

Agreed Letter Templates – GP Operational Procedures

These communications are to be used to ensure each case is dealt with in a consistent and efficient manner and that information is provided to all parties involved. In the majority of cases, they will be emailed to the doctor (appraisee).

Allocated Quarter Communication

Ref	Summary of Notification	To	From	Cc'd
AQ1A	Automated notification from MARS to GPs who have not yet arranged an appraisal date two quarters before AQ	GP	RSU (via MARS)	N/A
AQ1B	Automated notification from MARS to GPs who have not yet arranged an appraisal date one quarter before AQ	GP	RSU (via MARS)	N/A
AQ2	Automated notification from MARS to GPs who have not arranged an appraisal date prior to AQ (sent on day 1 of doctor's AQ)	GP	RSU (via MARS)	N/A
AQ3	Automated notification from MARS to GPs who have not completed an appraisal within their AQ (sent on day 1 of quarter after doctor's AQ)	GP	RSU (via MARS)	N/A

Appraisal Coordinator Communication

Ref	Summary of Notification	To	From	Cc'd
AC1	Non-engagement identified prior to the appraisal discussion - GP does not agree appraisal date within 7 days of AC1 Letter	GP	AC	RSU
AC2	Non-engagement identified during the appraisal meeting.	GP	AC	RSU
AC3	Reoccurring non-engagement and / or serious concerns identified	DB	AC	RSU

Appraiser Communication

Ref	Summary of Notification	To	From	Cc'd
A1	Appraiser Checklist Form - Reschedules or non-engagement identified prior to appraisal discussion.	AC	Appraiser	RSU
A2	Insufficient appraisal materials provided 2 weeks prior to the appraisal meeting	GP	Appraiser	AC
A3	Non-engagement identified during appraisal discussion	AC	Appraiser	RSU
NA1	GP did not attend the appraisal discussion	GP	Appraiser	AC

RSU Communication

Ref	Summary of Notification	To	From	Cc'd
AU1	Notification of serious concerns – Deferment of Appraisal / Suspension of Appraisal	GP	RSU	DB and AC
AU2	Notification from RSU – GP now able to book an appraisal or account reactivated	GP	RSU	DB and AC
AU3	Automated email from MARS – unagreed summary >24 days	GP	RSU (via MARS)	N/A
AU4	GP obtaining an appraiser when appraisal is overdue – allocation process (sent once RSU in receipt of DB1 being sent)	GP	RSU	AC

Designated Body Communication

Ref	Summary of Notification	To	From	Cc'd
MD1	Areas for development / serious concerns regarding GP	RSU	DB	N/A
MD2	Areas for development / serious concerns <i>outcomes</i> regarding GP	RSU	DB	N/A
DB1	Suggested template letter provided by RSU for DB to send to GP prompting them to arrange their appraisal via RSU – timescale may be added by DB (sent on day 1, or as soon as possible, of the following quarter – 3 months after AQ3)	GP	DB	RSU
DB2	Suggested template letter provided by RSU for DB to send to doctor notifying them to arrange their appraisal by a specific date via RSU	GP	DB	RSU
DB3	Suggested template letter provided by RSU for DB to send to doctor prompting them to agree/reject their appraisal summary	GP	DB	RSU
GP1	Suggested template letter provided by RSU for DB to send to doctor prompting them to register on GP MARS	GP	DB	RSU
Rev6	Request from DB to GMC to send a non-engagement concern letter to a doctor	GP	GMC	N/A

Ref	Summary of Notification	To	From	Cc'd
WP1	Non-Inclusion of peer review or evidence for other role/s	DB	App	RSU and AC
WP2	Non-inclusion of performance review for external role/s for consecutive years	DB	AC	RSU

Ref	Summary of Notification	To	From	Cc'd
NDR14	Automated Reminder from GP MARS System - Appraisal Lockout 2-week Reminder	GP	RSU (via MARS)	
NDR15	Automated Reminder from GP MARS System - Appraisal Lockout Notification	GP	RSU (via MARS)	

AQ1A

-----This is an automated email. Please do not reply. -----

-- Please do not reply. This is an automated email generated by MARS --

Dear [[fullname]],

This is a reminder that you do not appear to have arranged your next appraisal. In order to secure an appraisal within your Allocated Quarter ([[aq]]) you are advised to log into your MARS appraisal account and request up to 3 available appraisers, in order of preference.

If you have already chosen an appraiser, we advise you to agree a date with the appraiser at your earliest convenience.

Best wishes,

MARS Team

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

For further guidance click [here](#)

To access MARS, click [here](#)

AQ1B

-----This is an automated email. Please do not reply. -----

-- Please do not reply. This is an automated email generated by GP MARS. --

Dear [[fullname]],

You do not appear to have arranged your next appraisal within your Allocated Quarter of ([[aq]]).

In order to secure an appraisal, you are advised to log into your MARS account and request up to 3 available appraisers, in order of preference.

If your appraiser request has already been accepted, you will shortly receive dates from your appraiser to choose from.

If you have already received dates from your appraiser, please log into your MARS account to agree a date as soon as possible.

Best wishes,

MARS Team

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

For further guidance click [here](#)

To access MARS, click [here](#)

AQ2

-- Please do not reply. This is an automated email generated by GP MARS. --

Dear [[fullname]],

You are now within your allocated quarter, and you do not appear to have arranged your next appraisal. In order to secure an appraisal within your Allocated Quarter ([[aq]]) you are advised to log into your MARS appraisal account and request up to 3 available appraisers, in order of preference.

If you have already chosen an appraiser, we advise you to agree a date with the appraiser at your earliest convenience.

If you are having any difficulties arranging your appraisal due to appraiser unavailability or if there are any extenuating circumstances which are preventing you from undertaking your appraisal, please contact the RSU Officer – Appraisal Support on **HEIW.AppraisalOfficer@wales.nhs.uk** to discuss this.

Best wishes,

MARS Team

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

For further guidance click [here](#)

To access MARS, click [here](#)

AQ3

-- Please do not reply. This is an automated email generated by GP MARS. --

Dear [[fullname]],

We are writing to advise that you have fallen outside of your Allocated Quarter [[aq]] for your appraisal.

You will need to arrange an appraisal via MARS as soon as possible.

If you are having any difficulties arranging your appraisal due to appraiser unavailability or if there are any extenuating circumstances which are preventing you from undertaking your appraisal, please contact the RSU I Officer – Appraisal Support on **HEIW.AppraisalOfficer@wales.nhs.uk** to discuss this.

As I'm sure you are aware, it is your responsibility to arrange an annual appraisal to meet the requirements of your health board contract, the Medical Performers List and the GMC requirements for revalidation.

Please note that failure to complete an appraisal within the required timescale may result in action from your health board.

If you have any questions regarding this please contact the MARS Service Desk.

To access MARS, click [here](#)

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

DB1

(Date)

Addressee Only

Private & Confidential

Dear (Doctor)

Re: Non-engagement with GP Appraisal

As you are aware, in 2004 annual GP appraisal became an obligation for GPs in Wales as a requirement of the National Health Service (Performers' List) (Wales) Regulations 2004, and in 2012 it became a GMC requirement for all doctors to participate in annual appraisal as part of the revalidation process.

According to your MARS records, your appraisal quarter and the following quarter have passed, and you have not made arrangements to book your next appraisal.

Please would you advise me within the next 14 days if this information is correct and if there are any extenuating circumstances such as a career break, parental leave, or sick leave which may apply.

I would remind you of the importance of completing your appraisal on [GP MARS](#) both for your own personal and professional development and to fulfil the requirements of your contract, the Medical Performers List (MPL) Regulations and the revalidation process. If you are not able to present any information about extenuating circumstances, you will be expected to complete an appraisal by (Insert Date)

Please note that you will be unable to provide NHS GMS services (work as a GP) unless your name is on the MPL and you have a Licence to Practise from the GMC.

Yours sincerely

DB Medical Director

Cc HEIW.AppraisalOfficer@wales.nhs.uk

Cc Appraisal Coordinator

DB2

(Date)

Addressee Only
Private & Confidential

Dear Doctor

Re: Continuing non-engagement with GP appraisal

I am writing in relation to my letter dated (Date) regarding your annual appraisal.

I had requested that you were to either inform me of any circumstances that have prevented you from completing an appraisal within 14 days or you should complete an appraisal by (Insert Date) I have not received satisfactory communication of either action having occurred.

I reminded you of the importance of completing appraisal both for your own personal and professional development and to fulfil the requirements of your contract, the Medical Performers List (MPL) Regulations and the revalidation process, and that you will be unable to provide NHS GMS services (work as a GP, including as a locum or for any out of hours service) unless your name is on the MPL and you have a Licence to Practise from the GMC.

In accordance with Regulation 9(7) of the National Health Service (Performers List) (Wales) Regulations 2004, inclusion on the MPL is conditional on you having undertaken an annual appraisal.

Furthermore, the GMC has specifically asked the Responsible Officer to inform them of anyone who is not engaging in this process in a satisfactory manner.

I therefore write to advise you the following actions will be required: *(DB to indicate next steps, which may include one of the possible options suggested below:)*

1. You will need to have agreed an appraiser and booked date onto MARS calendar by (date)
2. You will then need to have completed the appraisal and agreed the appraisal summary by (date)
I must advise you that if you do not meet the above deadlines the Responsible Officer will have no alternative but to: -

- 1. Formally invite you to attend a panel meeting on (date) regarding non-engagement with the appraisal process, which may result in the removal of your name from the MPL).**
- 2. Notify the GMC that you are not engaging with the local appraisal process and seek further advice on the implications for your revalidation cycle. The GMC may decide to take further action which could include your revalidation date being brought forward.**

Please do not hesitate to contact me if you wish to discuss this further.

Yours sincerely

DB
Cc HEIW.AppraisalOfficer@wales.nhs.uk

AC1



Revalidation Support Unit
Uned Cymorth Aiddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

(Date)

Addressee Only

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

Dear (Doctor)

Re: Non-agreement of appraisal date

You have requested Dr as your appraiser, and they have accepted you. Dr will have contacted you in the last month to agree an appraisal meeting date.

Uncertainties and delays can cause considerable inconvenience to your appraiser, who may be working to a tight schedule with limited slots for appraisal meetings and several other doctors on their list who require an appraisal date in your allocated quarter.

You must now contact Dr and confirm a date for your appraisal meeting as soon as possible. *If you do not do so within the next 7 days, you will be required to re-request an appraiser on [GP MARS](#).* Our capacity is limited, and it is essential that we optimise it whilst also respecting the appraiser's need to plan their workload.

Please also note that continued delay of your appraisal may make it difficult for you to secure another available appraiser.

If you are experiencing any difficulties that are preventing you from confirming an appraisal date, please contact your appraiser directly or the Revalidation Support Unit via heiw.appraisalofficer@wales.nhs.uk

Yours Sincerely

Appraisal Co-ordinator

Cc HEIW.AppraisalOfficer@wales.nhs.uk

You can find further information on Revalidation and Appraisal in Wales on the [Revalidation in Wales Website](#).

You can find additional MARS support on the [MARS Help and Support Website](#).

N.B. Where there has been repeated failure to agree an appraisal meeting date within agreed timescales, the AC should consider whether it would be appropriate to send the AC3 letter to the relevant Designated Body regarding the doctor.

AC2



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

(Date)

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

Addressee Only

Dear (doctor)

Re: Non-Validation of Appraisal

We are writing to you regarding concerns that were raised following your recent appraisal.

At each appraisal meeting a doctor is expected to demonstrate a willingness to discuss entries with their appraiser, respond appropriately to questions and feedback, and contribute to the construction of their own Personal Development Plan.

Following your last appraisal, the appraiser recorded that you were unwilling to participate in the appraisal discussion and that they exhausted all avenues to try and improve this aspect during the meeting. Further information can be found in the attached form completed by the appraiser.

Following a discussion with the appraiser, the matter was escalated to the Head of RSU to consider appropriate next steps.

Unfortunately, we are unable to validate your recent appraisal discussion which means you will not appear on your Designated Body's (DB) statistics as having undertaken an appraisal and you will be unable to claim payment for the appraisal.

Please re-schedule your appraisal by contacting the Revalidation Support Unit via heiw.appraisalofficer@wales.nhs.uk. They will support you in finding a suitable appraiser. We recommend that you do so as soon as possible in order for the re-scheduled appraisal to be undertaken within the next 3 months.

If you require any support or guidance in reviewing your appraisal feedback you can please contact me on [Insert contact details]

You can find further information on Revalidation and Appraisal in Wales on the [Revalidation in Wales Website](#).

You can find additional MARS support on the [MARS Help and Support Website](#).

Yours sincerely

Appraisal Coordinator
Cc Designated Body Responsible Officer

heiw.appraisalofficer@wales.nhs.uk

You can find further information on Revalidation and Appraisal in Wales on the [Revalidation in Wales Website](#).

You can find additional MARS support on the [MARS Help and Support Website](#)

AC3



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*
HEIW.AppraisalOfficer@wales.nhs.uk

Date:

Addressee Only

Dear

Please complete all fields)

First Name of Doctor:

Surname of Doctor:

GMC Number:

Date of Appraisal (if applicable) :

We're writing to you to inform you that the above doctor has been identified as having:

- Repeated failure to agree a date within agreed timescales
- Repeated failure to supply sufficient appraisal information within agreed timescales
- Potential serious concerns regarding fitness to practice

Other

The specific areas have been identified as follows:

- 1.
- 2.

The doctor has been written to and informed of the situation: Yes / No (please delete)
Date informed:

We would be grateful if you could keep us updated regarding any further actions you will be taking and their implication for the doctor's appraisal.

You can find further information on Revalidation and Appraisal in Wales on the [Revalidation in Wales Website](#).

You can find additional MARS support on the [MARS Help and Support Website](#).

Appraisal Co-ordinator
Cc HEIW.AppraisalOfficer@wales.nhs.uk

A1

Appraiser Checklist Form

The appraiser should send this form to their Appraisal Co-ordinator and the RSU Officer – Appraisal Support (HEIW.AppraisalOfficer@wales.nhs.uk)

Date – XX/XX/XXXX

Name of Doctor:	GMC Number:
Doctor's DB Area	Date of Appraisal (if applicable):
Name of appraiser:	Date discussed with region AC:
Date doctor was notified of this issue	How was the doctor notified: i.e. letter, email etc

The following checklist form should be used by an appraiser to record details of a non-engagement concern. The reasons stated below are suggestions and are not an exhaustive list of areas that may be identified by an appraiser as potential non-engagement. Any other areas should be documented in the 'Other' category below. Please include any suggestions for the doctor to consider before their appraisal and detail as much as possible, where indicated.

Area	Comments	Feedback Suggestions
Repeated reschedules <input type="checkbox"/>		
Failure to agree an appraisal date within 1 Week <i>(Following the formal letter/email from AC)</i> <input type="checkbox"/>		
Insufficient materials provided at least 2 weeks Before the appraisal discussion <input type="checkbox"/>		
Other <input type="checkbox"/>		

A2

Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

Date – XX/XX/XXXX

Addressee Only

Dear Dr. XXXX

Re: Insufficient appraisal information

I have reviewed your appraisal information in preparation of your appraisal meeting.

Unfortunately, the information provided on MARS is not sufficient to enable me to prepare meaningful feedback on your personal development. I do not believe that you would be able to derive maximum benefit from your appraisal discussion based on what has been provided. Therefore, the meeting will be postponed until further appraisal information is provided. Please respond within **1 month** from receipt of this correspondence so we can book the meeting.

I suggest that you review your appraisal information and consider the following suggestions:

...

Here are the alternative dates I can offer:

Please respond within **1 month** from receipt of this correspondence.

If you need any support or guidance in reviewing your appraisal information please contact the Revalidation Support Unit – heiw.appraisalofficer@wales.nhs.uk

You can find further information on Revalidation and Appraisal in Wales on the [Revalidation in Wales Website](#).

You can find additional MARS support on the [MARS Help and Support Website](#).

I look forward to hearing from you.

Yours sincerely

Appraiser

Cc Appraisal Co-ordinator/s

HEIW.AppraisalOfficer@wales.nhs.uk

A3

Appraiser Checklist Form

The appraiser should send this to their Appraisal Co-ordinator and the Revalidation Support Unit. The Appraisal Coordinator will then inform the doctor.

Date – XX/XX/XXXX

Name of GP:	GMC Number:
GP's DB Area	Date of appraisal:
Name of appraiser:	Date discussed with their AC:
Date doctor was notified of potential non-engagement:	How was the doctor notified: i.e. letter, email etc

The following checklist form should be used by an appraiser to record details of the non-engagement concern. The reasons stated below are suggestions and are not an exhaustive list of areas that may be identified by an appraiser as non-engagement. Any other areas should be documented in the 'Other' category below. The appraiser should include any suggestions that can be fed back to the doctor to consider before their next appraisal.

Please document below exactly what was said to the doctor regarding your concerns over non-engagement during the appraisal discussion. Please note below any response received from the doctor after you notified them of your concerns.

Please provide as much detail as possible to ensure that your Appraisal Coordinator has as much accurate information as possible before feeding back to the doctor.

Area	Comments	Feedback Suggestions
<p>Preparation i.e. lack of preparation as to the purpose of the discussion and /or lack of familiarity with events included in the folder.</p> <input type="checkbox"/>	HEIW.AppraisalOfficer@wales.nhs.uk	
<p>A continued lack of communication / willingness to discuss events that prevented a meaningful discussion from taking place. If there were areas that the doctor considered confidential and did not wish to discuss further, please note below.</p> <input type="checkbox"/>		
<p>Fulfilment of Personal Development Plan i.e. none or little personal development has been undertaken in the previous 12 months since the doctor's last appraisal. If extenuating circumstances were identified in the discussion, please document</p>		

them below in your comments <input type="checkbox"/>		
Other <input type="checkbox"/>		

NA1



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

(Date)

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

Addressee Only

Dear (doctor)

Re: Non-Attendance at Appraisal Meeting

I am writing to inform you that you did not attend your scheduled appraisal meeting. Please be aware that these slots are limited.

To reschedule your appraisal meeting, please contact me within one month of receiving this correspondence so that we can arrange an alternative date.

Thank you for your attention to this matter.

Yours sincerely

Appraiser

Cc Appraisal Co-ordinator/s

HEIW.AppraisalOfficer@wales.nhs.uk

AU1



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*
HEIW.AppraisalOfficer@wales.nhs.uk

(Date)

Addressee Only

Dear (Doctor)

Re: Deferment of Appraisal / Suspension of Appraisal [Delete as appropriate]

You may be aware that we work in conjunction with Designated Body (DB) Medical Directors regarding appraisal engagement in their area. We received a request from your DB on XX/XX/XX to suspend your ability to book/undertake an appraisal on [MARS](#) due to a *Local performance procedures / GMC investigation / NCAS investigation*.

Therefore, your appraisal has now been deferred, and your appraisal meeting will not take place.

Your [appraisal account](#) will remain active and we would encourage you to carry on with your Continuing Professional Development (CPD) and continue compiling your appraisal folder during this period. Any future educational activities may be included in your next appraisal discussion. The only parts of the process you will be unable to participate in are requesting an appraiser, agreeing a date and undertaking the meeting.

Once we are advised by your Medical Director of any outcomes that may alter your deferred status, we will re-activate this function on your account so that you are able to arrange/undertake your next appraisal (which will most likely be undertaken by your region's GP Appraisal Co-ordinator). This discussion usually takes place within 12 months of notification from your Medical Director. The outcomes of the referral will be used to inform your personal development plan (PDP).

OR

You may be aware that we work in conjunction with your Designated Body (DB) Medical Directors regarding appraisal engagement in their area. We received a request from your DB on XX/XX/XX to suspend your account on [MARS](#) due to a *Local performance procedures / GMC investigation / NCAS investigation*.

Therefore, your account has been suspended, you will not be able to add any information or undertake any appraisal meetings.

Once we are advised by your Medical Director of any outcomes that may alter your status, we will re-activate your account so that you are able to add information and arrange/undertake your next appraisal (which will most likely be undertaken by your region's GP Appraisal Co-ordinator). This discussion usually takes place within 12 months of notification from your Medical Director. The outcomes of the referral will be used to inform your personal development plan (PDP).

If you have any further queries regarding this process, please contact either myself, or your Medical Director.

Yours Sincerely

Dr Christopher Price
Head of RSU

Cc Medical Director
Appraisal Co-ordinator
HEIW.AppraisalOfficer@wales.nhs.uk

AU2



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

Date

Dear Dr

Re: Appraisal Reinstatement

We have received written confirmation on {Date} from your Designated Body's (DB) Medical Director to reinstate your ability on [MARS](#) to arrange/undertake an appraisal.

As stated by your Medical Director, you will need to complete an appraisal by XX/XX/XX. We have therefore placed you in the {AQ} allocated quarter. Please log in to your account on MARS at your earliest convenience and request appraisers. If you experience any difficulties in this regard, please contact us on the email below.

In the meantime, we would encourage you to start or continue compiling your appraisal folder. If you have not already done so you will need to register on [GP MARS](#). For any further guidance on this you can refer to the materials located on the [Revalidation Wales](#) website

You may also like to take the opportunity to include in your appraisal any areas that may have been identified through needs assessment or investigative processes that are currently ongoing / now closed.

If you require any further information do not hesitate to contact the Revalidation Support Unit e-mail: heiw.appraisalofficer@wales.nhs.uk

Yours sincerely,

RSU Officer – Appraisal Support

Cc Appraisal Co-ordinator
Medical Director

AU3

-- Please do not reply. This is an automated email generated by GP MARS --

Dear [[fullname]],

You have not yet agreed your appraisal summary. Please log in to the GP MARS website and review it as soon as possible. It can be found in the 'My Appraisals' tab on the 'My Appraisal Progress' page.

Best wishes

MARS Team

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

To access MARS, click [here](#)

For further guidance click [here](#)

AU4



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*
HEIW.AppraisalOfficer@wales.nhs.uk

(Date)

Addressee Only

Dear (Doctor)

Re: Appraisal Arrangements

We understand that you were recently written to by your Designated Body regarding your appraisal engagement. According to our records, your appraisal quarter and the following quarter have passed, and you have not made arrangements to book your next appraisal. As a result, you will no longer be able to request an appraiser via the usual route on GP [MARS](#).

Please contact us as soon as possible so that we can secure an available appraiser to complete your appraisal as soon as possible.

In the meantime, we would encourage you to start or continue compiling your appraisal information on [GP MARS](#).

If you have any extenuating circumstances which we are not aware of, please contact us to discuss these.

For further guidance on [MARS](#) you can refer to the [guidance materials](#).

If you require any further advice or guidance, please contact me via heiw.appraisalofficer@wales.nhs.uk

Yours sincerely

RSU Officer – Appraisal Support

Cc Appraisal Co-ordinator, Designated Body

MD1

(Date)

Addressee Only

Dear Revalidation Support Unit

This letter provides formal notification that:

Name of Doctor:

GMC Number:

Date of Appraisal (If Applicable):

Has been identified as having: (Please tick appropriate option)

- Areas for development
- Potential serious concerns regarding fitness to practise (DB)
- Local investigation GMC NCAS
- Other:

The specific areas have been identified as follows (if required i.e. areas for development)

...
...

[Please tick appropriate option]

I recommend the doctor's appraisal be deferred until further notice but that they be allowed to continue to enter appraisal information into MARS

I recommend that the doctor's MARS appraisal account should be suspended until further notice
The doctor has been written to and informed of this development

Date informed.....Copies have been sent to:

I would like the Revalidation Support Unit to contact me to discuss this further

Yours sincerely

Medical Director

Cc Appraisal Co-ordinator

MD2

(Date)

Addressee Only

Dear Revalidation Support Unit

This letter provides formal notification that:

(Please complete all fields)

Name of Doctor:

GMC Number:

Date of Appraisal (If Applicable):

Had previously been identified as having: (Please tick appropriate option)

- Areas for development
- Potential serious concerns regarding fitness to practise (DB)
- Local investigation GMC NCAS
- Other:

The outcome of the investigation was: (please state)

.....

The following recommendations have been made which will be incorporated by the doctor into their PDP for the next year (please state)

.....

Please add information below where applicable:

The Designated Body have agreed that;

The doctor's account on MARS should be reinstated from this date: **XX/XX/XX**

The doctor should be allowed to enter appraisal information from this date: **XX/XX/XX**

I recommend that their next appraisal meeting should take place within: X months

I recommend that they should be allocated an experienced appraiser / allocated the Appraisal Co-ordinator / allowed to select their own appraiser (please delete as appropriate)

The doctor has been written to and informed of this outcome.

Date informed.....

Copies have been sent to

Yours sincerely

Medical Director

Cc Appraisal Co-ordinator

DB3

(Date)

Addressee Only

Private & Confidential

Dear (Doctor)

Re: Non-engagement with GP Appraisal

As you are aware, in 2004 annual GP Appraisal became an obligation for GPs in Wales as a requirement of the National Health Service (Performers' List) (Wales) Regulations 2004, and in 2012 it became a GMC requirement for all doctors to participate in annual appraisal as part of the revalidation process.

According to your MARS records, your appraisal was committed on XXX and you have not agreed/rejected your appraisal summary.

Please can you log into [GP MARS](#) and review your appraisal summary within the next XX days.

If the summary information is correct, please agree the summary. If you do not agree with the summary, please reject the summary and provide detailed information for your appraiser to review and recommit your summary.

If there are any extenuating circumstances such as a career break, parental leave, or sick leave which may apply, please contact us within the next 14 days.

I would remind you of the importance of completing your appraisal on [GP MARS](#) both for your own personal and professional development and to fulfil the requirements of your contract, the Medical Performers List Regulations and the revalidation process. If you are not able to present any information about extenuating circumstances, you will be expected to complete an appraisal by (Insert Date)

Please note that **you will be unable to provide NHS GMS services (work as a GP) unless your name is on the Medical Performers List and you have a Licence to Practise from the GMC.**

Yours sincerely

DB Medical Director

Cc Appraisal Co-Ordinator, HEIW.AppraisalOfficer@wales.nhs.uk

GP1



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*
HEIW.AppraisalOfficer@wales.nhs.uk

(Date)

Addressee Only

Private & Confidential

Dear (Doctor)

Re: Non-engagement with GP Appraisal

As you are aware, in 2004 annual GP Appraisal became an obligation for GPs in Wales as a requirement of the National Health Service (Performers' List) (Wales) Regulations 2004, and in 2012 it became a GMC requirement for all doctors to participate in annual appraisal as part of the revalidation process.

All GPs who have a Prescribed Connection to a Responsible Officer (RO) in Wales will need to use [GP MARS](#) for their annual appraisal.

According to our MARS records, you have not registered on [GP MARS](#). Please ensure that you register on GP MARS within XX days.

Please ensure that your GMC and Welsh MPL designated body matches to allow the Revalidation Support Unit to approve your account.

I would remind you of the importance of completing your appraisal on [GP MARS](#) both for your own personal and professional development and to fulfil the requirements of your contract, the Medical Performers List Regulations and the revalidation process.

Please note that you will be unable to provide NHS GMS services (work as a GP) unless your name is on the Medical Performers List and you have a Licence to Practise from the GMC.

If you require any assistance with GP MARS, please contact the Revalidation Support Unit via heiw.appraisalofficer@wales.nhs.uk

Yours sincerely

DB Medical Director

Cc HEIW.AppraisalOfficer@wales.nhs.uk

REV6

Request from DB to GMC to send a non-engagement concern letter to a doctor

When to use this form:

A DB has a doctor who is not engaging with local appraisal and revalidation processes and wants the GMC to send a non-engagement concern communication to them. The doctor in question has not received a formal notification from GMC that they need to receive a recommendation from the DB.

DB must read the criteria for non-engagement and be satisfied that they are in the process of taking all possible local action to secure the doctor's engagement.

The form and further details can be found [here](#)

WP1: Letter from Appraiser to Doctor



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

E-mail *E-bost*

HEIW.AppraisalOfficer@wales.nhs.uk

(Date)

Addressee Only

Re: Non-Inclusion of peer review or evidence for other role/s

Dear *(insert doctor's name)*

During your appraisal on *(insert date)* we discussed your role/s as *(insert role)*

- As your appraiser I would not be able to validate information provided about this role/s in a meaningful way.
- This role/is a substantial role.
- Insufficient evidence for this role/s (the doctor's PDP objectives, agreed during their previous appraisal meeting, relating to this role/s have not been completed).

I have documented in this year's appraisal summary that a peer review or evidence will be required to be included for next year. As we discussed it is essential that you include this as supporting evidence in your appraisal next year *(insert year)* if you continue within the role/s. If you are unable to undertake an appraisal within that role/s you must contact your nominated Responsible Officer (RO) *(insert contact)* for advice as to their requirements for adequate coverage of the role/s. At your next appraisal the appraiser will check if a peer review has been undertaken.

Yours sincerely

(insert appraiser name)

Cc Appraisal Coordinator

HEIW.AppraisalOfficer@wales.nhs.uk / Local Revalidation team

WP2: Letter from Appraisal Coordinator/Appraisal Lead to RO



Revalidation Support Unit
Uned Cymorth Ailddilysu
HEIW / AAGIC
Ty Dysgu
Nantgarw
CF15 7QQ

(Date)

Addressee Only

E-mail *E-bost*
HEIW.AppraisalOfficer@wales.nhs.uk

Re: Non-inclusion of performance review for external role/s for consecutive years

Dear *(insert RO's name)*

I am writing to provide you with formal notification (Insert Dr's full name) (insert GMC number) has undertaken two appraisals (insert date1) and (insert date 2). During the doctor's previous appraisal cycle they were advised at the appraisal discussion, and post appraisal in writing using the WP1 of the Governance Protocol, that they must include a performance review for the role as (insert role). In addition, they were advised to contact their nominated RO for advice if they anticipated any difficulties in supplying a performance review for inclusion in this year's appraisal on the above role/s.

Unfortunately for the consecutive year the appraisal folder had no supporting documentation for the above role/s. Therefore, the appraiser is not able to validate the doctor is satisfying the GMC requirements for whole practice appraisal.

As the doctor's nominated RO, I am officially referring this case to you for your consideration.

I can confirm that this has been discussed with the doctor during their appraisal and included in their Personal Development Plan.

Yours sincerely,

Appraisal Co-ordinator / Appraisal Lead
Cc heiw.appraisalofficer@wales.nhs.uk / Local Revalidation Office

Lockout email templates (for information these are automated)

Appraisal Lockout 2-week Reminder

Body

-- Please do not reply. This is an automated email generated by GP MARS. --

Dear [Doctor]

You will be unable to add any further information into your account soon. The dates below indicate when this will occur.

Days remaining until lockout date: 14

Meeting date : [Date]

Lockout date : [Date] Therefore can you add information up until midnight the day before.

Please sign up to [Y Ty Dysgu](#) to access GP CPD resources including modules, Vitals, recorded webinars and a programme of live webinars.

To access MARS, click [here](#)

For further guidance click [here](#)

Appraisal Lockout Notification

Body

- Please do not reply. This is an automated email generated by MARS. -

Dear [Dr]

As you are now within two weeks of your appraisal meeting, you are unable to add or edit any appraisal information in your account. This is to enable your appraiser to have the requisite time to prepare for the meeting.

To access MARS, click [here](#)

For further guidance click [here](#)