

Regional Quality Assurance Criteria

Summary Unique Identifier:

Remember you are scoring the Appraiser not the Doctor

ID	CRITERIA	N/A	YES (2)	PARTIALLY (1)	NO (0)	NOTES (For information only)
1	Professional Context Have they included a professional context that gives an indication of the doctor's roles and responsibilities?					Ability to assess whether it covers all the doctors roles and responsibilities.
2	Professional Style Apart from the doctor no other person is identifiable in the summary		Nobody identified		Individual/s identified	Exceptions to this may include "attended a lecture given by Prof XYZ an authority on the subject"
3	The Summary is of a professional standard, regarding grammar, spelling and typing					To constitute a professional standard there should be fewer than 3 issues of spelling, grammar or typing throughout the document.

4	The Summary is objective.					For Example: The appraiser doesn't collude with the Doctor by agreeing with their opinion etc.
5	Similar entries have been linked or grouped appropriately.					Certain entries i.e. SEAs maybe grouped within the summary
ID	CRITERIA	N/A	YES (2)	PARTIALLY (1)	NO (0)	NOTES (For information only)
6	The summary demonstrates that reflection on progress has occurred					Reflection may be evident in the Doctor's entry or I the appraisal discussion entry. This should at least by acknowledged by the appraiser.
7	The Appraiser has recorded the doctor's development and achievements					
8	The Appraiser has acknowledged and recorded improvements and other changes in practice and/or improvements in patient care					The Doctor may discuss the impact of the entry i.e. improvement in practice etc.
9	Three or more entries are discussed and reported in depth					
10	There is evidence of added value from the appraisal discussion					i.e. Incorporates elements of the following: New Information, Background, Goal identified, Why done, Learning points, Effect on patient care, Measurements. Is there information that the Dr has moved forward?

11	Constraints Where listed by the doctor, constraints are appropriately commented upon by Appraiser					Personal constraints have been removed from all summaries. If there are no constraints, please mark as N/A
12	PDP Progress against each item of last year's PDP has been documented, or reasons for lack of progress are recorded					If there is no previous PDP, mark entry as N/A. The previous PDP will appear as 'Previous / last agreed PDP.'
13	The current PDP appears to match the learning and revalidation needs of the doctor					
ID	CRITERIA	N/A	YES (2)	PARTIALLY (1)	NO (0)	NOTES (For information only)
14	The current PDP is SMART and has clear outcomes					SMART = Specific, Measurable, Achievable, Realistic and Time bound
15	Revalidation The appraiser has recorded the doctor's progress towards revalidation					Has highlighted any outstanding requirements
16	Structure of Summary The Summary is appropriately concise yet acknowledges the professional development of the Doctor					Make a group decision on this
17	WPA – Whole Practice Appraisal WPA has been included. It has been discussed where appropriate					It is clear from the summary that the extent of the doctors whole practise is acknowledged or covered in the appraisal.

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Overall Impression

Your overall impression of the Summary is...
(Please Circle)

Poor

Adequate

Good

Excellent

Poor should be self-evident and excellent only if all the above are scored well.

General comments (completion is optional)

Please provide any further comments below