**Annual Advanced Clinical Practitioner Appraisal**

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| **Personal Details** | |
| **ACP Name** |  |
| Year MSc achieved and professional background |  |
| Clinical Supervisor |  |
| Revalidation date |  |
| Weekly contracted hours |  |

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| **Appraisal for year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Appraisers name and role (e.g. GP, ACP lead, practice manager) |  |
| Appraisers name and role |  |
| Date of appraisal |  |

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| **Brief Review of previous year** | | | |
| Last Appraisal date: |  | Name(s) of previous appraiser(s) |  |
| Objectives achieved from last appraisal |  | | |
| Any outstanding objectives from last appraisal? |  | | |
| Mandatory Training up to date? |  | | |
| Episodes of absence from work? |  | | |
| Annual leave booked? |  | | |
| Are there any work concerns which may be affecting your health? |  | | |
| Compliments received? |  | | |
| Complaints or significant incidents? |  | | |
| Multi-source feedback to complete every 3 years |  | | |

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|  | **Please provide rationale and/or evidence** |
| Has the ACP provided evidence that they still meet the requirements of the [multi-professional framework](https://www.hee.nhs.uk/sites/default/files/documents/multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf) competencies in their portfolio? |  |
| Does the ACP portfolio contain evidence of the [core capabilities for General Practice/Primary Care](https://www.hee.nhs.uk/sites/default/files/documents/ACP%20Primary%20Care%20Nurse%20Fwk%202020.pdf)? |  |
| Audit of 10 patient records reviewed by the ACP lead or senior GP.  What went well? Are there any areas for improvement?  *See appendix 1* |  |
| Evidence of reflections and learning within the ACPs chosen portfolio |  |
| Clinical supervision sessions offered/attended? |  |
| Themes from multi-source feedback |  |

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| **Review of the 4 pillars of Advanced Practice**  The appraisee and appraiser should discuss each of the 4 pillars of advanced clinical practice to ensure that all elements are addressed. The previous year’s goals have been reviewed and new goals identified using the principles of SMART | **Appraisees comments** | **Appraiser’s comments** |
| **Clinical**  *Here it can be recorded that the relevant framework and competencies are being demonstrated and identify areas which may need further support and development, to include evidence of reflections, MSF, CBD, audit of patient records* |  |  |
| **Research**  *Here it can be recorded any research the ACP has participated in or implemented into practice, or any audits completed. Have any quality improvement projects been undertaken? Any research related cpd?* |  |  |
| **Education**  *Here it can be evidenced any educational updates or new learning that the ACP has undertaken. Any teaching or supervision the ACP has planned and delivered.* |  |  |
| **Leadership**  *Evidence can include rota writing, managing staff, appraisals of others, involvement with service improvement, writing of guidelines and policies.* |  |  |

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| **Personal development plan** |  |  |
| **Objective** | **Responsibility** | **Completion date** |
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| **Appraisee’s signature:** |  |
| **Appraiser’s signature:** |  |
| **Appraiser’s signature:** |  |