

Appraisal Discussion Form

At UHD we want all our staff to feel valued and understand the positive impact they make to our patients, our staff, and the wider organisation. Our values-based appraisal provides an opportunity to review and recognise achievements and progress, as well as receive feedback, establish future objectives and development.

Your name	
Your job title	
Department/Ward	
Care Group / Directorate	

Name of Appraiser	
Job Title of Appraiser	
Date of Appraisal	

Appraisals are an ideal opportunity to make sure that your contact information is up-to-date on ESR. Please take some time to double check this information and update it if necessary.

Reflect

- Before your appraisal, take time to reflect on where you are in your role and what you want for your future.
- Use the Preparation Form to help with this and prepare for your appraisal discussion.

Review

- In discussion with your appraiser you will:
 - review your past objectives
 - consider the behaviours you have demonstrated
 - discuss your current role and future aspirations

Plan

- With your appraiser consider the overall team objectives.
- Discuss and agree your individual work place objectives and personal development plan

Summary of Discussions

Looking back over the last period – summary of discussion

(Optional examples include: Feedback received, learning, workplace examples; involvement in groups i.e. networks, champions)

Review of last year's objectives

What I needed to deliver	When I needed to do this by	What went well	What I learnt	Achieved?

Trust Values

Value	Examples of behaviour (for full details refer to the UHD Behaviour Framework)	Summary of discussion
We are caring	Being approachable and friendly to everyone, smiling and making eye contact. I am kind, caring, respectful and compassionate - seeking to understand the needs of others Exceeding expectations and helping others	How have I demonstrated the trust values this year?
We are one team	Working collaboratively with others to ensure excellent quality care. Offering help and support and encouragement in difficult times, learning from others and celebrating success. Working efficiently and flexibly to make the best use of available resources and supporting the team.	
We are listening to understand	Communicating clearly and effectively, overcoming barriers and understanding the impact on others. Listening to fully understand different points of view Recognising and openly valuing the contributions and opinions of others.	
We are open and honest	Being honest with other and offering constructive feedback, sharing experiences and learning. Speaking openly about experiences and encouraging others to do the same, creating an environment where it is safe to speak out. Contributing an open reporting and learning culture by supporting others when things go wrong.	
We are always improving	Striving to do my best, developing myself and trying new ways of doing things and learning from others. Actively seeking to remove obstacles and barriers, and making suggestions to improve my service(s). Considering the impact any changes and decisions have on the budget and other stakeholders.	
We are inclusive	Valuing the diversity and differences of everyone by treating people with fairness, respect and dignity; without favouritism or discrimination. Challenging behaviours and practices that exclude others. Promoting a sense of belonging and inclusivity, where everyone has a voice and is able to contribute.	

Based on your discussion above, have you identified any development needs?

Part 1: My current role and my health and wellbeing

Thinking about now and my future

Part 2: My future aspirations

How are you? How do you feel?

How is work going? What do you need in order to do your job effectively

What challenges/obstacles are you faced with? What ideas do you have to overcome these?

What could be done to improve your working life?

What would you like to achieve in your current role?

Would you like your role to evolve or change?
If so, how?

What are your future aspirations?

Only if applicable;-

If you are looking for another role, based on your performance in your current role (i.e. the review of your objectives and behaviours) agree with your appraiser your readiness for this.

Now ☐ 6 – 12 months ☐ 2 – 3 years ☐

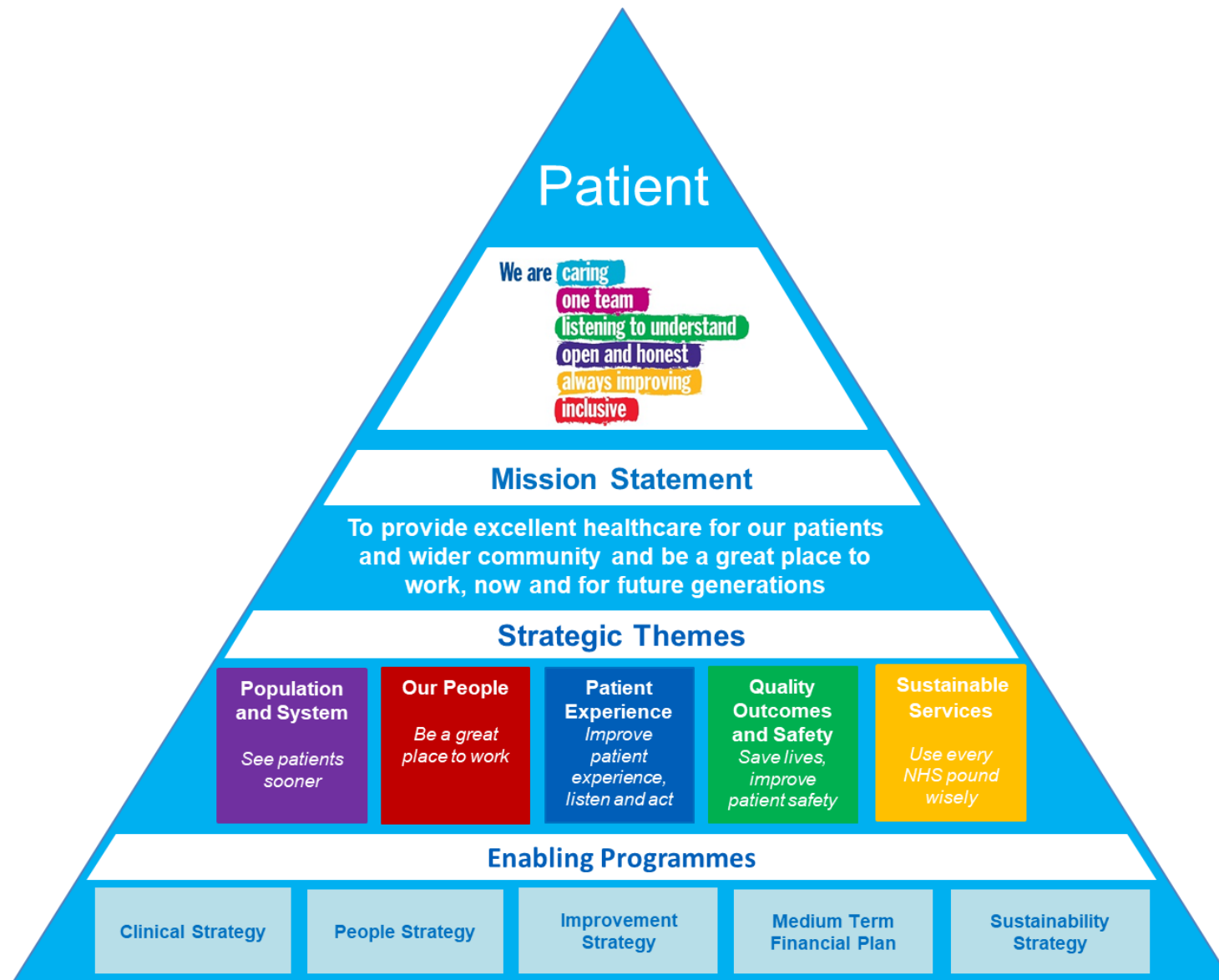
Based on your discussion above, what development do you need?

What support do you need?

If you manage other people, what are you doing to support the health and wellbeing of your team members?

My Objectives

The Trust's 2024/25 strategic objectives



Strategic Theme	Strapline	Vision LONG TERM	Strategic Goal MEDIUM TERM: 3 -5 YEARS	Breakthrough Objective SHORT TERM: 12 – 18 MONTHS
POPULATION AND SYSTEM <i>Mark Mould</i>	"See patients sooner"	Consistently delivering timely, appropriate, accessible care as part of a wider integrated care system for our patients.	<ul style="list-style-type: none"> Meeting the patient national constitutional standards for Planned and Emergency care, reducing inequalities in outcome and access and improving productivity and value 	<ul style="list-style-type: none"> Planned Care - to achieve 109% weighted value elective activity against a 2019/20 baseline, including specialist advice and guidance Emergency/Urgent Care: >78% of patients treated within 4 hours through the emergency care pathway
OUR PEOPLE <i>Tina Ricketts</i>	"Be a great place to work"	To be a great place to work, attracting and retaining the best talent.	<ul style="list-style-type: none"> Significantly improved staff experience, engagement and retention NHS Staff Survey results in top 20% of comparator Trusts 	To deliver improvements in the NHS Staff Survey Results for: <ul style="list-style-type: none"> "I would recommend my organisation as a place to work" > 65% Staff Engagement Score > 7.1 / 10
PATIENT EXPERIENCE <i>Sarah Herbert</i>	"Improve patient experience listen and act"	All patients at UHD receive quality care which results in a positive experience for them, their families and carers. Every team is empowered to make continuous improvement by engaging with patients in a meaningful way, using their feedback to make change.	<ul style="list-style-type: none"> Rated as Outstanding by CQC as Caring Over 80% of our employees see patient care as a top priority for UHD In the top 20% of NHS Acute Hospital Trusts on the 'overall experience' section in all CQC national surveys 	<ul style="list-style-type: none"> A 5% improvement in employees who see patient care as a top priority for UHD To increase the Friends & Family Test (FFT) and Have Your Say (HYS) feedback rates by 30%
QUALITY OUTCOMES AND SAFETY <i>Peter Wilson</i>	"Save lives, improve patient safety"	To be rated the safest Trust in the country and be seen by our staff, as an outstanding organisation for effectiveness (Hospitalised Standardised Mortality Ratios – HSMR) and patient safety (Patient Safety Incidents - PSIs).	<ul style="list-style-type: none"> In the top 20% of trusts in country for Hospitalised Standard Mortality Ratios (HSMR) Rated as Outstanding by CQC for Safety Decrease severe/moderate harm Patient Safety Incidents (as a ratio of all incidents) by 30% Over 80% of employees believe the Trust promotes a safety culture 	<ul style="list-style-type: none"> HSMR <100 Improve Staff Survey safety culture questions by 5% Implement UHD PSaF
SUSTAINABLE SERVICES <i>Pete Papworth</i>	"Use every NHS pound wisely"	To maximise value for money enabling further investment and sustainability in our services to improve the timeliness and quality of care for our patients, and the working lives of our staff.	<ul style="list-style-type: none"> Return to recurrent financial surplus from 2026/27 Rated as Outstanding by the CQC for our Use of Resources Achieve our Green UHD goals of sustainability for people and planet, and 80% carbon reduction by 2030 	<ul style="list-style-type: none"> To fully deliver the budgeted Efficiency Improvement Programme target with at least 80% achieved recurrently

My team's 2024/25 objectives [update as appropriate]

This year our team will.....

My work place objectives (Tasks or projects relating to Trust and Team objectives)

What I need to deliver	How this will be measured	When I need to do this by	What support I might need

Personal Development Plan

Have you met the clinical/professional/technical requirements for your role as outlined in your job description? (If relevant, please attach your professional standards portfolio)	Yes <input type="checkbox"/> No <input type="checkbox"/>
'Is your brain green?' – A reminder to review your core skill requirements. Also consider other professional training or development requirements as well as any department specific training?	Yes <input type="checkbox"/> No <input type="checkbox"/>

My personal development objectives (this includes skills, knowledge and/or behaviours that need developing in order to achieve your work place objectives and/or future aspirations)

What do I want/need to learn?	What will I do to achieve this? (Consider all types of learning methods)	What resources or support will I need?	What will my success criteria be? (Link to workplace objectives if appropriate)	When I need to do this by

Has your appraisal helped you to agree clear objectives for your work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your appraisal left you feeling that your work is valued by your organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPRAISER- Record any overall comments	Signed
	Date
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