

## **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	n 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		
<ul> <li>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</li> </ul>		
<ul> <li>working towards any changes         identified in the last job plan review         as being necessary to support         achievement of joint objectives</li> </ul>		
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 disciplinary sanction live 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	
<ul> <li>innovation</li> <li>audit.</li> </ul> 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	
<ul> <li>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</li> <li>working towards any changes identified in the last job plan review as being necessary to support achievement of joint objectives</li> </ul>	
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 disciplinary sanction live on the doctor's record.	
No formal capability process in place.	

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



## **Action plan and timescales**

Manager and doctor to agree an action plan and timesca meet the required standards.	les if the employee does not
Signature (Doctor)	Date
Signature (Manager)	Date