

Name:

Date:

Specialty:

Hospital:

Time in Job Plan:

Date appointed as Tutor:

1. Describe your role as TPD. What aspects of the role has gone well and not so well. What are your current challenges?

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2. Review of recent Quality Control form. Please ensure you know the number & grade of doctors in region and also any LATS FTSTA Academic posts and short-term contracts. What evidence do you have for stating compliance with GMC Standards for Training in you region?

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3. Trainee evaluation. Reference will be made to the GMC Trainee survey and other placement evaluation information. What actions have been taken as a consequence of this information?

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4. Do you have any information on how the delivery of medical training in your departments compares with other regions?

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5. Describe how you share, manage and review the educational roles of your colleagues. How are you supporting & developing the multiprofessional team within the region?

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6. Detail any significant incidents / issues that you or your team have been involved with in the last year? How were these dealt with? What have you learnt from these?

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7. What strengths & weaknesses have you identified?

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1. Progress of trainees within the training programme.
2. Annual Review of Competence Progression (ARCP) process
3. ‘Managing a Trainee in Difficulty’,
4. Timely details of rotational information (within 16 - 18 weeks of rotation date)
5. Recognise trainees is excellent.
6. To maintain regular contact with the Trusts
7. Knowledge of the quality of local Programme placements

8. Recognise trainers who provide excellence in supervision.
9. To attend meetings as required by the LP DME and Head of School and when required attend meetings of the Board of the Specialty School.

Shared Responsibilities with the LP/LEP DMEs, Head of School, and/or other TPDs and/or Trust based Educational Supervisors and/or Deanery Teams

1. Processes are completed for CCT/CESR
2. Quality control systems to improve the quality of information available
3. To contribute to GMC assessments.
4. How excellence can be demonstrated
5. Improving the quality of training and training placements
6. To ensure trainees meet the mandatory requirements of the curriculum
7. Clinical academic trainees
8. Academic training is provided to all specialist trainees.
9. Leadership training
10. To ensure the delivery of high quality workplace based assessments
11. Recruitment process of specialty trainees and obtaining panel members.
12. Where applicable to work with General Practice School and Foundation Schools and other specialties relevant to school to ensure commonality of approach between grades and speciality of trainees whilst working in the same clinical departments

Summary of appraisal discussion

This is a summary of the appraisal discussion and should be completed by the appraiser and agreed by the appraisee.

Current performance to job description
Comments
Agreed actions

Developing & maintaining own knowledge & skills for tutor role
Comments
Agreed actions

Creating & maintaining the learning environment (integrating education & educational governance into region)
Comments
Agreed actions

Supporting trainees & trainers (including management of performance issues)
Comments
Agreed actions

Personal Development Plan – please carry this forward onto your final PDP

As a tutor you should have something educational on your PDP

<i>Areas for further development identified</i>	<i>How will you address them?</i>	<i>By when?</i>	<i>Outcome - how will your practice change?</i>	<i>Date Completed</i>

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 Signed & name of TPD

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 Signed & Name of Appraiser