



WJ HEALTHCARE

**POSTPONEMENT
OF APPRAISAL REQUEST**

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INTRODUCTION

This document sets out the procedure which the designated body will adopt with regard to an application for a postponement of appraisal of doctors who have a prescribed connection to it.

As described in the main body of this policy, all doctors with a prescribed connection to the designated body 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 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.



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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 Appraisal Lead.

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 responsible officer will consider postponement requests and applicants will be informed in writing of the decision within seven working days. The responsible officer's decision will be final.

A postponement granted under this annex is valid only for the year specified. Subsequent year's appraisals must take place in accordance with the original appraisal month.



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APPRAISAL POSTPONEMENT APPLICATION FORM

Section A: Doctor's details and request for postponement

Doctor's name

GMC number

Telephone: Mobile

Practice

Home

Email

Doctors' 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: Responsible officers' decision

Name of person considering request

Position

Postponement agreed

Comment

Agreed new appraisal due date

Date of decision