

GP REGISTRAR APPRAISAL

PCT Responsibility

- To ensure all GP Registrars have an annual appraisal preferably with an attachment which lasts 6 months or more
- Remuneration to Trainer for Registrar appraisal, on receipt of the Form 4, Signing Off Form, Personal Development Plan and payment form (if appropriate).
- Ensures CME Tutor sees Form 4 and 'Signing Off Form' for educational need assessment

Trainer Responsibility

- Discuss Appraisal process with Registrar to allow time to gather necessary documentation
- Complete Appraisal documentation
- Send Form 4, Signing Off Form, Personal Development Plan and payment form to the PCT
- GP Trainer may wish to retain copies of forms to assist in future references for the Registrar

Registrar Responsibility

- Completing Forms 1,2 and 3 of the NHS Appraisal document.
- Provides any documentary 'evidence' that's required
- Participates actively in the appraisal process
- Retains copies of the Form 4 and 5 (if appropriate) and the Signing Off Form on completion of the appraisal.

VTS Scheme Responsibility

- Trainers are suitably trained to appraise their GP Registrars
- Ensure Registrars understand the basics of Appraisal (HDR session if appropriate)
- Remind Trainers of Appraisal within last 3 months of training.