



PRACTICE NURSE APPRAISAL

INTRODUCTION FOR EMPLOYEES

The objective of the appraisal scheme is to improve your current and future job performance as a Practice employee, and therefore the performance of the Practice and the service you give to patients.

This resource pack has been developed in response to an identified need articulated by both nurses and general practitioners.

The resource pack is designed to help you and your Practice ensure that you are supported and developed in your role as an employee of the Practice. The appraisal process should also be supported by access to clinical supervision for nursing staff.

The appraisal process has three stages, and the folder contains a fourth section into which you can put evidence of your continuing professional development.

- **Part One** **Appraisal Preparation**
- **Part Two** **Appraisal Meeting – Review of the Year**
- **Part Three** **Appraisal Action Plan**
- **Part Four** **Evidence of CPD**

This pack takes you through the process of how to actively participate in the appraisal process.

It provides you with forms which will assist you and your Appraiser in the appraisal process. These forms can be downloaded from the following websites:

- www.rcn.org.uk/northernireland
- www.nipec.n-i.nhs.uk
- www.nimdfa.gov.uk

What is Appraisal?

Appraisal is an invaluable tool in maintaining a happy and productive workplace. It is not an instrument for managers to find fault with your work, but a medium through which you and your manager can identify your own strengths and areas for development.

What is Clinical Supervision?

"Supervision is the process of professional support and learning, undertaken through a range of activities, which enables individual registrant nurses to develop knowledge and competence, assume responsibility for their own practice and enhance service-user protection, quality and safety of care" (Brown, R. 2007 Report of the Review of Clinical Supervision for Nurses in the HPSS 2006. NIPEC, Belfast).

APPRAISAL PREPARATION

You should be given a date for your planned appraisal about four weeks before it is due and you will be told who has been assigned as your Appraiser.

At this point you should take time to complete the first part of the appraisal documentation in Part One of your pack. If the Appraiser needs to complete it, they should also do so at this stage.

This documentation is an aid to you to ensure you get the best from your appraisal. It asks you to:

- Consider what you have achieved over the past year
- Review objectives not achieved and reflect on why this happened
- Identify what you think are the key plans and objectives for the coming year
- List the additional skills and knowledge you may need to acquire to help you do your job better.

There is also a section for you to reflect on and raise any issues which you feel are important to you as a professional and as a Practice employee.

In preparation for your appraisal you should gather any evidence of continuing professional development or clinical supervision to bring with you to your meeting.

When you complete this preparation form send it to your Appraiser as this will help make sure the time you spend together is as constructive as possible.



Preparation by the Appraisee is an essential part of the appraisal process. This documentation allows the Appraisee and, if required, the Appraiser to provide information in writing prior to the formal meeting. This will have the advantage of providing a structure to the appraisal meeting agenda and ensuring that no surprises arise during the meeting.

Preparation is vital for both parties and listed below you will find areas for you to consider during the preparation. Appraisees should complete this preparation form and copy it to the Appraiser at least 2 weeks prior to the appraisal meeting.

Name of Appraisee

Name of Appraiser

What have been your (the Appraisee's) main achievements over the last year?

What objectives were not achieved over the period and what factors conspired to limit success in achieving these? How might these factors be minimised in the future?

**APPRAISAL
PREPARATION
FORM**

What are the key areas of work that need to be addressed and/or developed during the forthcoming year? Please give consideration to the relevant Practice objectives / plan.

(Future objectives should be discussed and agreed by Appraiser and Appraisee during the appraisal meeting)

What additional skills/knowledge/experience would help you, the Appraisee, do your job better?

What training and development needs do you have?

What other relevant issues do you wish to raise during your appraisal discussions?

Date

Signature

When completed send a copy to your Appraiser/Appraisee.

APPRAISAL MEETING - REVIEW OF THE YEAR

The Appraisal meeting should be arranged well in advance so both you and your Appraiser can focus on the issues and plan for the future.

Ideally the venue should be away from the Practice clinical area. It is important that both you and your Appraiser are comfortable and free from interruptions. You should avoid using common staff rooms.

The meeting – while some people find appraisals an anxious experience, if you and your Appraiser have prepared well, this should not be the case. The purpose of the meeting is for you both to:

- Reflect on the previous year
- Have an open, professional and honest discussion about your performance
- Identify what has helped you and what has hindered you from doing your best
- Assure the Practice you are accessing clinical supervision/support
- Plan for the following year, identifying your personal and professional needs.



Name of Appraisee:

Address and
Telephone Number:

Practice Address and
Telephone Number:

Date of Meeting:

Appraiser - name and job title

Appraisee - name and job title

Appraisal period from _____ **to** _____

Professional qualifications held

**Study days / learning and development activities in the last year
INCLUDING MANDATORY TRAINING**

NMC registration number and expiry date

Date of appointment to current post

Please identify any other current paid employment

Performance Review

This form requires a brief and factual description of the work you do in the Practice

Please summarise the activities you, the Appraisee, have undertaken in the Practice

Please provide brief details of other paid clinical work outside the Practice

Please provide brief details of any work for regional, national or international organisations, for example membership of committees or groups

Other professional activities – this could include membership of professional forums or special interest groups

What do you think are the main strengths and development needs you have in your clinical practice?

How has the clinical care you provide improved since your last appraisal?

What factors in your workplace, or more widely, constrain you significantly in achieving what you aim for in your clinical work?

What do you think are your clinical care development needs for the future?

Detail the clinical supervision/support activity completed in the year under review. Examples could include participation in peer supervision led by the Board or formal professional learning sets

Please detail any issues of concern that have been identified as a result

Appraiser Comments

I have discussed and agreed the full contents of this document with the Appraisee.

Signature:

Date:

Appraisee Comments and Agreement

I have discussed and agreed the full contents of this document with the Appraiser.

Signature:

Date:

Next Review Date

APPRAISAL ACTION PLAN

The development of an action plan is an essential part of the appraisal process. This helps you and your Appraiser to ensure that you have the appropriate skills and development opportunities to enable you and the Practice to provide the best possible services to your patients in the coming year.

The action plan will also help you to improve areas where you feel you need some additional support or training.

It is important that the action plan reflects:

- Your personal and professional needs
- The needs of the Practice
- The changing and developing needs of your patients.

The action plan is designed to be revisited on a regular basis during the year of the appraisal by an agreed date within the column 'date to be achieved'. In this way you ensure you achieve what is planned and if constraints prevent this, you and your Appraiser can address these or modify your plan.

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Identification of Key Areas for the Coming Year

Identify what are the agreed key areas
of work for the coming year

Practice plan objective	Key changes required in your service/clinical practice to meet this objective	Date to be achieved

PART 3

**APPRAISAL
ACTION PLAN**

Personal / Professional Objectives

In order to achieve these objectives, are there any areas of work that could be helped by learning/training and development opportunities?

This plan should be agreed by both the Appraisee and Appraiser. It should include any specific skill requirements and any on-the-job training requirements, **INCLUDING MANDATORY TRAINING.**

Training/ learning and development need	Why is this training needed?	Action	By whom?	When?

EVIDENCE TO SUPPORT PRACTICE

An important part of professional development is the collation and development of a professional portfolio of evidence. This section assists you in gathering some of this evidence, such as attendance records at seminars, study days or conferences. This will enable you to participate constructively in your appraisal.

Other resources are available through your professional organisations such as RCN and NIPEC which will support your learning, including access to the RCN Learning Zone at www.rcn.org.uk or the Development Framework at www.nipec.n-i.nhs.uk.

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