



Annex A: Medical appraisal process and timescales



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Publications Gateway Reference: 03360		
Document Purpose	Guidance	
Document Name	Medical Appraisal Policy (v2)	
Author	NHS England, Medical Directorate (Revalidation)	
Publication Date	May 2015	
Target Audience	Responsible Officers, Medical Appraisal Leads, Medical Appraisers	
Additional Circulation List	Medical Directors, Doctors with a prescribed connection to NHS England, DH, BMA, GMC, Royal College of GPs, NHS Employers, Academy of Medical Royal Colleges, Regional HR and Finance Leads, NHS England Regional Directors	
Description	Policy for appraisal of licensed medical practitioners who have a prescribed connection to NHS England (circa 42,000 doctors from circa 700 designated bodies). It describes the framework for appraisal, with tools to support implementation contained within the annexes.	
Cross Reference	The Medical Profession (Responsible Officers) Regulations, 2010/2013 and the GMC (Licence to Practice and Revalidation) Regulations 2012	
Superseded Docs (if applicable)	Medical Appraisal Policy (v1) published October 2013	
Action Required	Responsible officers to ensure that Doctors with a connection to NHS England are appraised in accordance with this policy	
Timing / Deadlines (if applicable)	To be implemented as soon as reasonably practicable	
Contact Details for	Dr Maurice Conlon	
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	http://www.england.nhs.uk/revalidation/appraisers/app-pol/	
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## **Document Status**

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The NHS Commissioning Board (NHS CB) was established on 1 October 2012 as an executive non-departmental public body. Since 1 April 2013, the NHS Commissioning Board has used the name NHS England for operational purposes.



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The flow chart below describes the process and timescales for undertaking an annual appraisal.

At least 56 days prior to the last day of the doctor's appraisal month, the appropriate appraisal office confirms name of agreed appraiser to the doctor. At least 28 days prior to last day of the doctor's appraisal month, doctor and appraiser notify a mutually agreed appraisal date to the appropriate appraisal office. At least 14 days prior to agreed appraisal date, doctor submits pre-appraisal documentation to appraiser. At least seven days prior to agreed appraisal date, appraiser reviews pre-appraisal documentation and clarifies any necessary aspects with the doctor. If necessary, doctor and appraiser agree a new date. Doctor and appraiser hold appraisal discussion. Appraiser and doctor draft summary and PDP. No later than 28 days after appraisal meeting, doctor and appraiser sign off agreed appraisal documentation, and complete the appraisal outputs\*. No later than 28 days after appraisal meeting, appraiser sends one copy of the completed appraisal documentation to the appropriate appraisal office, and one to the doctor.

<sup>\*</sup> For every medical appraisal the structured outputs of appraisal including the final signoff statements for the appraisal should be those listed in the RST *Medical Appraisal Guide*.