

## The agreed personal development plan

The personal development plan is a record of the agreed personal and/or professional development needs to be pursued throughout the following year, as agreed in the appraisal discussion between the doctor and the appraiser.

Learning / development needs	Agreed action or goal	Date this will be achieved by	How will you be able to demonstrate that your need has been addressed	Add Row
UK National Flap Registry Lead	Lead role to continue	2016-17	Development of registry uptake and outcome reports	-
FRCS(Plast) examiner for JCIE (UK) and EBOPRAS (Europe)	Continue in examiner role	2016-17	Regular attendance	-
Selection of appropriate CME opportunities	pursuing relevant options for meetings in my specialty areas	2017	Record of attendance, reflection on subject material	-
Emerging Leaders Wolfson Fellowship at RCSE in 2016-17	Completion	2017		-
PRASIS Board activity	Take up Chair role	2017		-
				+

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## Summary of the appraisal discussion

The appraiser must record here a concise summary of the appraisal discussion, which should be agreed with the doctor, prior to both parties signing off the document.

Summaries should be recorded in accordance with the four domains of Good Medical Practice. The appraiser should be aware of the attributes within each of the domains and ensure that this, and future appraisals, are in accordance with Good Medical Practice.

### Domain 1: Knowledge, skills and performance

Continued high level activity as senior member of breast team; stable work load across sectors. Valued as teacher and examiner. No major changes in working patterns anticipated

### Domain 2: Safety and quality

Active in local and national audit and outcome work. Compliant with local checklist practice and infection control measures.

### Domain 3: Communication, partnership and teamwork

Good relationships with all staff groups, active participant in team meetings. Excellent record keeping practices. Valued resource for colleagues seeking further clinical opinions and practical support.

### Domain 4: Maintaining trust

No issues

### General summary

Busy, settled and well organised working life across all areas

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## Appraisal outputs

The **appraiser** makes the following statements to the responsible officer:

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

The **appraiser** should record any comments that will assist the responsible officer to understand the reasons for the statements that have been made.

The **appraiser** should record any other issues that the responsible officer should be aware of that may be relevant to the revalidation recommendation.

The **doctor** may use this space to respond to the above comments made by the appraiser. The responsible officer will review comments made in this space.

Both the doctor and the appraiser are asked to read the following statements and sign below to confirm their acceptance:

**"I confirm that the information presented within this submission is an accurate record of the documentation provided and used in the appraisal."**

**"I understand that I must protect patients from risk of harm posed by another colleague's conduct, performance or health. The safety of patients must come first at all times. If I have concerns that a colleague may not be fit to practise, I am aware that I must take appropriate steps without delay, so that the concerns are investigated and patients protected where necessary."**

Continued from previous page...

Doctor - please tick here to confirm this

Full name of doctor  
accepting the declaration  
above

Anita Hazari

Doctor GMC number

4277037

Appraiser - please tick here to confirm this

Full name of appraiser  
accepting the declaration  
above

Dr Kenneth Sim

\* Appraiser GMC number

2556527

Date of appraisal meeting

08/11/2016

Once this document is completed and ready for submission, the appraiser should save a final version.

Please click here to perform a final save on this completed file: [Final save of editable version](#)

Once a final version has been saved, the appraiser should lock the form to send a 'read only' version that cannot be edited to the responsible officer. You cannot reverse this step so please ensure that all of the information that both parties wish to be documented has been included and that an editable version has been safely stored for future reference:

You will not be able to lockdown the form until all mandatory fields have been completed. An error box will list any that you have missed.

[Lockdown for submission](#)

The appraiser should now submit this form to the responsible officer and provide a locked copy to the doctor to allow them to use this form next year.

The following actions are for the doctor.

### Contacting your responsible officer

This form has been locked as read only and your appraiser will have provided a copy to your responsible officer. If you have concerns about your appraisal, or the information recorded in this form, you should discuss this with your responsible officer. You may wish to use the following box to do this.