

PCO checklist (2004 version)

You should use this tool to evaluate the quality assurance standards of your appraisal process and to inform the further development of appraisals in the PCT. This checklist should be used in conjunction with "Quality Standards for GP appraisal" (Dr Nick Lyons, RCGP, 2003) where further definitions and explanations may be found.

1 Practice does not follow standards that should reasonably be expected.	2 Practice in this area is sound, although progress can still be made	3 Practice in this area is excellent
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Selection of Appraisers	1	2	3
There is a process for selecting new appraisers			
Appraiser posts are advertised in a way that ensures GPs will see the advert			
There is a clear job description for GP appraisers			
There are clear selection criteria for GP appraisers			
Interviews are held to appoint new GP appraisers			
Appointment as an appraiser depends on successful completion of training			

Initial Training of Appraisers	1	2	3
New appraisers are required to attend training of 2 or 3 days			
The provider of new appraiser training has expertise in such provision			
There is a summative component to initial appraiser training			
New appraisers are closely supported during their first 3 appraisals			
Feedback from initial training is given to all new appraisers			

Support and Development of Appraisers	1	2	3
There is an active appraiser' group with clear leadership by the appraisal lead			
The group offers support to appraisers			
The group encourages development of appraisers' skills			
The group meets at least quarterly including annual refresher training			
Every appraiser has individual feedback from the appraisal lead on their skills			
Appraisers' annual GP appraisal is done by an appraiser outside the group			
The appraisers' group is adequately resourced			
Evaluation forms are used to monitor and improve appraisals			
Evaluation forms demonstrate appraisers are skilled in appraisal			

Appraisal Process	1	2	3
There is an identified appraisal lead who has time to commit to the post			
There is adequate administrative support for the appraisal process			
The purpose of the appraisal process is understood by those involved in it			
There is a system for verifying all GPs have had an appraisal and all paperwork is complete			

Training is available for GPs who wish to understand appraisal better			
The paperwork for appraisals is readily available			
Adequate notice is given to appraisees to prepare for appraisal			
Appraisees are given an adequate choice of appraiser if initial matching is not suitable			
Appraisees are given an adequate choice of venue			
Appraisers carry out a reasonable number of appraisals each year			
Appraisers do not carry out more than 2 consecutive appraisals on same GP under normal circumstances			
Form 4s are signed by appraisee and appraiser			
Form 4s are securely stored in PCO. Access is limited to the appraisal lead			
There is confidence in the confidentiality of the appraisal process			
PIN numbers for the electronic appraisals are securely stored			
There is a formal significant event and complaints process which are used to inform the development of the appraisal process			
Evaluation forms are used and collated to inform development of appraisals			
An annual report is produced that reviews the appraisal structure and process, stating the percentage of planned appraisals completed			
External review of the process is undertaken every 3 rd year by a competent body, e.g. Commission for Health or Deanery			

Content of Appraisal	1	2	3
Evaluation forms show areas important to GPs are discussed in appraisal			
Appraisers are aware of resource material to inform content of appraisal			

Appraisal Outcomes	1	2	3
Anonymised and summarised Form 4s are submitted to PCO PEC or board			
PCO has links with educational bodies to deliver needs identified in appraisal			
Annual appraisal report is produced by PCO Appraisal Lead			
The annual appraisal report is clearly written and identifies areas the PCT should consider for development			
The PCO demonstrates response to areas highlighted in appraisal report and has a process for monitoring these responses			

Comments and Priorities Identified		
Date	Name	Signature