

## Distance Appraisal Protocol

### Step 1: Preparation prior to the appraisal:

1. All relevant pre-appraisal documentation must be emailed to the appraiser **no less than two weeks prior to the appraisal date**. A minimum appraisal information set should include the following:

For all GPs:                      Forms 1-4 and most recent PDP  
Evidence of CPD  
Evidence of QIA  
Completed SEAs  
Copies of any complaint(s)  
Evidence of appropriate medical indemnity

For some GPs:                      Recent compass report  
CP2as (if appropriate)  
ICP forms (if relevant)

2. Appraisees should have paper copies of the **health and probity forms / declaration** available for them to sign in view of their appraiser during the appraisal.

3. Prior to the appraisal the appraiser will review the appraisal evidence and may request further evidence from the appraisee.

4. If the appraiser is not satisfied with the quality of the evidence received they may at any time cancel the distance appraisal and inform their lead appraiser.

### Step 2:            The Appraisal Discussion

1. Participants must ensure that the appraisal remains **private** and cannot be overheard
2. Both parties must have access to all the relevant documents
3. The appraisee will witness the appraisee signing the health and probity forms/declaration.
4. Following the appraisal the appraiser will complete Forms 4 and 6

**Distance appraisals must not be recorded**