**Process for requesting the postponement of an appraisal**

Doctors are expected to have their appraisal during the period beginning 84 days before the last day of their appraisal month. A doctor who thinks they may need to postpone their appraisal beyond that period should complete a formal request and submit this to the relevant responsible officer. Prior to submitting a formal request for postponement of appraisal, a doctor may choose to seek informal advice from their Appraiser and/or GP Appraisal Team Leader.

Postponement applications should be submitted to the GP Appraisals Office at the earliest possible opportunity and in most circumstances no later than 28 days before the last day of the doctor’s appraisal month (i.e. the date by which the doctor should normally have notified the agreed date of their appraisal to the appraisal office).

The Assistant Director (Revalidation) or their deputy will consider all postponement requests. Applicants will be informed in writing of their decision within 7 working days.

**Appraisal postponement application form**

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| **Appraisal postponement application form** | |
| **Section A - Doctor’s details and request for postponement** | |
| Doctor’s name: |  |
| GMC number: |  |
| Telephone number(s): |  |
| Mobile: |  |
| Practice: |  |
| Home: |  |
| Email: |  |
| Doctor’s appraisal month: |  |
| Date of last appraisal: |  |
| Name of last appraiser: |  |
| Revalidation due date: |  |
| Reason for request for  postponement of appraisal: |  |
| Proposed date for next appraisal: |  |
| Date of request: |  |
| **Section B - Local clinical lead decision** | |
| Name of person considering  request: |  |
| Position: |  |
| Postponement agreed: | ☐ Yes  ☐ No |
| Comment: |  |
| Agreed new appraisal due date: |  |
| Date of decision: |  |