

FORM 4 – SUMMARY OF APPRAISAL DISCUSSION WITH AGREED ACTION AND PERSONAL DEVELOPMENT PLAN

The aim of this section is to provide an agreed summary of the appraisal discussion based on the documents listed in **Form 3** and a description of the action agreed in the course of the appraisal, including those forming the personal development plan.

This form should be completed by the appraiser and agreed by the appraisee. Under each heading the appraiser should explain which of the documents listed in **Form 3** informed this part of the discussion, the conclusion reached and say what if any action has been agreed.

Summary of Appraisal discussion with Anita Hazari on 13th January 2014

0. Introduction

Commentary: Anita has now been a Consultant for eight years. She has established a stable job-plan involving breast and skin cancer work with a base in East Kent. Her private practice occurs in the same patch, occurring at the Chaucer, Spire Tunbridge Wells and the McIndoe.

She has since last year given up the Breast Directorate lead but instead become heavily involved at Regional and National levels with BAPRAS, roles that continue until 2016.

She is particularly involved in the challenging area of developing and implementing surgeon and procedure-specific outcomes. This is quite time consuming.

There is quite a bit of discussion at the moment about the appraisal process. We agree that the paper format works for many of us. Whether or not this will continue to be viable remains to be seen.

Her folder is well organised. Worth including the CV. Also worth writing a few comments in the introductory section to set the scene for the face-to-face component.

Action agreed: Inclusions in folder

1. Good medical care

Commentary: No real change in clinical activity. Participates in the breast audit/database and therefore clinical activity is well monitored.

No complaints or Datix episodes. Satisfactory reports from private hospitals noted.

Anita uses the eLogBook and thus has comprehensive operative data. It might be worth adding in the supervisory episodes from the Hand trauma lists (i) to provide indicative data of this component of her job plan and (ii) to illustrate her teaching role.

Has also been involved in a DIEP flap blood transfusion audit this year, presented for publication. She needs to identify a personal audit project for next year.

Action agreed: Carry on

2. Maintaining good medical practice

Commentary: Anita's involvement with BAPRAS ensures a high level of attendance at meetings/CPD.

Although she has just relinquished the Breast Lead, she has been involved in defining strategy over the appraisal period. Her folder includes a detailed analysis of the situation.

Action agreed: Carry on

3. Working relationships with colleagues

Commentary: No issues. 360° appraisal undertaken recently.

Action agreed: Carry on

4. Relations with patients

Commentary: Letters of thanks noted. 360° appraisal undertaken recently.

Action agreed: Carry on

5. Teaching and training

Commentary: Remains involved in training. Regional and Local lectures given.

Action agreed: Carry on

6. Probity

Commentary: No issues. Runs a private company for private practice and employs one secretary. Understands the potential pitfalls this type of arrangement in relation to tax conduct and law.

Action agreed: Carry on

7. Health

Commentary: No issues. Maintains fitness and outside interests

Action agreed: Nil

8. Any other points

Commentary: Anita has a well balanced job-plan and life that ensures professional engagement and progression without sacrificing her private life. She is usefully engaged at the moment Locally and Nationally but has plans for future avenues of clinical and non-clinical endeavour.

Action agreed: Carry on

SIGN OFF

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

1. This appraisal reflects the whole of a doctor's scope of work and addresses the principles and values set out in Good Medical Practice.
2. Appropriate supporting information has been presented in accordance with the Good Medical Practice Framework for Appraisal and Revalidation and this reflects the nature and scope of the doctor's work.
3. A review that demonstrates progress against last year's personal development plan has taken place.
4. An agreement has been reached with the doctor about a new personal development plan and any associated actions for the coming year.
5. No information has been presented or discussed in the appraisal that raises a concern about the doctor's fitness to practise.

Date: 13th January 2014

Appraiser:

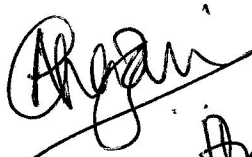
Signature:



H.J.C.R. Belcher
(GMC 2656159)

Appraisee:

Signature:



A. Hazari
(GMC 4277037)

