

**Process for Appraisal and Recommendation of Medical Practitioners**

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Version number: 1

First published: June 2014

Publications Gateway Ref No. 01751

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**Template Summary**

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|  | **DOCUMENT** | **PURPOSE** | **COMPLETED BY** | **USED BY** | **WHEN** | **TEMPLATE** |
|  | **Process for Appraisal and Recommendation** | Sets out the overall process for responsible officers and their teams to prepare for and make consistent revalidation recommendations | n/a | ROs, appraisers and revalidation team in designated body | Ongoing | n/a |
| 1 | **Annual Appraisal Checklist** | Provides assurance to the responsible officer that the appraisal covers the required content and acts as a checklist for appraisers | Appraisers | Revalidation team | After appraisal |  |
| 2 | **Guidance notes for appraisal and revalidation** | Gives definitions and detail on key elements relevant to appraisal | n/a | All medical practitioners, appraisers and revalidation teams | Annually, or at any time |  |
| 3 | **Four month notice to Medical Practitioner**  **email/letter** | Communicates what the doctor needs to do to ensure a timely revalidation recommendation | Revalidation Team | All medical practitioners | Four months prior to revalidation date |  |
| 4 | **Fitness to Practise letter (Clinical Governance/HR)** | Requests assurance of the fitness to practise of a doctor independently from the appraisal process | Revalidation Team | HR/ Clinical Governance of each organisation where doctor practises | Annually |  |
| 5 | **Fitness to Practise letter (MD)** | Requests assurance of the fitness to practise of a doctor in each of their roles independently from the appraisal process | Revalidation Team | Medical Director of each organisation where  doctor has a role | Annually |  |
| 6 | **Revalidation Checklist** | Supports a consistent set of checks and assurances for each doctor | Revalidation Team | Responsible Officer | During notice period prior to revalidation, every 5 years |  |

*“Equality and diversity are at the heart of NHS England’s values. Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited in under the Equality Act 2010) and those who do not share it*.”