

Click here to enter the 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**

Further to the letter dated Click here to enter text from Click here to enter the name and job title of the person who sent the letter, I am writing to express my concern that you have failed to respond and participate in the annual appraisal process.

I would remind you that it is a GMC requirement that you participate in the appraisal system provided by NHS England. You will also be aware that with the introduction of revalidation I will be required as your responsible officer to make a recommendation on your fitness to be relicensed. One of the questions I will be obliged to answer will be in relation to your participation with the appraisal process.

I therefore urge you to book your appraisal within 7 working days of the date of this letter and to make the necessary arrangements for your appraisal to be carried out as a matter of urgency. If there are any practical problems in arranging your appraisal please contact the local office without delay. I have requested the appraisal office to advise me should you fail to do so.

If I do not receive confirmation from you that you are taking urgent steps to arrange your appraisal by Click here to enter date. I intend to refer your case to Click here to enter name of relevant local decision making group to consider formal regulatory and/or contractual action as appropriate. If I do not receive confirmation from you that you are taking urgent steps to arrange your appraisal, your failure to participate will also be recorded in the local revalidation system and I will begin discussions with the local GMC Employer Liaison Adviser about your non-participation with the appraisal system. As annual appraisal is a GMC requirement I have to inform you that you are at risk of a formal referral to the GMC in respect of your revalidation.

I look forward to being advised that you have taken the appropriate steps to remedy the situation. Should you have any queries, please do not hesitate to contact me.

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

Yours sincerely

Click here to enter electronic signature if available

Click here to enter text

Responsible Officer

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.