NHS England Medical Appraisal Policy

Annex A: Medical appraisal process and timescales
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.

* For every medical appraisal the structured outputs of appraisal including the final sign-off statements for the appraisal should be those listed in the RST Medical Appraisal Guide.