

Annual Appraisal Review Meeting (AARM) – Record of Discussion

The Reviewee

Name:	
Job Title:	
Role: e.g. GDP/ES	
Date of last AARM:	

The Reviewer

Name:	
Job Title:	
Role: e.g. GDP/ES	
Date of this review:	

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The aim of this process is to CONFIDENTIALLY support you in your role and to have open discussions with a colleague who understands and empathises with the complex world of education in dentistry.

Appraisal is a supportive process allowing both parties to reflect on good practice and development opportunities that will enhance and support lifelong learning. We encourage honest reflection and provide an opportunity to chart continuing progress.

Working together in a CONFIDENTIAL fashion, allows you and your reviewer to identify developmental needs and then formulate and prioritise a needs-led Personal Development Plan (PDP) for your ongoing professional practice.

Following your appraisal, NHSE NW ask you to complete a short form which will help us to plan future courses which ensure your learning needs are met. (See Page 10)

**THIS APPRAISAL DOCUMENT IS FOR YOUR PERSONAL USE ONLY AND
WILL NOT BE SHARED WITH NHSE NW UNLESS YOU SPECIFICALLY
REQUEST SO.**

Section 1: Review and reflection of your achievements and performance

This section looks back over the last 12 months (since the last AARM), and reviews performance against objectives and your Personal Development Plan. This is an opportunity for the reviewee to discuss what they are most proud of in terms of their performance and achievements. The reviewee also provides their current PDP and Activity Log if applicable.

What has gone well over the last 12 months?
How have you contributed to the Practice in the last 12 months?
How have you contributed to Education within Dentistry (e.g., FDs/Colleagues/Staff/Patients)
What have you found most challenging in your role over the last 12 months?
How have you performed against the objectives set in your last AARM? E.g. how much of your development plan has been completed? Are you happy with this?

<p>What areas would you like to discuss in relation to your personal development over the next 12 months?</p> <p>(What are your career aspirations? What development would support this?)</p>

Section 2: Colleague Wellbeing

PLEASE REMEMBER THIS IS A CONFIDENTIAL DOCUMENT

This section is to ensure all reviewees understand the help and support available to them around their wellbeing at work. The reviewer should provide information to the reviewee around any services they are not aware of including how to access the services (A useful links document is available from NHSE NW website or by emailing england.dental.nw@nhs.net)

Is there anything you would like support with to improve your own wellbeing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details;		

There is a variety of services available to support your health and wellbeing at work. Some of the core services are listed below:

Service provided	Access information provided by the reviewer (Y/N)
Occupational Health: https://www.nhs.uk/conditions/occupational-therapy/	
Employee Assistance Programme through Lead Employer (if applicable) Tel: 0800 783 2808	
NHS Practitioner Health Text NHSPH to 85258 Tel:03000303300 Website: https://www.practitionerhealth.nhs.uk/accessing-the-service	

<p>Wellbeing Hub (Regional)</p> <p><i>Cheshire & Merseyside</i> Website: http://www.cheshiremerseyresiliencehub.nhs.uk/ Complete this form: https://gateway.mayden.co.uk/referral-v2/c198281e-142b-4b0f-b464-a9296b7a38d0</p> <p><i>Greater Manchester</i> Email: GM.help@nhs.net Tel: 0333 009 5071 Website: http://www.penninecare.nhs.uk/mcrhub</p> <p><i>Lancs & South Cumbria</i> Email: lschub@lscft.nhs.uk Tel: 01772 520228 Website: https://lscresiliencehub.nhs.uk/</p>	
<p>Dentists' Health Support Trust Email: dentistsprogramme@gmail.com Tel: 0207 224 4671 Website: https://www.dentistshealthsupporttrust.org/about/</p>	
<p>"Confidential" Tel: 0333 9875158 Website: https://www.confidential-helpline.org/</p>	

Do you have anything regarding the above that you would like to raise at this time?

Section 3: Objective setting for the next 12 months

This section is to agree the objectives that the reviewee will be working to in the next 12 months. Ideally, colleagues should have around 3 - 5 objectives to work on through the year. Objectives set should be SMART (Specific; Measurable; Achievable; Relevant; Timebound), so that success can be tracked, evidenced and recognised.

Objective 1:

SMART Target:	
What does success look like?	
Due Date:	

Objective 2:

SMART Target:	
What does success look like?	
Due Date:	

Objective 3:

SMART Target:	
What does success look like?	
Due Date:	

N.B. Add more if required

Section 4: Personal Development Planning

The personal development plan is a record of the agreed development activities to be undertaken over the next 12 months to retain compliance with statutory and core training required for the reviewee's role, address any identified development needs which have been highlighted from the review of the last 12 months performance and support the reviewee in achieving the objectives set for **as an integral part of your 5-year PDP cycle**.

Personal development is the responsibility of the individual and supported by NHSE. Identified development activities should include a mixture of both self-directed and supported learning opportunities.

Field of practice – **please edit to fit your personal circumstances**

My registrant title(s) cycle period, hours required:	My work setting(s):	Any additional roles, qualifications or professional interests:	My patient population:
Dentist 100 hrs verifiable per cycle Date of cycle: _____ PDP in place for remaining X years of my cycle to cover X hrs verifiable I have left.	e.g Mixed NHS and private general practice- full time.	<ul style="list-style-type: none"> Professional interest in dental education or clinical dentistry 	<ul style="list-style-type: none"> General population, high level of chronic disease.

Personal development plan

Cycle dates:

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
GENERAL CPD INCLUDING SPECIAL INTERESTS					

GDC RECOMMENDED CPD					
Maintain up to date knowledge and training in: Medical Emergencies and Basic Life Support.	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course (A,B,C,D)	The practice team will be prepared to deal medical emergencies when appropriate	Attend BLS and medical emergencies course for the whole practice team Minimum 2 hours per year	Annually
Maintain and update knowledge of Disinfection and Decontamination	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Be able to maintain a high standard of infection control throughout the practice	Attend an appropriate course(s) on Disinfection and Decontamination	
To update my knowledge of Radiology	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Be able to take good quality radiographs, and ensure a safe working environment for staff and patients	Attend an appropriate course in Radiology (5 hours by end of cycle)	

To test the standard of my radiology practice by undertaking annual Radiography Audits	Measures quality of radiography in the practice	NA	Help maintain radiology standards personally and across the whole practice	Undertake an annual practice wide radiology audit	
To understand the importance of, and update knowledge of, a variety of Legal and Ethical responsibilities examples below:	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Be able to practice dentistry to a high standard that safeguards patients and staff Ensure staff are trained appropriately for their role in Legal & Ethical issues	Attend relevant courses in: (list your chosen courses)	
Examples: Consent; Confidentiality; Employment Law; Health & Safety; Equality & Diversity; Mental Capacity; Raising Concerns (Whistleblowing); Fire Safety; Health & Safety; IG Toolkit; Significant Event Analysis (Near Misses); GDPR; Data Security;					
To have up to date knowledge of: Oral Cancer detection	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Support better Oral cancer survival rates by early detection and appropriate referrals	Attend an Oral Cancer Detection course	
Build skills in: Complaints Handling.	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Work as a team to handle and resolve complaints effectively and promote local resolution, benefitting both the staff and patients.	Attend a Complaints Handling course	

Maintain knowledge of current Level 2 Practice in Safeguarding of: 1. Children and Young Adults 2. Vulnerable Adults	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	To have some knowledge and skill in recognising and safeguarding children, young adults and vulnerable adults when the situation arises	Attend Level 2 Safeguarding course(s) for: 1. Children and Young Adults 2. Vulnerable Adults (Level 3 for Safeguarding Leads)	
RECORD KEEPING: Is not one of the GDC highly recommended topics, but is extremely valuable for all clinicians, especially ESs; TPDs; Mentors etc.					
To improve knowledge and practice of: Record keeping	Insert aims and objectives of course here as per course	Insert development outcomes for course here as per course	Maintain notes that are accurate, contemporaneous and meet the expected standards	Attend a Record keeping course	

Section 5: Final Review and Confirmation

Core Training	
1) Is the reviewee currently compliant with all of the recommended CPD/training for their role?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2) Will any CPD/compliance expire in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3) Has this been included in their objective setting for completion prior to the compliance expiration date?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Please remember to complete the short form so we can plan your CPD and evaluate the appraisal process

[Click Here to Complete Form](#)

We agree that the above is an accurate summary of the appraisal discussion and the agreed personal development plan:

Reviewee Signature:	
Date:	

Reviewer Signature:	
Date:	

Section 7: Resources

The GDC's activity log template

The GDC has provided an activity log template to help professionals clearly account for all activity completed, and this includes a reflective element. **However you are free to choose any other tools or templates instead, to help you get the most out of your CPD.** You may create your own, or use one created by your employer, colleagues, associations, professional bodies etc.

Date	Hours completed	Evidence provided? (eg. certificate)	Title, provider and content of CPD activity	Development outcome(s)	Reflection; How did this activity benefit my practice?
	<i>CPD hours as per what the certificate states</i>	<i>Please ensure you gain evidence for all activity that you are counting for your CPD record.</i>	<i>Title that the provider uses, name of provider, and what was covered in activity</i>	<i>(A, B, C, D)</i>	<i>In reflecting on your CPD activity, you might like to think about the following:</i> <ul style="list-style-type: none"> <i>What did you learn (or confirm) from the activity that was helpful or relevant to your daily work?</i> <i>Did you identify any changes/updates needed in your daily practice, and if so, what? How did you make these changes?</i> <i>If you didn't identify changes needed, what did the activity confirm for you, that you may already know or be doing?</i> <i>What was the benefit to your practice and/or your patients in carrying out this activity?</i>

CPD activity log

As part of your CPD record for the GDC, you need to keep a log of all activity you have undertaken, which **must capture** the following details:

- **the title** and **topic areas** of the CPD activity you completed;
- **the date** it was undertaken;
- **the number of hours**, as shown on the evidence of completion (e.g. certificate) provided by the course provider. (Breaks and travel time do not count towards the number of hours of CPD);
- **the GDC's development outcome(s)** achieved from each CPD activity.

It should also include a reflective element, or an indication that reflection has taken place.

The learning outcomes:

Remember that each planned or completed CPD activity must be mapped to a development outcome, A-D below. There is no requirement for you to cover all the development outcomes across your cycle, you just need to make sure each planned and completed activity has at least one outcome mapped.

Development Outcome	Example of CPD content
A. Effective communication with patients, the dental team, and others across dentistry, including when obtaining consent, dealing with complaints, and raising concerns when patients are at risk	Communication Complaints handling Safeguarding Consent Raising concerns
B. Effective management of self, and effective management of others or effective work with others in the dental team, in the interests of patients at all times; providing constructive leadership where appropriate;	Effective practice management Business management Team working
C. Maintenance and development of knowledge and skill within your field of practice;	Clinical and dental areas of study Cross infection control CPD specific for educational roles Radiography Medical emergencies & CPR
D. Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental profession and put patients' interests first.	Ethical, legal Professional behaviours Equality and diversity training