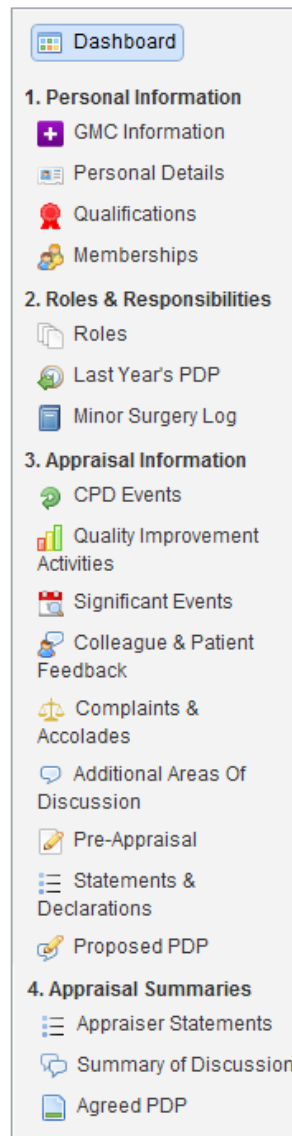
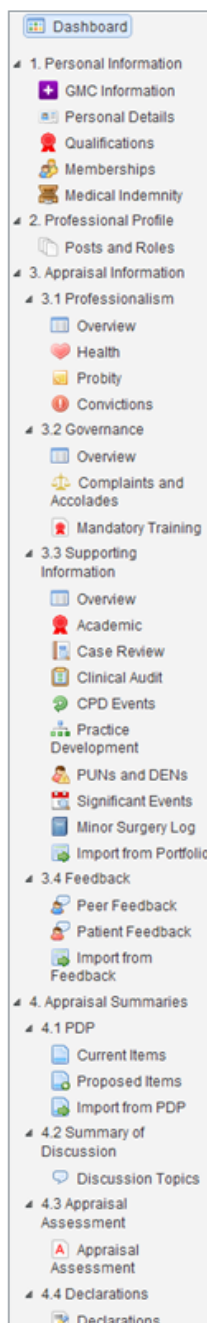




# New Streamlined Appraisals

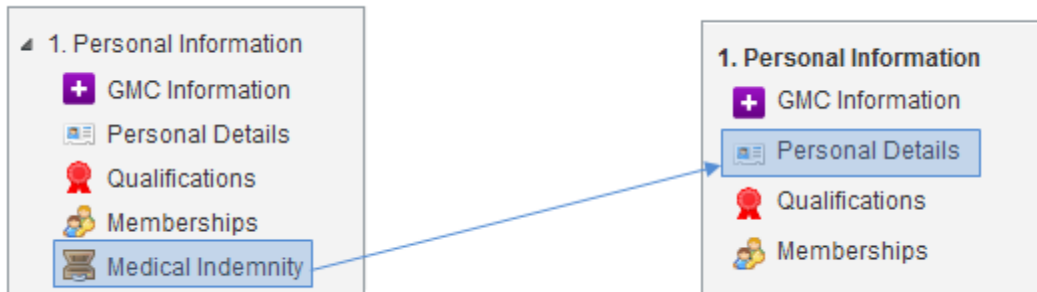
To ensure the appraisal process is as simple as possible, we have streamlined the appraisals, removing and merging different Forms to create a shorter, easier to navigate Appraisal with fewer Forms for you to complete.

All of the information that you have added to Appraisal Toolkit in the past is still on the system, but it may have moved to a different area within your appraisal. The images below show all of the Forms that have moved, highlighting where the information was before the upgrade, and where it can be found now.





# Form 1



- Your medical indemnity information can now be found with your Personal Details in Form 1.

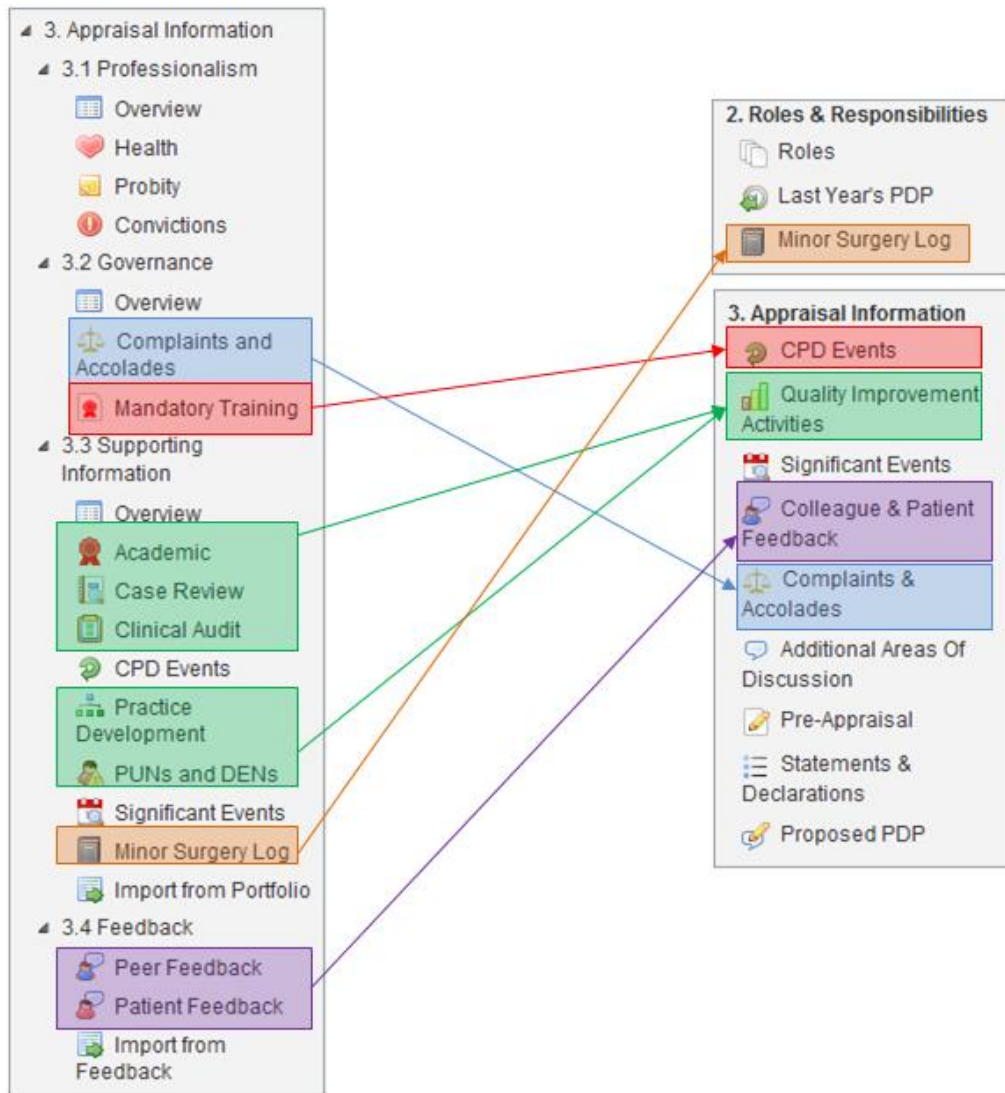
# Form 2



- Your Posts and Roles information can now be found under Roles in Form 2. You can now also add Job Plan documents to your appraisals.



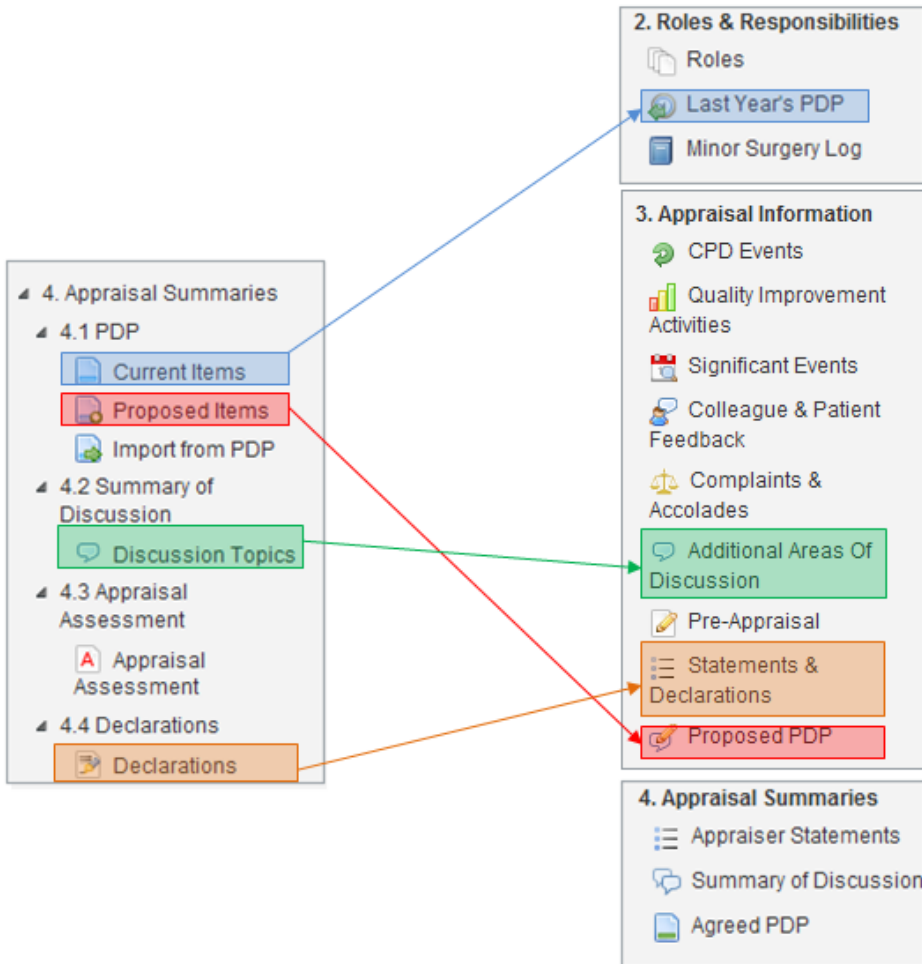
# Form 3



- Governance has been removed and your Complaints and Compliments can now be found in Form 3
- Mandatory Training has now become a new type of CPD event.
- Academic items have been renamed Research and Training, and can be found along with your Case Reviews, Clinical Audits, Practice Development, PUNs/DENs (Primary Care Organisations) and Morbidity & Mortality Meetings (in Secondary Care Organisations) as Quality Improvement items. A new Workplace Activities (Secondary Care Only) type has also been added.
- Minor Surgery Logs (Primary Care) and Surgical Logs (Secondary Care) can now be found in Form 2.
- The Peer and Patient feedback Forms have been joined to form Colleague and Patient Feedback, which can be found in Form 3.



# Form 4



- Your Current PDP items can now be found in Form 2 as Last Year's PDP
- Your Proposed PDP items can now be found in Form 3 of your appraisal.
- Discussion Topics have been renamed Additional Areas of Discussion.
- Your Declarations are now called Statements and Declarations and can be found in Form 3.