences in her appraisal submission this year compared to last year and previous years, including the fact that she had previously had a lot more CPD in her learning log, as well as using different methods.

Dr Krystina stated that she hadn't had the time or energy to concentrate on her appraisal this year. She stated that she felt it was hard to keep motivated and had taken on a lot of extra work, but that this extra work had generated its own admin and problems. Dr Krystina stated that she had been doing a lot of GP out-of-hours work as well as her regular in-hours GP job.

She said that she hadn't had the time or energy to concentrate on her appraisal this year. When asked what she would like to focus on during this appraisal, she said that she wanted to know if she was "doing enough to get through the various tick boxes".

#### CPD:

Dr Krystina's learning log showed there were far fewer documented CPD activities this year compared to last year.

We talked about how the past year had gone and Dr Krystina said that it had been very busy. She stated that she had also had to take a lot of time off work due to several difficulties in her personal life. She said that this had also included having financial pressures, and this had provided the motivation to take on additional work such as out of hours.

#### **Actions/Agreed Outcomes:**

#### **DOMAIN 2: Patients, partnership and communication**

- *Was a formal PSQ submitted this year?*
- *Complaints / Critical Incidents Statement*

#### **Discussion:**

#### **Actions/Agreed Outcomes:**

**DOMAIN 3: Colleagues, culture and safety**

- *Review of Significant Events*
- *Was a formal MSF submitted this year?*
- *Health Statement*

**Discussion:***Health Statement:*

Dr Krystina said she had suffered a lot of stress in her personal life over the past appraisal year and that this had resulted in her having to take a considerable amount of time off from her practice.

We discussed some of the contributors to her stress and the pressures on her over the past appraisal year. We also discussed her support systems. She stated that she had had good support from a friend and had attended some formal counselling for a while.

**Actions/Agreed Outcomes:****DOMAIN 4: Trust and professionalism**

- *Probity Statement*

**Discussion:****Actions/Agreed Outcomes:**