Name:

Name of Line Manager:

Name of Clinical Reviewer:

Name of Manager’s Manager:

Date of ARC meeting/s:

|  |  |  |
| --- | --- | --- |
| **ARC Topics discussed** | **Key points and/or assigned actions** | **Responsibility (Individual, Line Manager or Department)** |
| **Review:** Individual Contribution, Impact |  |  |
| **Reflect:** Reflections and learning |  |  |
| **Working well:** Wellbeing and working environment |  |  |
| **Career:** Career aspirations and support needs |  |  |

*Please see the guidance notes on page 2 of this document for information on how to complete this form.*

**Once completed, the below table should be copied and pasted into an email to your manager’s manager so that they can have an understanding of your contribution to the team over the year ahead.**

|  |  |  |
| --- | --- | --- |
| **Plan:** Objectives and expectations for the year ahead.  *Include any personal development objectives that will support the delivery of your objectives. Please refer to the Values and Behaviours framework to identify the values and behaviours that will support the delivery of your work objectives.* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign off:** | **Imperial Reviewer:**  **Date:** | **Clinical Reviewer:**  **Date:** | **Reviewee:**  **Date:** |

***All parties should keep a copy of this document to support regular conversations about work and development goals and to aid planning.***

**Guidance note**:

This document should be used to support a meaningful conversation during the Annual Review Conversation.

This document has been designed to prompt and capture the important notes and actions from your ARC. Once the meeting has taken place, it is the staff member’s responsibility to write up the notes and actions and share this form with their Line Manager and Clinical Reviewer.

**Because you are a Clinical Academic, there are specific questions you will need to answer and record to ensure that this form covers both the Imperial ARC process as well as your Trust’s process. These will have been detailed in the email sent to you and your manager after you completed your Agenda Setting and Reflections Survey.**

It is the member of staff’s responsibility to share the ‘Plan’ row of this form as well as any agreed actions or feedback for the Department. Once completed the Line Manager should update ICIS to confirm the conversation has taken place.

Now that you have completed the ARC process, we would love to get your feedback on how you found it and what support would be helpful to you. Please take 5 minutes to provide some feedback at the following survey: <https://forms.office.com/e/7z5nMbUt59>