

QUALITY ASSURANCE OF APPRAISAL

ASSESSMENT OF FORM 4 AND PDP –THE '6' P's MARKING SHEET

Form 4 reference Number..... Marked by..... Date.....

Each section is marked from 0-2 (0 = Absent, 1 = Partially present or inconsistent, 2 = Fully met)

CRITERIA AND PROMPTING QUESTIONS	MARK
PROGRESS	
Are the previous year's achievements and activities mentioned in the text (form 4 or in last years PDP)? Is it clear which PDP tasks were met and if not why not? Is there evidence of reflection on learning and application of learning?	
Comments	
PROOF	
Has the appraiser noted any evidence produced by the Appraisee to support his statements in form 4? Is the absence of evidence noted? Are there clear statements relating to complaints, probity and health?	
Comments	
PLANS	

<p>Are the actions following the commentary in each section clear and appropriate?</p> <p>Are there links between the actions in Form 4 and the PDP?</p> <p>Is there evidence of challenge or the consideration of new ideas by the appraisee?</p> <p>Does the appraiser advise where appropriate on meeting the requirements for future revalidation?</p>	
Comments	
PRACTICE	
<p>Does it show a spread of the appraisee's practice and some reflection on their different roles?</p>	
Comments	
PDP	
<p>Are the PDP aims clear and appropriate?</p> <p>Do they follow from the discussion summary?</p> <p>Are they SMART?</p> <p>Are the learning activities stated and appropriate to learning needs?</p> <p>Does the PDP cover a range of subjects?</p>	
Comments	
PROFESSIONAL	

<p>Date time and place of appraisal are recorded.</p> <p>All boxes are completed.</p> <p>There is no identifiable 3rd party information.</p> <p>Appraiser's comments are based on factual evidence or substantiated by reference to local or national benchmarks.</p> <p>Does the form 4 appear to be a full and accurate record of the appraisal discussion?</p>	
<p>Comments</p>	
<p>(TOTAL MARK)</p>	
<p>ANY OTHER OBSERVATIONS OR COMMENTS</p>	

