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HEALTH EDUCATION ENGLAND NORTH-WEST (HEE NW)

TRAINEE PROGRAMME MANAGEMENT (TPM)

EDUCATIONAL LEADS APPRAISAL RECORD

Personal details

Surname:

First name(s):

Title:

GMC number:

Post(s):

Date of Educational Leads Appraisal:

Date of appointment

Contract end date

Registered address: (*and contact address if different)*

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PREVIOUS EDUCATIONAL DEVELOPMENT PLAN ACHIEVEMENTS

THIS FORM SHOULD BE USED TO DOCUMENT THE COMPLETION OF PREVIOUS/OTHER AGREED DEVELOPMENT PLANS

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| **What objectives do I have?**(Include both personal & departmental / training programme / Trust)*Remember to be SMART* | **How will I address them?** | **Benefit(s) / outcome measure of achieving objective** | **Date by which I plan to achieve objective** |
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| 1. ENSURING SAFE AND EFFECTIVE PATIENT CARE
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# Record here what educational steps you have taken to ensure safe and effective patient care since your last appraisal. Include progress with educational objectives identified at your last appraisal. Also record what evidence you have to support this activity *(possible examples are shown on the notes)*.

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| **Education / Leadership Provided** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. ESTABLISHING AND MAINTAINING AN ENVIRONMENT FOR LEARNING
 |

**Record here what steps you have taken since your last appraisal to ensure an environment which is safe for patients and trainees together with evidence** *(possible examples are shown on the notes)*.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. TEACHING AND FACILITATING LEARNING
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**Record here activities relating to teaching and learning which you have undertaken since your last appraisal together with evidence** *(possible examples are shown on the notes)*.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. ENHANCING LEARNING THROUGH ASSESSMENT
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# Record here evidence of your contributions to enhancing learning through assessment since your last appraisal *(possible examples are shown on the notes)*.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. SUPPORTING AND MONITORING EDUCATIONAL PROGRESS
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**Record here evidence of your activities which have assisted in supporting and monitoring educational progress since your last appraisal***(possible examples are shown on the notes)*.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. GUIDING PERSONAL AND PROFESSIONAL DEVELOPMENT
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# Document here your activities since your last appraisal which have assisted in guiding the personal and professional development of others *(possible examples are shown on the notes)*.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| 1. CONTINUING PROFESSIONAL DEVELOPMENT
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# The purpose of this section is to record your own CPD activities undertaken since the last appraisal *(possible examples are shown on the notes)*. Any difficulties in attending CPD activities should be recorded, with reasons.

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| **Activity** | **Evidence** |
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| COMMENTS AND ACTION AGREED (TO BE COMPLETED AT THE APPRAISAL DISCUSSION ): |

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| Comments:  |
| **Action agreed:**  |

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| SUMMARY/ADDITIONAL POINTS |

# The purpose of this (optional) section is to record an overall summary of the appraisal and a record of any additional points, as necessary.

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| Summary:  |
| **Further Points:**  |

EDUCATIONAL DEVELOPMENT PLAN TEMPLATE

THIS FORM SHOULD BE USED TO DOCUMENT THE AGREED DEVELOPMENT PLANS

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| --- | --- | --- | --- |
| **What objectives do I have?**(Include both personal & departmental / training programme / Trust)*Remember to be SMART* | **How will I address them?** | **Benefit(s) / outcome measure of achieving objective** | **Date by which I plan to achieve objective** |
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| SIGN OFF |

We confirm that the above is an accurate record of the educational appraisal.

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| **Signature of Appraisee:** |    |
| **GMC number:** |    |
| **Date:** |    |

|  |  |
| --- | --- |
| **Signature of Appraiser:** |    |
| **GMC number:** |    |
| **Date:** |    |

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| RECOMMENDATION (FINAL YEAR OF 3-YEAR CONTRACT HoS and TPDs) |

**In 2018 HEE agreed that Heads of School (HoS) and Training Programme Directors’ (TPD) secondments would be offered for an initial term of up to three years, with an option to extend by up to a further three years (total of 6 year maximum), if all parties agree and all educational appraisals have been satisfactory.**

**For HoS/TPD in the final year of the initial term of the contract:**

**Would the HoS/TPD wish for an extension of the secondment? Yes / No** *(please delete as necessary)*

*(For HoS)* **Does the School Associate Dean recommend to the Postgraduate Dean that the HoS secondment should be extended? Yes / No** *(please delete as necessary)*

*(For TPD)* **Does the HoS recommend to the School Associate Dean that the secondment should be extended? Yes / No** *(please delete as necessary)*

**Next actions:**

*(For HoS and TPD)* **The School Associate Dean will then discuss and agree the length of any extension with the Postgraduate Dean who will take the final decision.**

**The School Associate Dean will update the Learner Support and Faculty Development Team on the Postgraduate Dean’s decision so that the final decision can be processed and implemented**

HEENW Educational Appraisal Record 2018 Final APJT October 2018