

NHS England Medical Appraisal Policy

Annex D: Requesting postponement of appraisal



NHS England INFORMATION READER BOX

Directorate

Medical	Operations	Patients and Information
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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Superseded Docs (if applicable)	NHS Commissioning Board Medical Appraisal Policy 1 April 2013 (working draft)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 (if applicable)	To be implemented as soon as reasonably practicable from 31 October 2013 and no later than 1 April 2014
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Document Status

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Annex D: Requesting postponement of appraisal

This annex sets out the procedure which NHS England will adopt with regard to an application for a postponement of appraisal of doctors who have a prescribed connection to NHS England.

As described in the main body of this policy, all doctors with a prescribed connection to NHS England are obliged to undergo annual appraisal. This should take place during a nine to fifteen month window from the preceding appraisal. There are circumstances when a doctor may request that an appraisal is deferred such that no appraisal takes place during one appraisal year (which runs 1 April to March 31), or that the appraisal is postponed to take place later than the last day of their appraisal month.

Doctors may request a postponement of an appraisal due to:

- breaks in practice due to sickness, maternity or adoption leave;
- breaks in practice due to absence abroad or sabbaticals;
- delay of an appraisal beyond the last day of their appraisal month due to unforeseen personal or work related issues.

It may be appropriate to postpone appraisal if a doctor is suspended or excluded from work, but it may also be appropriate to continue with appraisal and the individual circumstances in such situations should be considered on their own merit by the relevant NHS England responsible officer.

This list is not exhaustive and other reasons may also be identified.

As a general rule it is advised that doctors having a career break:

- in excess of six months – should aim to be appraised within six months of returning to work;
- less than six months – should aim to be appraised at their usual date, and no more than 18 months after the previous appraisal.

Each case will be dealt with on its merits and no doctor will be disadvantaged or unfairly penalised as a result of pregnancy, health issues or disability.

Process for requesting a postponement

Prior to submitting a formal request for postponement of appraisal, a doctor may choose to seek informal advice from their local clinical lead for appraisal.

A doctor who thinks they may need to postpone their appraisal should complete a formal request and submit this to the relevant responsible officer.

Postponement applications should be submitted 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 local clinical lead will consider postponement requests and applicants will be informed in writing of the decision within seven working days.

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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Agreed new appraisal due date:	
Date of decision:	