**Staff Review and Development Form: Clinical Staff (Academic Related and Academic)**

**Department of Veterinary Medicine**

Staff Review and Development (SRD) is for University employees, across all grades and areas of work in the University. Its key purpose is to enhance work effectiveness and support professional development.

Regular SRD conversations, along with ongoing one-to-one meetings, help to align the longer term personal, professional and development goals of individuals with the aims and strategic objectives of the team, the Department and the University. In practice, SRD enables conversations that support increased satisfaction, motivation, well-being, and contribute to building strong and effective working relationships.

Benefits of effective SRD discussions and regular one-to-one meetings include:

* Enhanced and sustained motivation and morale, by recognising successes and empowering individuals to make decisions about their work and development.
* Support for a culture of continuous review and improvement, enhancing performance and clarifying personal responsibility.
* An inclusive and positive working culture, supported by effective two-way communication and open styles of management, leadership and collaboration.
* Support for employee well-being by building trust and awareness of individual needs and responsibilities.
* Consistency of good working practices and shared strategic vision.
* Help to recognise, develop and retain valuable skills, knowledge and experience within the University contributing to high levels of employee development and retention.

The annual meeting provides you with the opportunity:

* to highlight your contribution over the past year
* to discuss your own development within the Department, and
* to look at opportunities for the upcoming year.

The information provided will assist the Department to identify and plan for any gaps between capacity and output or over-burden which is identified, so we are on track to achieve the outputs detailed in the Strategic Plan and continue to perform at an excellent level.

Information in this form should be for a full review year, for example, if your review takes place in April the data you provide will be from April 2023 – April 2024.

Your completed form will be seen by members of the HR Department, the Hospital Director and Head of Department.

**Please complete this form by the deadline indicated and send in electronic format to your reviewer at least 48 hours before your meeting. Please note that the purpose of the information provided in this form will provide a basis for discussion between you and your reviewer in your SRD meeting.**

**To be completed ahead of review meeting**

|  |  |
| --- | --- |
| Reviewee Name |  |
| Job Title and Grade |  |
| If part-time, %FTE |  |
| Academic Degrees |  |
| Additional post degree qualifications |  |
| Boards/Diplomate status |  |
| Date Diplomate status was achieved/Date of exams |  |
| 12-month period covered by review |  |
| Signed: |  |
| Date of SRD meeting |  |
| Date of last review |  |
| Name of reviewer |  |

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| --- | --- |
| **Time Allocation** | |
| **Clinical Service and Clinical Teaching of final year vet students** | **(number of weeks on clinics over year)** |
| **Teaching activity for students in Years 1-5** | **(specify hours or days / year)** |
| **Research Activity (if applicable):** | **(number of days / weeks)** |
| **Public/External engagement** | **(specify hours or days / year)** |
| **Continuing Professional Development (CPD)** | **(specify hours or days / year)** |
| **Department service (administration, committees, etc.)**  **Please specify each item:** | **(number of days / weeks)** |
| **List of people you supervise or mentor (including JCTS and SCTS)** |  |
| **Other (please specify)** | **(specify hours or days / year)** |

**Reviewee Training/Personal Development Log for the preceding 12 months**

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| --- | --- | --- |
| **Date** | **Duration** | **Training/Development Undertaken** |
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Where relevant, please reference the [Behavioural Attributes](https://www.ppd.admin.cam.ac.uk/career-development/tools-support-development/behavioural-attributes-templates) and the Professional Services [Values](https://universityofcambridgecloud.sharepoint.com/sites/ourcambridge/SitePages/Values.aspx) in your responses.

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| **Please describe the important personal developments and achievements over the period under review. What achievement or activity are you most proud of?** |
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| **What are the most challenging parts of your role?** |
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| **How do you think the Hospital/Department can support you with these challenges?** |
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| **Are there any skills you have that you feel are not being fully utilised and would be interested in developing? Please note how these align to the Strategic Plan.** |
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| **How have you contributed, and will contribute, to the development of the clinical services?** |
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| **Goals, Future Development and Career Aspirations**  **Please describe your goals (in bullet points under headings below) for the next 12 months or longer term to discuss with your reviewer.** |
| 1. Teaching / Instruction 2. SCTS/JCTS/ graduate student mentoring 3. Research 4. Clinical Practice 5. Outreach      1. Impact      1. Training and Development      1. Other activities |
| **What do you feel the Department could do to improve your work environment, job satisfaction or work life balance?** |
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| **Any other discussion points you wish to raise** |
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**To be completed following the review meeting**

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| **Reviewer Comments** |
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| **Signature and Date:** |
| **Objectives for the next review period** |
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| **Agreed plan for taking forward:** |
|  |
| **Reviewee Comments** |
|  |
| **Signature and Date:** |

*Please submit a copy of the completed form to the QVSH Clinical HR Team, by email:* [*qvsh.hr@vet.cam.ac.uk*](mailto:qvsh.hr@vet.cam.ac.uk)