

## STRUCTURE OF THE APPRAISAL PORTFOLIO

The portfolio is divided into nine sections with advice on what each should contain and, if appropriate, templates that can be used to record information in a standard format.

- **Section 1** Section 1 contains your up to date personal details.
  - Form R is a template for your current personal details
  - Form 1 – Conditions of joining training programme
- **Section 2** Section 2 contains details of your current medical activities.
  - Form 2 is a template to describe all your medical activities.
- **Section 3** Section 3 relates to GMC Framework based upon the Standards of Good Medical Practice and gives specific guidance on the data and evidence required to support appraisal and review and on providing evidence regarding teaching and training, relationships with patients and working with colleagues
  - Form 3 is a template summarising the documents you put in this section.
- **Section 4** Section 4 concerns multi-source feedback (msf)
  - Form 4 is a template for msf pending final agreement of format
- **Section 5** Section 5 contains the summary of your Appraisal discussion
  - Form 5 is a template of the headings that should be covered in an appraisal. . Forms 5A and B and C are personal declarations on Licence to practice, Health and Probity
- **Section 6** Section 6 contains the Personal Development Plan (PDP). The PDP is both helpful and important, and, in discussion with your Educational Supervisor, will identify your developmental needs and plan the training in your next post.
  - Form 6 is a template for your PDP; it will be required by your next Educational Supervisor to plan the next stage of your training.
- **Section 7** Section 7 is for the storage of additional documentation needed to support the current appraisal process.

- **Section 8** Section 8 is for reflective notes. This section is the most personal part of your portfolio which is used to document your reflections on training and development and should contribute to the PDP.
  - Form 8 is a template for reflective notes.
- **Section 9** Archive for old documents.