**Appraisal**

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| **Employee name:** |  |
| **Job Title:** |  |
| **Managers name:** |  |
| **Managers Job Title:** |  |
| **Date of professional revalidation:** |  |
| **Date of Objective setting:** |  |
| **Date of Appraisal** |  |

**The Performance Review Cycle – Plan, Track and Review**

**Phase 1: Appraisal Preparation**

**Phase 2: Objective Setting**

It is essential that both the manager and employee meet to agree professional development plan objectives in line with skills and competencies required for the role and in line with Taurus Healthcare Vision and values. It should be at this meeting that a plan of development objectives are agreed, coupled with a personal development plan in order to achieve competence in the role. Objectives must be:

* Specific - Outlined in a clear statement precisely what is required ensuring that the objective will lead to the desired result.
* Measurable – To enable you to monitor progress and to know when the objective has been achieved. The employees should provide evidence from a system, method or procedure which has tracked and recorded the behaviour or action upon which the objective is focused.
* Achievable – Objectives can be designed to be challenging, but it is important that failure is not built into objectives. Employees and managers should agree to the objectives to ensure commitment to them and that the necessary resources are available, or there is a realistic chance of getting them.
* Realistic - Focused on outcomes rather than the means of achieving them. Realistic objectives take into account the available resources such as, skills, funding, and equipment.
* Timely - (or time-bound) – agreed dates by which the outcome must be achieved to make the objective measurable.

**Phase 3: Full Year Appraisal**

A full year appraisal should be conducted, this is a formal process to review and assess the full year performance.

**Taurus Healthcare Vision:**

*To be the leading provider of out of hospital care at a scale driving innovation, quality improvement and positive healthcare experience empowered through collaborative partnerships and federative working.*

**Taurus Healthcare Values:**

*Embracing the valued traditions of general practice in the context of modern day innovative services that are safe, responsive and compassionate. Recognising that our entire workforce is our strength. Shared ownership where all are encouraged to contribute and share responsibility.*

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| **Professional Development Plan – outline progress/achievements against last year’s PDP objectives** |

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| **Previous year’s activities/objectives Overall summary of performance/achievements** |
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| **REVALIDATION**  **(Nursing and Midwifery Council Registered staff only)**  **Discuss how employee has progressed in order to meet 3 yearly revalidation requirement** |
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| **Identify professional learning needs including assessment against relevant competency frameworks/independent prescribing (where relevant)**  **Advanced Clinical Practitioners - refer to Core Capabilities Framework (Skills for Health)**  <https://www.skillsforhealth.org.uk/services/item/724-advanced-clinical-practice-core-capabilities-for-nurses-working-within-general-practice-settings-in-england> |
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| **Personal development plan objectives**  **Advanced Clinical Practitioners can opt to use Skills For Health PDP, link below**  <https://www.skillsforhealth.org.uk/services/item/826> | |
| **Objective and Intended Outcome:** | Deadline date |
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| **Objective and Intended Outcome:** | Deadline date |
| **Objective and Intended Outcome:** | Deadline date |
| **Employee Comments:** | |
|  | |
| **Manager Comments:** | |
|  | |

Employee Signature: Date:

Manager Signature: Date: