

Appendix 1 Summary of missed or incomplete appraisals 2018-19

Audit of all missed or incomplete appraisal in period 1 April 2018 -31 March 2019

Doctor factors [total]	Number
Maternity leave during the majority of the 'appraisal due window'	1
Sickness absence during the majority of the 'appraisal due window'	1
Prolonged leave during the majority of the 'appraisal due window'	1
Suspension during the majority of the 'appraisal due window'	
New starter within the 3 month of appraisal due date	6
New starter more than 3 months from appraisal due date	7
Postponed due to incomplete portfolio/insufficient supporting information	2
Appraisal outputs not signed off by the doctor within 28 days	1
Lack of time of doctor	
Lack of engagement of doctor	14
Other doctor factors	6
Appraiser factors	
Unplanned absence of appraiser	
Appraisal outputs not signed off by appraiser within 28 days	1
Lack of time of appraiser	
Other appraiser factors – Lack of engagement from allocated appraiser	2
Organisational factors	
Administration or management factors	
Failure of electronic information systems	
Insufficient numbers of trained appraisers	
Other organisational factors – Mix of no due date given when account setup by administration and incorrect due date advised by appraiser	
Total	42