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| Your Appraisal is your Time to TalkYour appraisal is your protected time with your manager/appraiser to discuss your job role, your achievements and review what support you may need. The form has been designed with the appraisal meeting in mind, in a manner that reflects how the appraisal conversation may flow.Your annual appraisal forms part of your ongoing conversations with your manager. If you feel you need to raise something, don’t wait for your appraisal, speak to your manager in your regular meetings such as one to ones, quarterly reviews, or arrange an appointment to see them.This appraisal form is for all staff except Medical staff/GMC registered who have their own separate process and documentation. This form must be completed after reading the guidance document which can be found under A on the intranet or following this link [Appraisals (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/career-development/appraisals/) |

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| **Name Appraisee**  |  | **Employee Number** |  |
| **Appraiser / Line Manager** |  | **Date of objective setting/last appraisal** |  |
| **Date of next review**  |  | **Date of appraisal** |  |

 **Part A – Your job role**

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| **1 Review against last year’s objectives** Guidance note: Use this opportunity to review what you achieved and any new skills and learning gained/undertaken. It may be that amendments to objectives were needed as a result of being redeployed or because the priorities of the service changed.  |
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| 1. **Thinking back over the last year - What do you think has gone well?**

How have you demonstrated the Trust Values of Kind, Connected and Bold? (We launched our new values on 14/02/22, so please feel free to refer to our previous values of Collaborative, Honest, Accountable, Innovative and Respectful, if you prefer) This could be an example of showing kindness to patients and colleagues, communicating in a clear and open way, developing and nurturing relationships, seeking out and listening to the perspectives of others, being prepared to tackle difficult situations and supporting your colleagues to thrive. |
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| **3 What do you think has not gone so well over the last year?** When reflecting back, were there opportunities for change? Have there been things outside of your control or the Trusts that have impacted on this / you? |
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| **4 Thinking about the future, how can we support your career aspirations?** |
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| **5 Objectives for this year.** **Objectives should be agreed between team member and manager. For more on how to set SMART objectives please see our guidance here** [Appraisals (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/career-development/appraisals/)Are there any improvements or innovations that you have thought about introducing? These will be finalised in discussion with your manager during the appraisal meeting. |
| Objective | Key milestones with dates | Review meeting notes for completion at 6 and 12 month review meetings |
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| **6 What development is needed over the next twelve months to help you achieve your objectives and support your**  **career progression and personal development?** |
| Development | When will it be completed | Review meeting notes for completion at 6 and 12 month review meetings |
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|  **Overall role performance comments - colleague** |  **Overall role performance comments - appraiser** |
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**Part B - Health and Wellbeing**

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| **Is there anything you would like to discuss about your wellbeing and how this impacts on you whilst at work?** This could include anything that matters to you. This could be a review of what you have already made us aware of, such as; caring responsibilities, health conditions or personal circumstances. You may want to include what is a good day and a bad day/what would be a trigger for you at work/ any existing reasonable adjustments. |
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| **Is there anything that would support your wellbeing whilst at work which we have not already discussed?**  |
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| **The way forward to support your health and wellbeing – to be** completed together in the appraisal meeting.Think about what is practical, reasonable and likely to be effective. Detail clearly each action and who will do what. If you are unsure about how to take an action forward, detail who will look into it and by when. If an adjustment is not currently possible please detail the steps taken to consider this and the reason(s) it is not practical, reasonable or effective.  | **Action** | **Date/Responsibility** |
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| **Sharing with your team - please agree if applicable any information that you feel could be shared with your team to support your health and wellbeing** (note below what information can be shared and who with, and make clear which information you would prefer not to be shared. |
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**Part C Annual Checks**

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| **Annual Checks** | Tick when completed or N/A |
| Mandatory and role-based training checked and all up to date or dates booked **Comments**: |  |
| **Nurses and Midwives** annual revalidation annual record form completed to check progress go to [Appraisals (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/career-development/appraisals/) |  |
| **Annual Declaration of Good Character:** I hereby declare that I understand that it is my responsibility to inform the Trust of any change in my status with regard to criminal convictions / cautions / criminal proceedings since commencement of my employment with the Trust or completion of my DBS (Disclosure and Barring Service) Enhanced or Standard Disclosure. The nature of the circumstances of the offence will be considered during review. Please delete the statements that **do not** apply.* There has been no change in my status regarding criminal convictions / cautions
* There has been a change but I have not informed my manager
* There has been a change and I have informed my manager
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| The following additional annual checks have been completed for Medical devices, Practice supervisors, and/or practice assessors of trainee nursing associates and nursing or midwifery students only and Non-Medical Prescribing access here [Appraisals (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/career-development/appraisals/) |  |
| **Annual review of flexible working**Where there is flexible working already in place review if this is still working for both employee and department, and/or if any changes are required.Where there is no flexible working in place, confirm if any review of working pattern is required |  |
| **The Conflicts of Interest Policy (including Sponsorship, Gifts and Hospitality)** requires all staff to declare certain pecuniary benefits. The requirement to make a declaration is dependent on the value of the pecuniary benefit (gift/ hospitality/sponsorship) and whether the 'giving' party has a relationship with the Trust ('Interested Third Party'). Under the Staff Code of Conduct all staff have to declare actual, potential or perceived conflicts of interests which might arise out of secondary employment, the holding of shares, etc.Appraisee declaration - I confirm that I have read and understood the aforementioned Conflicts of Interest Policy (including Sponsorship, Gifts and Hospitality) and Staff Code of Conduct and have made all relevant declarations. [Conflict of interest declaration form](http://uhbhome/conflict-of-interest-declaration-form.htm).  |  |
| **Individual’s Signature**  |  |
| **Manager’s Signature** |  |
| **IMPORTANT – ACTION REQUIRED:**Appraisers: Please make sure that this appraisal is reported. To register this on the reporting tool please follow this link[**Appraisals (uhb.nhs.uk)**](https://www.uhb.nhs.uk/one-trust/appraisals)A copy of the documentation must be kept in the staff member’s personnel file and a copy kept by the appraisee. |

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| **Resources** |
| **Wellbeing Resources:** For guidance on our Trust wellbeing offer, information on managing your physical health and mental wellbeing including staff support, staff networks and financial support, please see our intranet pages [**Health and well-being (uhb.nhs.uk)**](https://www.uhb.nhs.uk/coronavirus-staff/health-and-well-being.htm)**HR website:** This includes information and guidance on flexible working (including home working), guidance on taking time off work, work life balance, occupational health; pay; performance improvement and employee relations. [HR website (uhb.nhs.uk)](https://www.uhb.nhs.uk/hr/) **Development Resources:** For education resources please see the [Education (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/)**Leadership Resources:** The Trust’s Leadership information can be found on the intranet [Leadership development](http://uhbhome/leadership-development.htm) **Building Healthier Teams**: For colleagues working in a band 3-6 role with line management responsibilities (first line leaders). You will automatically be enrolled if you are a first line leader when you join the Trust, or if you are promoted into a band 3-6 role with line management responsibilities. More information can be found at[**www.buildinghealthier.co.uk**](http://www.buildinghealthier.co.uk)**.** Please contact **Leadership@uhb.nhs.uk** if you have any questions. **Apprenticeships:** Apprenticeships are available for all staff, both Clinical and Non-Clinical and are an excellent way to develop and learn new skills. Contact the Team at **apprenticeships@uhb.nhs.uk****.****Mentoring opportunities:** You can find out more on mentoring opportunities at the Trust and how mentoring can support your personal and career development by visiting the Staff Experience page on the intranet.**Reciprocal mentoring**: is two-way style of mentoring that was introduced by the Trust’s Fairness Taskforce. This mentoring programme sees colleagues who are band 8a and below randomly paired with a more senior colleague (band 8b and above). If you would like to express your interest for the next cohort for reciprocal mentoring, please contact the Fairness Taskforce email: FairnessTaskforce@uhb.nhs.uk**360 degree:** This tool can be used to gather wider feedback on a person’s behaviour and should be undertaken around the time of the person’s appraisal. For more information please look on the intranet under appraisal.**On-line platforms:** UHB colleagues can access [Moodle](https://www.education.uhb.nhs.uk/platforms/moodle.htm) to complete online learning including mandatory training, inclusion resources and other courses whilst [Easylearning](https://www.education.uhb.nhs.uk/platforms/easylearning.htm) allows you to book training courses and track your progress. Both systems can be accessed here: [Platforms (uhb.nhs.uk)](https://www.education.uhb.nhs.uk/platforms/)**Career Development Platform**: Thousands of resources are available on the [Career Development Platform](https://www.education.uhb.nhs.uk/platforms/career-development-platform.htm), including self-assessment tools, short educational videos, inspiring articles and eLearning across a wide range of topics. The platform can be accessed at work or from home, so please make the most of this opportunity to develop in a way that is convenient to you. You can register [here](https://uhb.careercentre.me/auth/signup/uhb/?AuthToken=AEE7D325-A05E-4170-91F2-84C55EE0C23D) with your work email address. If you have any queries, please email **staffexperience@uhb.nhs.uk**National Leadership courses: National NHS Leadership Academy courses are named after inspiring leaders who made a significant difference to health and patient care; there will be one that is perfect for you! Please see [**www.leadershipacademy.nhs.uk**](http://www.leadershipacademy.nhs.uk)for more information.  |