**Appraisal preparation checklist**

Tick each box when achieved:

🞏 Collate tools completed by your peer that evidence your practice.

🞏 If appropriate present your SOAP notes.

🞏 Read through your evidence collected for the week.

🞏 Reflect on what learning outcome(s) your evidence supports.

🞏 Create your weekly learning goals for discussion based on analysis of your reflection.

🞏 To maximise the efficient use of appraisal time order your evidence with each learning outcome.