

Annual Report Template Appendix B

Audit of all missed or incomplete appraisals audit

| Doctor factors (total) | Number |
|---|---------------------------|
| Maternity leave during the majority of the 'appraisal due window' | 10 |
| Sickness absence during the majority of the 'appraisal due window' | N/A |
| Prolonged leave during the majority of the 'appraisal due window' | 1 |
| Suspension during the majority of the 'appraisal due window' | N/A |
| New starter within 3 month of appraisal due date | N/A |
| New starter more than 3 months from appraisal due date | N/A |
| Postponed due to incomplete portfolio/insufficient supporting information | N/A |
| Appraisal outputs not signed off by doctor within 28 days | N/A |
| Lack of time of doctor | <i>See comments below</i> |
| Lack of engagement of doctor | N/A |
| Other doctor factors | N/A |
| (describe) | <i>See comments below</i> |
| Appraiser factors | Number |
| Unplanned absence of appraiser | N/A |
| Appraisal outputs not signed off by appraiser within 28 days | N/A |
| Lack of time of appraiser | <i>See comments below</i> |
| Other appraiser factors (describe) | N/A |
| (describe) | <i>See comments below</i> |
| Organisational factors | Number |
| Administration or management factors | <i>See comments below</i> |
| Failure of electronic information systems | N/A |
| Insufficient numbers of trained appraisers | N/A |
| Other organisational factors (describe) | N/A |

Comments: Other than maternity leave and career break (recorded above under "prolonged leave", specific details of the factors for missed appraisals are not currently recorded. The majority are due to lack of time of the doctor/appraiser. A small number are due to administration factors.