

Click here to enter local office address

Telephone: Click here to enter text.

E-mail: Click here to enter text.

Date: Click here to enter text.

Dear Click here to enter the doctor’s name

**Failure to participate in the NHS England appraisal system**

Our records indicate that you should have had your appraisal by Click here to enter text. To date we have not received confirmation that your appraisal has been undertaken.

Please can you inform me if your appraisal has been undertaken and if so confirm the date and the name of your appraiser so we can follow up the documentation.

If you have not had your appraisal please inform me of the reason for this by email within the next 5 working days. My email address/contact details are as shown at the top of this letter. I also attach details of the non-participation in the appraisal escalation process for your information (Figure 1).

As your local appraisal officer, I have to inform you that participation in the appraisal system provided by NHS England is a regulatory and/or contractual requirement for all doctors with a prescribed connection to the NHS England. Failure to participate without agreed postponement places you at risk of action being taken against you under the various provisions of the regulations and/or your contract.

Annual appraisal is viewed by NHS England as a valuable component of a doctor’s professional development. Participation in annual appraisal is also a requirement to remain on the Medical Performers’ List of NHS England. In addition, a satisfactory annual appraisal is now a GMC requirement for revalidation and non-participation places you at risk of the matter being referred to the GMC.

This letter has been sent by email and hard copy to the most recent address you have supplied to the NHS England Click here to enter text appraisal team.

Yours sincerely

Click here to enter electronic signature if available

Click here to enter text.

Click here to enter title

cc Responsible Officer Click here to enter text.

*Enc*: Figure 1 – Non-participation flowchart

## Figure 1 - Non-participation flowchart



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.