Our Vision
To provide every patient with the care we want for those we love the most

Norfolk and Norwich University Hospitals NHS
NHS Foundation Trust

Appraisal / Personal Development Review Form (Including KSF Overview)

Appraisal period covered;	From: To:	Date of meeting
Name of Appraisee;		
Appraisee Job Title/Pay band;		
Department:		
Appraiser's Name and Role:		
Is a pay progression gateway applicable, If so which?		

SECTION 1: Review of previous Year's Objectives and summary of performance.

Objectives	Achieved	Comment
1.		
2.		
3.		
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10.		

SECTION 2: KSF competencies – Core Dimensions (how have these been demonstrated in delivering job description and objectives during the last reporting year)

NHS KSF Dimensions Core	Identified Level for post (as on Post Outline)	Evidence of Achievement (Appraisee to Complete)	Level Achieved Yes/No (Appraiser to Complete)
1. Communication	Level		
2. Personal and People Development	Level		
3. Health, Safety and Security.	Level		
4. Service Improvement / Development.	Level		

NHS KSF Dimensions Core	Identified Level for post (as on Post Outline)	Evidence of Achievement (Appraisee to Complete)	Level Achieved Yes/No (Appraiser to Complete)
5. Quality.	Level		
6. Equality, Diversity and Rights	Level		

SECTION 3: KSF Competencies - Specific Dimensions If required for role: (how have these been demonstrated in delivering job description and objectives during the last reporting year)

NHS KSF Dimensions (Specific)	Identified Level for post (as on Post Outline)	Evidence of Achievement. (Appraisee to complete)	Level Achieved Yes / No (Appraiser to Complete)
1.	Level		Yes / No
2.	Level		Yes / No
3.	Level		Yes / No
4.	Level		Yes / No

SECTION 4: Mandatory Training applicable to all staff. Identify requirements for the coming year and note on PDP

Mandatory Training	Course Aimed for	To be Updated	Date last completed	Date of next Update	Comments (e.g. If training has not been completed)
1 Corporate Induction.	All Staff Groups	One off (on appointment)			
2 Information Governance	All Staff Groups	Annually			
3 Fire Safety	All Staff Groups	Annually			
4 Health and Safety	All Staff Groups	Annually			
5 Infection Control	All Staff Groups	Annually			
6 Patient Safety Awareness	All Staff Groups	Annually			
7 Emergency Planning	All Staff Groups	Annually			
8 Child Protection Basic Awareness or Level (1) or Level (2) or Level (3)	All Staff Groups	Three-yearly			Specify Level required:
9 Safeguarding Adults	All Staff Groups	Three-yearly			
10 Equality & Diversity	All Staff Groups	Three yearly			
11 Customer Care	All Staff Groups	Every 5 years			

Additional Mandatory Training Modules for specific Staff Groups (refer to Training Prospectus on Intranet for complete list).

Mandatory Training	Course Aimed for	To be Updated	Date last completed	Date of next update	Comments (e.g. if training has not been completed)

SECTION 5: Summary of Annual Appraisal

Summary of discussions and general comments by Appraiser/Line Manager.

Comments from Appraisee

Section 6: This is to confirm agreement of previous year's objectives, KSF Competencies completion and incremental progression if appropriate.

Date of appraisal:	
Overall marking: Highlight one	**Good/Satisfactory/Poor**
Incremental Progression/Gateway Progression (Foundation /Second Gateway)	**Agreed/Deferred** **(If to be deferred please complete Appendix 1 Decision to Defer Incremental Progression pro-forma)**
Employee name, please print:	
Employee's signature/Date:	
Appraiser's signature/Date	
Appraisers Line Manager's signature/Date (if involved in gateway review)	

SECTION 7: Objectives for new reporting year from to (may be reviewed in year). Recommend 1 to 5 objectives for Pay Band 1 to 5 and 5 to 10 objectives for Pay Band 6 to 9.

Objectives (Include timescale where appropriate)	Timescale	Detail steps required to deliver objectives
1.		
2.		
3.		
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SECTION 8; Personal Development Plan (Please return this page immediately to the Training Department at Rouen Road to ensure individuals records are updated)

Part 8 a

For Registered Nursing and Midwifery staff who support pre-registration students, return to practice nurses and nurses on certain specialist programmes leading to an NMC registration, a mentor up-date must be attended each year. In addition the NMC Standards to support learning and assessment in practice (2008) state that all mentors and sign off mentors need to have a "triennial review", which means a mandatory review of their ability to mentor pre-registration students once every three years

Mandatory Training	Course Aimed for	To be Updated	Date last completed	Next Update	Comments
1 Mentor Update	Registered Nursing and Midwifery Staff	Annually			
2 Triennial Review	Registered Nursing and Midwifery Staff	Three yearly			

Part 8 b to be completed for all staff

Identified Development/Training Areas including mandatory training requirements for next 12 months	Timescales	Comments

Section 9: This is to confirm agreement of last completed reporting year's objectives, PDP and completion of appraisal.

Date of appraisal:	
Employee name, please print:	
Employee's signature/Date:	
Appraiser's signature/Date:	

Last updated: September 2012