

Faculty of Sport and Exercise Medicine (UK)

CHECKLIST FOR APPRAISEES

Suggested Documents to bring to your FSEM Appraisal Interview

Category	Detail	Check <input type="checkbox"/>
Faculty subscription	Evidence of payment of current year subscription	
Diploma/MSc/Faculty original certificates	<i>To be shown at your first FSEM appraisal</i>	
PDP	Previous Appraisal	
Weekly Job plan	Detailed in FSEM appraisal application	
CV	Current CV	
Workload stats	NHS /Private practice / Institute work Sports Club / NGB Other	
Questionnaires	Staff 360 deg Patient feedback Others	
Documentation for	Lectures given CPD- internal and external Teaching (in OPD etc) Management meetings Examining duties (marking , preparing , examining) Research completed and ongoing Ultrasound/Epidural/Acupuncture/Comp.pressure etc updates where appropriate	
Audits	Management Clinical	
Immediate/Emergency care	Certification showing completion Annual Pre-Hospital Immediate Care or Emergency care course or equivalent	
Critical Incident reports	X 2 minimum	
Letters from	Employer(s)	
Evidence for	Probity (ie testimonials) Health (ie sickness absence)	