**Application For Exemption From A Period Of Appraisal**

**BACKGROUND:**

Licensed doctors are required by statute to revalidate, usually every five years, by having regular appraisals with their employer that are based on the GMC’s core guidance for doctors, “Good Medical Practice”. If a doctor fails to engage in the local processes that support revalidation (*to include full participation in the annual appraisal programme*) the GMC may withdraw their licence to practise:

* A Certificate of Exemption may be issued by the Responsible Officer (RO) in cases where it is agreed that an appraisal will not be carried out during an appraisal year (01 April to 31 March). Exemptions are only authorised when the request form (*i.e. this form*) has been signed off by the RO or an authorised deputy.
* The process for collecting evidence of continuous professional development should take place throughout the year, and so an absence for a relatively short period will not provide grounds for missing an appraisal. An exemption will only be granted for exceptional circumstances – i.e. where performers are unable to work as a doctor for a significant period of time. These circumstances may include maternity leave, a catastrophic event such a death in the family, or significant ill health, and each request will be considered on a case-by-case basis.
* If the doctor has worked for some part of the year for which they seek exemption, it may be appropriate (A) for their next appraisal to include/combine the review of evidence collected during the previous (exempted) year as well as the current year, or (B) two appraisals may be carried out in the same appraisal year. The first to cover the exempted year, and the second for the current appraisal year. This will be determined by the RO in each case.

To apply for an exemption from a period of appraisal:

1. Complete Sections A and B on this form
2. Return it by email to the Appraisal Office - [England.tv-appraisals@nhs.net](mailto:England.tv-appraisals@nhs.net)

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| **Section A – Your Details** | |
| Full Name |  |
| GMC number |  |
| Telephone: Personal |  |
| Practice |  |
| Email |  |
| Date of last appraisal |  |
| Name of last appraiser |  |
| Revalidation due date |  |

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| **Section B (1) – Request For Exemption From A Period Of Appraisal** | |
| Date set for this year’s appraisal |  |
| Reason/s for requesting a period of exemption from the normal requirements of appraisal |  |
| Requested exemption period |  |

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| **Section B (2) – for Doctors Leaving UK to Practice Abroad** | |
| Intended date of leaving UK | *insert DATE* |
| Intended place of work outside UK | *insert name and address of EMPLOYER* |
| Details of intended activity abroad to support future revalidation |  |
| Intended date of return to UK | *insert DATE* |
| Place of work on return to UK | *insert name and address of EMPLOYER* |

|  |  |
| --- | --- |
| Date sent to NHS England (Thames Valley) Appraisal Office |  |

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| **C – to be completed by Appraisal Office for the Responsible Officer** | |
| Exemption agreed as requested | ☐ Yes  ☐ No |
| Comment \* |  |
| 1. New appraisal due date |  |
| 1. Returned for clarification \* |  |
| Signature of Responsible Officer /  Name (and designation) of person considering request: |  |
| Date of decision |  |

*\* RO to state here any further REQUIREMENTS/CONDITIONS*

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| *SIGNED FORM* (**Certificate of Exemption**) *TO BE RETURNED FOR APPRAISEE’S RECORDS*  *COPY TO BE RETAINED IN APPRAISAL OFFICE* |