Reflection template for appraisal

Use one page for each experience you want to reflect on. Keep it short: the learning matters more than the detail.

Before you write: anonymise everything. Do not include names, ages, precise locations, dates or times of patients or colleagues. Focus on what you learned, not the facts of the case. Keep factual details in your organisation's incident system, not here.

Date of this reflection

Type of supporting information (circle one)

CPD | Quality improvement | Significant event | Patient feedback | Colleague feedback | Complaint or compliment

Brief description *Two or three lines. What was the experience? No identifying details.*

What? *What was I thinking when I acted or made the decision I did? What did I do?*

So what? *How did I feel, and why did it matter? What did I learn, including from others' views or feedback?*

Now what? *What will I do differently next time, or keep doing? Who do I need to tell?*

How will I know it worked? *For example a repeat audit, repeat feedback, or a discussion with my appraiser.*

Discussed with, and date *Role only, for example colleague, supervisor or appraiser. Add to my personal development plan? Yes / No*

Based on the What? So what? Now what? framework described in the GMC's guidance, The reflective practitioner. Free to use for your own appraisal. This template carries the drtapase.co.uk branding; please keep it intact.