**Part A: Background Details**

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| **Name** |  |
| **Role(s) in NES** |  |
| **Number of NES-funded sessions**  **If you have more than one role, please give a breakdown of the sessional allocation** |  |
| **Date of Appointment to NES role(s)** |  |
| **Current Finish date of NES role(s)** |  |
| **Date of Review** |  |
| **Reviewer** |  |

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| **Your main employer** |
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| **Any other relevant roles you have (e.g. Royal College, Undergraduate education)** |
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| **If any of these circumstances may be relevant to your NES role, please provide details:**  **i) Conflicts of Interest or probity**  **ii) Active or anticipated disciplinary, GMC or legal processes**  **iii) Complaints against you**  **iv) Non-engagement with appraisal** |
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| **Do you have any health issues that you would like to discuss, with a view to considering how we can support you?** |
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| **Do you have any disability issues that you would like to discuss, with a view to considering how we can support you?** |
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**Part B: Your Current activity**

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| **Briefly summarise the overall purpose of your NES role** |
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| **If you have had a NES Annual Review before, please comment on the actions agreed at your last review** |
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| **Please list and briefly comment on the principal tasks that you have done this year in your NES role. For example:** | |
| * Membership, attendance and participation at committee(s) * ARCP panel activity * Quality Management visits / QM development * Training programme management | * Conducting Annual Reviews for other colleagues * Doctor support and wellbeing * Representing NES at external organisations * Leadership/delivery of courses * Other activity specific to your role |
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| **What Teams within NES do you work in? Is it/are they effective? Why?** |
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| **Which parts of your NES role have been particularly successful, rewarding or enjoyable this year? Why?** |
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| **Which parts of your NES role have not gone as well this year, or are least enjoyable? Why?** |
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| **Please describe briefly the support you receive in your NES role, and if it is effective.** |
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| **Do you think that NES treats you, and those you interact with fairly, valuing equity, diversity and inclusion? How can we improve?** |
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| **Does your job plan (including NES sessions, where applicable) provide enough time and flexibility to undertake your role? If not, how could this be addressed?** |
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| **Are there any current or anticipated major factors that are relevant to your NES role? Examples might include new training curricula, regulatory changes, and changes in policy (Government/Royal College). If so, please provide brief details.** |
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**Part C: Learning from significant educational events**

You may have been involved in one or more “near misses”, serious untoward incidents or other significant issues in the course of your NES role. Examples might include:

* A trainee having their training number removed (ARCP Outcome 4)
* A grievance process
* An unexpected major event affecting a single or group of trainees
* Providing NES formal input to a disciplinary/conduct panel
* An unexpectedly positive outcome for a trainee following successful remediation/support

Reflecting on and discussing clinical incidents can be a powerful tool to make sense of what has happened, and to learn. If you wish, you are invited to use this part of your Review to discuss significant incidents that relate to your NES role.

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| **If you have been involved in a serious incident in relation to your educational NES role, could you briefly describe what happened? Please do not include details that would identify an individual.** |
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| **What was the outcome?** |
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| **What was your personal learning?** |
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| **Are there learning points for NES?** |
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**Part D: Development in your NES role**

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| **If you have a NES Personal Development Plan, please give a brief update on progress.** |
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| **Please list any courses, conferences, meetings or personal reading/study you have undertaken that are relevant to your NES role. Were they helpful?** |
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| **What resources would be helpful to you in developing/enhancing your role further?** |
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| **If you are in the last year of your NES role, comment on future plans/succession planning.** |
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**Part E: Summary of Discussion with your Reviewer & PDP**

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| **Performance in appointed role** |
| Reviewer comments: |
| Agreed actions: |

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| **Working relationships with colleagues** |
| Reviewer comments: |
| Agreed actions: |

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| **Maintaining good medical (educational) practice** |
| Reviewer comments: |
| Agreed actions: |

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| **Health / Probity issues** |
| Reviewer comments: |
| Agreed actions: |

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| **Any further discussion points** |
| Reviewer comments: |
| Agreed actions: |

**[](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.nes.scot.nhs.uk%2F&psig=AOvVaw1J8CZrM1JELpshTmfEWHUP&ust=1611255787484000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCLiu8diZq-4CFQAAAAAdAAAAABAE)Personal Development Plan for your NES Role**

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| **Development Need** | **How will it be addressed?** | **When will I plan to achieve this?** | **What resources will be needed? Where will they come from?** | **What will be the impact on my NES role as a result?** | **Date completed** |
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| **Reviewer name/signature** | **Reviewee name/signature** |
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| **Date** | **Date** |
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* **This document should be included in your Annual Appraisal documentation**.