**NHS England and Improvement pilot to simplify medical appraisal**

Letter to doctors

Dear Doctor

We are testing a change to the appraisal process that we hope will make it easier for you to prepare at the same time as make your appraisal more useful and relevant. The change is to remove the expectation to write a reflective note under each of the domains of Good Medical Practice (for example, as in section 16 of the Medical Appraisal Guide Model Appraisal Form) to allow you and your appraiser to focus on your supporting information (and accompanying reflection) and your professional achievements, challenges and aspirations.

Awareness of the domains of Good Medical Practice and linking this to your professional practice is an important aspect of medical appraisal but the experience of appraisers and doctors suggests that this is more effectively explored in the appraisal meeting, with the appraiser capturing the links between your submission and the domains in the appraisal summary. We believe that providing written reflection on the domains of Good Medical Practice is less intuitive for a significant number of doctors whereas reflection on your supporting information and your professional achievements, challenges and aspirations is more meaningful and adds significant value.

In your forthcoming appraisal we therefore invite you to do the following:

1. Prepare in your usual way, adding your personal details, listing your scope of work and adding your supporting information and your reflection on this.
2. DO complete the section describing your professional achievements, challenges and aspirations.
3. However, DO NOT complete a reflection in the section of the four Domains of Good Medical Practice. (Note: depending on the appraisal form or provider you use, you may need to type a character (e.g. ’X’) in these fields to satisfy the software and sign off your submission.)
4. Submit your appraisal in the usual way to your appraiser.
5. After your appraisal, we will ask you to answer a short (four questions, estimated 2 minutes to complete) questionnaire about whether this change affected the time it took you to prepare and whether it made your appraisal more or less straightforward and useful, and whether you are in favour of the proposed change.

We will also ask your appraiser and responsible officer for their views of the change. The answers will help us decide whether to amend the process along these lines permanently.

Thank you in advance for participating in this pilot. We hope it contributes to making appraisal increasingly useful and streamlined for you and increasingly beneficial to patient care.