

Airedale VTS GP Trainer Annual Appraisal Policy

Aims

1. Encourage educational continuing professional development of GP educationalists / trainers within the Airedale area.
2. Allow trainers to anticipate potential problems that may hinder re-approval and allow time to address these
3. Allow an opportunity for protected time for trainers to evaluate their progress
4. Fulfil regional recommendations

Policy

1. Each GP Trainer will undertake an annual formative appraisal.
2. The appraisal will be conducted by a GP Trainer colleague, with a third Trainer as observer/facilitator. The appraisal will normally occur during a designated Trainers workshop.
3. Standard forms have been developed in Airedale for this. These are available for pre-meeting preparation and for use during the discussion. This is designed to maximise the use of time.
4. Documentation / notes should be kept of these meetings - and these notes kept by the GP trainer. A record that the meeting has taken place will be kept by the course organisers.
5. Although a small part of such a meeting - feedback to the scheme (Course Organisers, hospital trainers) is expected from this process. This will be with the agreement of the GP trainer. A standard feedback form is available.
6. There will be an expectation the appraisers have had adequate training (or if early in their educational career - training is planned in their personal development plan.)

Airedale GP Trainer Appraisal Form

This plan relates primarily to GP training and educational issues.

Date & Time of Meeting	
GP Trainer	
Appraiser	
Observer	
Current GP Registrar	

Previous GP Registrar

Educational Courses
attended over last year

1. On reflection I have achieved my last aims Et objectives to the following extent

2. Over the last 12 months I feel I have developed professionally in the following areas (particular achievements and strengths):

3. My evaluation of the educational training, have undertaken in the last year

4. Over the last 12 months the following have been problems, concerns or constraints

Airedale OP Trainer Appraisal Feedback Form

Date & Time of Meeting	
GP Trainer	
Appraiser	
Observer	

Suggestions / issues (if any) for half day release / errors consideration

Suggestion's / issues (if any) for trainers workshop consideration

Other areas

Please return to Irene, (Airedale VT. Secretary).