

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

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

1. Good medical care

Commentary: Busy breast-orientated practice. Job plan about to be reviewed again soon. Breast database continues to provide indicative data and audit results.

Anita has started using the eLogBook and thus has comprehensive operative data.

She has not run an audit this year. Some in the pipe-line.

Has completed a 360° appraisal and all very satisfactory

Action agreed: Audit completion this year.

2. Maintaining good medical practice

Commentary: Some dedicated CPD activity. May now have more opportunity to attend meetings and courses

Action agreed: Carry on

3. Working relationships with colleagues

Commentary: Anita has relinquished the breast lead. No issues detected by the 360° appraisal process

Action agreed: Carry on

4. Relations with patients

Commentary: Letters of thanks noted. Good 360° appraisal results.

Action agreed: None

5. Teaching and training

Commentary: Continues with training/teaching, formal/informal.
Now signed up as an FRCS examiner, starting next year.

Is a ST3 interviewer

BAPRAS South East Representative

Action agreed: None

6. Probity

Commentary: No concerns

Action agreed: None

7. Health

Commentary: No concerns.

Action agreed: None

8. Any other points

Commentary: Significant change in her parochial and National commitments this year, which is healthy for career progression. Still busy and committed.

Worth putting management/strategic letters in the appraisal portfolio.

Action agreed: Collect management letters

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.

Appraiser:



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

Appraisee:



A. Hazari
(GMC 4277037)

Date: 21/11/2012

Record here the names of any third parties who contributed to the appraisal and indicate the capacity in which they did so: