**Annex I: Process for managing postponement of medical 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 NHSE.

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 or maternity 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 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 three 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 must 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.

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

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.

The decision can be appealed; appeals will be dealt with by the responsible officer whose decision will be final.