Pay progression review

Name:

Role:

Clinical Manager name:

Date of pay progression review:

Date pay progression due:

Date of last appraisal:

## Summary of pay progression review meeting

Doctor’s summary

Manager’s summary

|  |  |  |
| --- | --- | --- |
| **Pay progression requirements** | **Yes** | **No** |
| [delete as appropriate]    **Specialty doctor standard pay progression:**    Participated satisfactorily in the job planning process on a yearly basis, including:   * + making every reasonable effort to meet the time and service commitments in their job plan and participated in the annual job plan review   + meeting the personal objectives in the job plan, or where this is not achieved for reasons beyond the doctor’s control, made every reasonable effort to do so   + working towards any changes identified in the last job plan review as being necessary to support achievement of joint objectives.     Participated satisfactorily in the medical appraisal process on a yearly basis in accordance with the General Medical Council’s (GMC) requirements set out in ‘Good Medical Practice’, and the outcomes are in line with organisational standards and objectives.    Demonstrated yearly completion of the employing organisations mandatory training, or where this is not achieved for reasons beyond the doctors’ control, made every reasonable effort to do so.    No live disciplinary sanction on the doctor’s record.    No formal capability process in place.    Progression through a higher threshold (specialty doctors only):    Doctors have met the standard pay progression criteria.    Doctors should be able to demonstrate an increasing ability to take decisions and carry responsibility without direct supervision.    Doctors should also provide evidence to demonstrate their contributions to a wider role, for example, meaningful participation in, or contribution to any of the following relevant areas:   * management or leadership * service development and modernisation * teaching and training (of others) * committee work * representative work * innovation * audit.     Specialist grade pay progression requirements:    Participated satisfactorily in the job planning process on a yearly basis, including:   * making every reasonable effort to meet the time and service commitments in their job plan and participated in the annual job plan review * meeting the personal objectives in the job plan, or where this is not achieved for reasons beyond the doctor’s control, made every reasonable effort to do so * working towards any changes identified in the last job plan review as being necessary to support achievement of joint objectives.     Participated satisfactorily in the medical appraisal process on a yearly basis in accordance with the GMC’s requirements set out in ‘Good Medical Practice’, and the outcomes are in line with organisational standards and objectives.    Undertaken anonymous colleague and patient multi-source feedback (MSF) exercises since appointment/ last progression and demonstrate learning from the results. This learning will be considered as having been completed where the doctor has articulated learning points from the exercise and can demonstrate their delivery.    Performed a full audit cycle into a chosen aspect of their personal clinical practice and demonstrated any learning identified is being addressed. The audit will be chosen by the doctor and must be agreed with the clinical director as part of the job planning process.    Demonstrated ability to deliver learning to others by completion of either clinical or educational supervisor training and/or delivery of a minimum of one educational lecture/workshop relevant to area of practice to clinicians.    Demonstrated yearly completion of the employing organisation’s mandatory training or where this is not achieved for reasons beyond the doctor’s control, made every reasonable effort to do so.    No live disciplinary sanction on the doctor’s record.    No formal capability process in place. |  |  |

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| --- | --- | --- |
| Assessment of standards  Is pay progression approved or deferred | Approved? | Deferred? |
| Reasons for this decision |  | |

Signed (clinical manager) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (SAS doctor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Action plan and timescales

Manager and doctor to agree an action plan and timescales if the employee does not meet the required standards.