

Form 6 – detailed confidential account of appraisal interview

Aim – to provide the opportunity, if required, to record a fuller, more detailed account of the appraisal discussion than is recorded on Form 4 and which both parties feel may inform or help the next appraisal round.

This form is confidential and is not intended to form part of the documentation going to the Chief Executive (see Introduction). However, as is made clear in the Introduction, there is a duty to pass on any serious concerns arising during appraisal that could affect patient care.

You should exercise great caution in commenting on third parties. Any comments you make about third parties should be supported by firm evidence. You should not use this form to record concerns about the performance of colleagues for which action should be taken under a separate procedure, for example, GMC fitness to practise procedures (see Introduction, 'Should concerns arise during appraisal').

Completion of this form is not obligatory.

1. Good medical care	2. Maintaining good medical practice
3. Working relationships with colleagues	4. Relations with patients
5. Teaching and training	6. Probity
7. Health	8. Any other points

Appraiser

Appraisee

Date