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

Letter to appraisers

Dear Appraiser

We are testing a change to the appraisal process that we hope will make it easier for doctors to prepare at the same time as make their appraisal more useful and relevant. The change is to remove the expectation on the doctor 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 the doctor and you to focus on their supporting information (and accompanying reflection) and their professional achievements, challenges and aspirations.

Awareness of the domains of Good Medical Practice and linking this to 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 the doctor’s 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 their supporting information and their professional achievements, challenges and aspirations is more meaningful and adds significant value.

This doctor, whom you are to appraise, has agreed to make the following change in their preparation:

1. They will prepare in the usual way, adding personal details, scope of work, supporting information and their reflection on this.
2. They are being asked to ensure that they DO complete the section describing their achievements, challenges and aspirations.
3. However, they are also being asked to NOT complete a reflection on the four Domains of Good Medical Practice. (Note: depending on the appraisal form or provider they use, they may need to type a character (e.g. ’X’) in these fields to satisfy the software and sign off their pre-appraisal submission.)
4. They will then submit their appraisal in the usual way to you.

Please will you:

1. Review their submission in the usual way.
2. Check that they have NOT written in the domains of Good Medical Practice and that they HAVE completed their Achievements, challenges and aspirations. (If they have got this wrong, please press on with the appraisal but let the office know so that they can be removed from the pilot.)
3. Hold and complete the appraisal in the usual way, including your summary on the doctor’s professional behaviours within the four domains of Good Medical Practice.
4. After the appraisal is completed, we will ask you to answer a short (four questions, estimated 2 minutes to complete) questionnaire about whether this change affected your ability to assess the submission, create the summary and sign off the appraisal, and whether you are in favour of the proposed change.

We will also ask the doctor and their 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.