1. Good Clinical Care

**Essential**
1. 2 Case Reviews (SRT-see Leicester Document on appraisal toolkit) or 1 Case Review and 1 significant event analysis (SEA)
2. Prescribing information: Reflection on own prescribing in line with NICE guideline local policies and protocols.
3. Evidence of any involvement in developing local polices/protocols and guidelines
4. An audit plan.

**Desirable**
1. One significant event analysis - SEA (own or practice)
2. Clinical audit figures and comments of your role
3. Examples of referral review (e.g. review of referral outcomes peer review)
4. Examples of Clinical Guidelines you use and your reflections on their use
5. Examples of the quality of your referral letters and letters to referring GP(peer review)
6. Constructive comments on local referral pathways
7. Reflective log of feedback- if you are involved in providing

2. Maintaining Good Medical Practice

**Essential**
1. Last year's PDP
2. Record of own educational activity for last year
3. Your learning needs identified to help construct next year's PDP

**Desirable**
1. Significant event identifying learning needs
2. Evidence of educational activity with evidence of reflection or impact.
3. PUNs and DENs

3. Relationships With Patients

**Essential**
1. Summary of complaints from patients (SRT)

**Desirable**
1. Result of last Patient survey (MSF)
2. Letters of appreciation
3. Communication/consent/confidentiality issues you have recently come across
4. Departmental policies (consent chaperone etc) with reflection

4. Working With Colleagues

**Essential**
1. Samples of minutes/agendas or other evidence of team meetings with significant outcome
   For sessional doctors
2. How do you make sure you are aware of practice policies & referral pathways
3. Describe any other local meeting you attend in the area you work in

Desirable
1. Comments on informal meetings that significantly contribute to team working
2. Results of Multisource feedback (if available)
   For sessional doctors
3. Do you get a chance to network with your colleagues?
4. Do you have a locum pack for department you work with?

5. Teaching/Training Programme

Essential
1. Any report of training activities you have provided and/or training visit report or feedback

Desirable
1. Sample list of topics or tutorials
2. Describe a teaching episode that you felt went really well. What made it good?
3. Describe a teaching episode that didn't go well. Details of your reflection and changes implemented

6. Probity

Essential
1. Self-declaration of performance management status/disciplinary status within the host organisation
2. Self declaration of GMC status, Criminal Status.

Desirable
1. SRT on toolkit

7. Management

Description of your management activities in your department and outside with reflection and evidence of meetings

8. Research

If applicable please describe involvement and reflection.
Publications (if any)
9. Health

**Essential**
1. Occupational health clearance
2. Registration with a GP

**Desirable**
1. Comment on GP attendance
2. Any chronic illness
3. Any prescribed medication
4. SRT on toolkit