

Personal Development Review and Plan

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|---|--|--|---|---|--|
| Full Name: | | Pay Band: | | Name of Appraising Manager: | |
| Position Held: | | Title of Manager: | | | |
| Date Last Reviewed: | | Date of this Review | | Is Core Skills Training (CST) up to date? (delete as appropriate) | |
| Appointed to Post | | Yes/No | | Overall score | |
| Pledges met | | | | | |
| Department /Ward: | | Re-Registration Due: If applicable | | | |
| Clinical staff only - baseline visual skin check of the hands for Dermatitis Completed: no action <input type="checkbox"/> Completed: referred to OH <input type="checkbox"/> | | COSHH Staff Health Record form completed and Occupational Health informed of outcome | | Y/N | |
| Clinical staff: Had flu vaccine for current season (Sept-Mar) <input type="checkbox"/> Y/N | | All staff: ALL OH immunisations up to date | | Y/N | |
| General Comments by on Successes | | | General Comments by Appraiser on Challenges | | |
| General Comments by Appraiser on Successes | | | General Comments by Appraiser on Challenges | | |
| Appraiser Date & Signature | | Appraiser Date & Signature | | | |

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| Part 2 | | Review of Competencies and Behaviours (for the previous year) | |
|------------------------|--|---|--|
| Competency/Behaviour | Examples | Evidence | |
| You feel cared for | <ul style="list-style-type: none"> I treat my colleagues with respect ensuring that I am polite, courteous and helpful at all times I treat my colleagues with dignity and fairness and value diversity I respect the beliefs of others I consistently display a good attitude and behaviour I consistently deliver high quality care (N/C) My care is compassionate and based on empathy, kindness, respect and dignity (N/C) | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |
| You feel in safe hands | <ul style="list-style-type: none"> I always ensure that the working environment is safe I accept responsibility for my actions, performance and behaviours in the workplace I speak up and I am an advocate for safety and always challenge poor attitude and behaviours I innovate and seek to improve local systems and processes to improve safety and the environment I have the knowledge and skills to deliver the highest standards of care based on research and evidence (N/C) | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |

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|--|--|--|--|
| <p>You feel confident</p> | <ul style="list-style-type: none"> • I always act professionally with my colleagues • I communicate regularly and effectively with colleagues • I work as an effective team member • I share skills and expertise for the benefit of colleagues • I listen to patients and involve them in decision making – ‘no decision about me without me’ (N/C) • My commitment is visible to both colleagues and to the patients (N/C) | | <p>Exceeded Expectations <input type="checkbox"/></p> <p>Met Expectations <input type="checkbox"/></p> <p>Below Expectations <input type="checkbox"/></p> |
| <p>You feel we value your time</p> | <ul style="list-style-type: none"> • I arrive on time and keep to time • I am committed to improvement • I keep up to date with best practice • I can prioritise work and adapt to changing circumstances | | <p>Exceeded Expectations <input type="checkbox"/></p> <p>Met Expectations <input type="checkbox"/></p> <p>Below Expectations <input type="checkbox"/></p> |
| <p>You feel it's getting better</p> | <ul style="list-style-type: none"> • I strive for and encourage improvement, innovations and excellence • I learn from my experiences and mistakes to simplify processes and eliminate waste • I use best practice examples to influence others • I am driven to achieving the Trust's objectives | | <p>Exceeded Expectations <input type="checkbox"/></p> <p>Met Expectations <input type="checkbox"/></p> <p>Below Expectations <input type="checkbox"/></p> |

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| Review of Competencies and Behaviours (for the previous year) – Applicable for people managers. | | | |
|---|---|----------|--|
| Competency/Behaviour | Examples | Evidence | |
| Effective people management | <ul style="list-style-type: none"> Leads by example Sets high standards; proactively promotes high performance Provides regular individual staff support and guidance Balances the needs of individual team members with those of the service | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |
| Values and recognises team members | <ul style="list-style-type: none"> Listens to and acknowledges the ideas and contributions of all team members Delegates work fairly and appropriately Develop staff to realise their full potential | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |
| Ensures that resources and priorities are balanced appropriately | <ul style="list-style-type: none"> Manages budget effectively Makes the best use of staff skills Makes the best use of resources available Always seeks best value for money and return on investment | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |
| Gives regular feedback on performance and manages poor performance effectively | <ul style="list-style-type: none"> Sets effective and realistic objectives Proactively manages under performers Praises and builds on high performance Conducts annual appraisals and regular one to one meetings with all direct reports | | Exceeded Expectations <input type="checkbox"/> |
| | | | Met Expectations <input type="checkbox"/> |
| | | | Below Expectations <input type="checkbox"/> |
| Job holder signature | | | Date |
| Appraiser/Manager signature | | | Date |

The (N/C) * denotes a nursing/clinical behaviour.

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You are the difference.

Staff Pledges

I will always introduce myself to patients and other staff - **Hello my name is...**

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

If I can't help you I will always ensure that I refer you to someone who can.

If I can see that someone looks like they need help, assistance or they look lost - I will always ask - **Can I help you?**

Does this member of staff demonstrate that they work with the Staff Pledges consistently on a day to day basis?

| | |
|-----------|--------------------------|
| Always | <input type="checkbox"/> |
| Often | <input type="checkbox"/> |
| Sometimes | <input type="checkbox"/> |
| Rarely | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

Personal Development Review and Plan

| Review of Objectives and Learning Development from previous 12 months | | | | |
|---|----------------------|---------------------------|--|--|
| Objectives | Measurement/Evidence | Gaps and General comments | | |
| | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> | |
| | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> | |
| | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> | |

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| | | | | |
|------------------------------------|--|--|--|---|
| | | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> |
| | | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> |
| | | | | <p>Over achieved <input type="checkbox"/></p> <p>Achieved <input type="checkbox"/></p> <p>Underachieved <input type="checkbox"/></p> |
| Job holder signature | | | | Date |
| Appraiser/Manager signature | | | | Date |

Personal Development Review and Plan

| Part 3 | | Objectives for the coming year | | | | | Evidence | | Achieved |
|--|-----------|--------------------------------|----------|--------------------------|--|------|----------|--|----------|
| Organisational/Directorate Objective | Objective | How will it be measured? | Due date | Resources/support needed | | | | | |
| To deliver high quality, integrated patient-centred services | | | | | | | | Over achieved Achieved Underachieved | |
| To ensure staff are able, empowered and responsible for the delivery of effective and compassionate care | | | | | | | | Over achieved Achieved Underachieved | |
| To achieve best practice performance standards | | | | | | | | Over achieved Achieved Underachieved | |
| To secure value for money and ensure the financial sustainability of the Trust | | | | | | | | Over achieved Achieved Underachieved | |
| To work with partners to improve the health and wellbeing of the people of Croydon | | | | | | | | Over achieved Achieved Underachieved | |
| Job holder signature | | | | | | Date | | | |
| Appraiser/Manager signature | | | | | | Date | | | |

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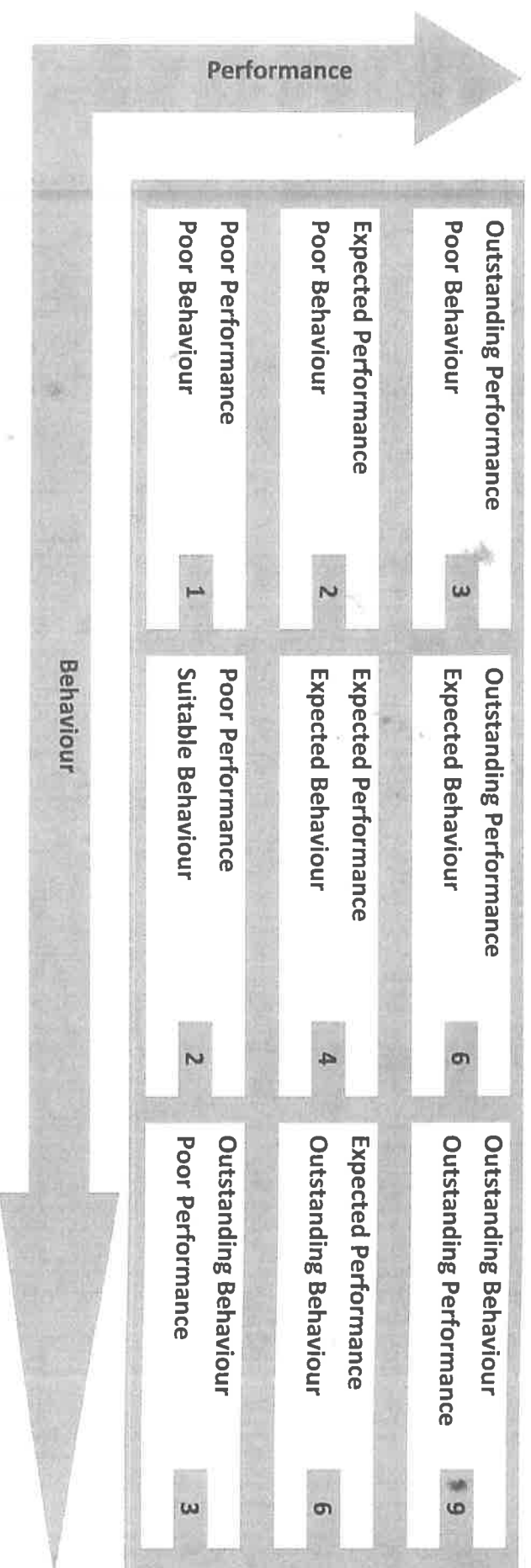
Calculating the overall score

| | |
|----------------------|--|
| Score for Behaviour | |
| Score for Objectives | |

Calculating behaviour score: appraisee receives a score of 1 for Below Expectations, 2 for Met Expectations and 3 for Exceeded Expectations. The mean average is calculated by dividing this score by the number of behaviours (5 for staff and 9 for people managers).

Calculating Performance Score: appraisee receives a score of 1 for Under Achieved, 2 for Achieved and 3 for Over Achieved. The mean average is calculated by dividing this score by the number of objectives.

Scores should be rounded to the nearest whole number where applicable. Both scores are to be multiplied together to give the overall score and circled in the grid below.



Personal Development Review and Plan

| Part 4 | | | | Personal Development Plan (PDP) | |
|-----------------|--|-------------------------------|--|---------------------------------|--|
| Name | | Job Title | | | |
| Team | | Department | | | |
| Name of Manager | | Job Title of Manager | | | |
| Date of PDR | | Time period covered (from/to) | | | |

| Area/s for Development | Relates to: PDR Objective, Behaviour | How will it be achieved? | What will be the Outcome? (outline the evidence that will be supplied) | Target Date | Review Date |
|------------------------|--------------------------------------|--------------------------|--|-------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |

| | | | |
|-----------------------------|--|------|--|
| Job holder signature | | Date | |
| Appraiser/Manager signature | | Date | |
| Manager's manager name | | | |
| Manager's Manager signature | | Date | |

Personal Development Review and Plan

Core Skills Training Record

Please note: Attendance of Core Skills Training is not a suitable development objective. This section is purely for reference.

| Core Skill Subject | Date Completed | Frequency | Staff Group |
|--------------------------------------|----------------|---------------------------|--|
| Fire Awareness | | Annually | All |
| Emergency Planning | | Annually | All |
| Information Governance | | Annually | All |
| Health and Safety | | Every 2 years | All |
| Infection Control | | Annually (clinical Staff) | Clinical Staff |
| Equality, Diversity and Human Rights | | Every 3 years | Non Clinical |
| Safeguarding Children | | Every 3 years | All |
| | | Every 3 years | Staff with no client contact |
| | | Every 3 years | Staff with client contact |
| | | Annually | Staff who deliver services to children |
| Safeguarding Adult | | | |
| | | Every 3 years | Staff with no client contact |
| | | Every 3 years | Staff with adult client |
| | | Annually | Staff who deliver services to adults |
| Manual Handling | | Every 2 years | All Staff |
| Conflict Resolution | | Every 3 years | All Front Line Staff |
| Blood Transfusion | | Annually | Clinical staff who are involved in any aspect of the blood transfusion process |
| Inpatient Falls | | Annually | Clinical Staff who provide care to adults |
| Basic Life Support | | Annually | Clinical Staff |