|  |  |
| --- | --- |
| Your name |  |
| Your chamber |  |
| Event location |  |
| Date |  |

|  |  |
| --- | --- |
| #1 | Title of significant event? |
| Type your title here |
| #2 | Date the event was discussed, and the roles of those present |
|  |
| #3 | Describe this event; what happened? |
|  |
| #4 | What went well? |
|  |
| #5 | What could have gone better? |
|  |
| #6 | What reflections do you have in relation to this case? Or use the [NASGP’s structured clinical reflection](http://www.nasgp.org.uk/question/appraisalaid-best-way-to-record-your-reflections/) tool? |
| Reflect in terms of [GMC domains for Good Medical Practice](http://www.gmc-uk.org/static/documents/content/GMC_Revalidation_A4_Guidance_GMP_Framework_04.pdf) which underpin appraisal* Knowledge, skills, performance
* Safety and quality
* Communication, partnership, and teamwork
* Maintaining trust
 |
|  |
| #7 | What changes have been agreed: |
| * for me personally
 |
|  |
| * for the team
 |
|  |
| #8 | Changes carried out and their effect? |
|  |
| #9 | Record your CPD credits *(1 credit = 1 hour learning demonstrated by reflective record)* |
|  |

##

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## Tips

* This template is just a suggestion. It is designed to lead you through the process of demonstrating that you are constantly evaluating your performance and learning needs, and implementing improvements when needed.
* Mess around with it if you can make it more meaningful to you.
* If you have chosen to use this template
	+ Store it somewhere safe so you can swiftly access it when you need it in consultations and when it comes to preparing your appraisal evidence. [Cloud-based storage can be a good option](http://www.nasgp.org.uk/question/appraisalaid-using-cloud-based-storage/).
	+ You’ve already done most of the hard “thinking” work, so populating your appraisal toolkit with your reflections should be just an admin task of “copy and pasting” the relevant bits and uploading the document.

If you have any ideas or examples of learning activities then [please share them with the rest of us at NASGP](http://www.nasgp.org.uk/contact).