

NHS England Medical Appraisal Policy

Annex A: Medical appraisal process and timescales











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Document Purpose	Guidance	
Document Name	Medical Appraisal Policy	
Author	NHS England	
Publication Date	31 October 2013	
Target Audience	Responsible Officers, Medical Appraisal Leads, Medical Appraisers	
Additional Circulation List	Medical Directors, NHS England Regional Directors, Doctors with a Prescribed Connection to NHS England, DH, BMA, GMC, Royal College of GP's, NHS Employers, Revalidation Support Team, Academy of Medical Royal Colleges, Regional HR and finance leads, NHS England Area Directors	
Description	Policy for appraisal of licensed medical practitioners who have a prescribed connection to NHS England (circa 42,000 doctors from circa 700 designated bodies). It describes the framework for appraisal, with tools to support implementation contained within the annexes.	
Cross Reference	The Medical Profession (Responsible Officers) Regulations, 2010/2013 and the GMC (Licence to Practice and Revalidation) Regulations 2012	
Superseded Docs (if applicable)	NHS Commissioning Board Medical Appraisal Policy 1 April 2013 (working draft)	
Action Required	Responsible officers to ensure that Doctors with a connection to NHS England are appraised in accordance with this policy	
Timing / Deadlines	To be implemented as soon as reasonably practicable from 31	
(if applicable)	October 2013 and no later than 1 April 2014	
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	http://www.england.nhs.uk/ourwork/qual-clin-lead/revalidation/	

Document Status

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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, doctor confirms name of agreed appraiser to the appropriate appraisal office. 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. If appropriate, appraiser submits invoice.

^{*} For every medical appraisal the structured outputs of appraisal including the final signoff statements for the appraisal should be those listed in the RST *Medical Appraisal Guide*.