

<b>Summary checklist of essential evidence for appraisal</b>		
Item	Requirement	Present (tick)
Completion of new forms 1,2,3	Annual Legible Coherent Provided in good time	
Provision of on-going PDP, with clear description in Form 3 of degree of attainment.	Annual	
Last year's appraisal summary (Form 4)	Annual	
Case review structured reflective template (SRT)	2 annually	
Data collection/audit with SRT	1 annually	
Significant event SRT	1 annually	
SRT on last year's learning	Annual	
Patient survey SRT	Within past three years	
Complaint SRT(s) or declaration of no complaints	At least one annually	
Multi-source feedback SRT	Within past 3 years	
Full declaration of all other professional roles	Annual	
Other professional roles SRT	Annual	
Probity SRT	Annual	
Health SRT	Annual	