

## 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
<a href="#">AQ1A</a>	Automated notification from MARS to GPs who have not yet arranged an appraisal date two quarters before AQ	GP	RSU (via MARS)	N/A
<a href="#">AQ1B</a>	Automated notification from MARS to GPs who have not yet arranged an appraisal date one quarter before AQ	GP	RSU (via MARS)	N/A
<a href="#">AQ2</a>	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
<a href="#">AQ3</a>	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
<a href="#">DB1</a>	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
<a href="#">DB2</a>	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

### Appraisal Coordinator Communication

Ref	Summary of Notification	To	From	Cc'd
<a href="#">AC1</a>	Non-engagement identified prior to the Appraisal discussion - GP does not agree Appraisal date within 1 month of Appraiser Request.	GP	AC	RSU
<a href="#">AC2</a>	Non-engagement identified during the Appraisal meeting.	GP	AC	RSU
<a href="#">AC3</a>	Reoccurring non-engagement and / or serious concerns identified	DB	AC	RSU

### Appraiser Communication

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

### RSU Communication

Ref	Summary of Notification	To	From	Cc'd
<a href="#">AU1</a>	Notification of serious concerns from DB – GP unable to book an appraisal or account deactivated altogether	GP	RSU	DB and AC
<a href="#">AU2</a>	Notification from DB – GP now able to book an appraisal or account reactivated	GP	RSU	DB and AC
<a href="#">AU3</a>	Automated email from MARS – unagreed summary >24 days	GP	MARS	N/A
<a href="#">AU4</a>	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
<a href="#">MD1</a>	Areas for development / serious concerns regarding GP	RSU	DB	N/A
<a href="#">MD2</a>	Areas for development / serious concerns <i>outcomes</i> regarding GP	RSU	DB	N/A
<a href="#">DB3</a>	Suggested template letter provided by RSU for DB to send to doctor prompting them to agree/reject their appraisal summary	GP	DB	RSU
<a href="#">GP1</a>	Suggested template letter provided by RSU for DB to send to doctor prompting them to register on GP MARS	GP	DB	RSU

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

## **AQ1A**

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

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 account](#) and request up to three available Appraisers, in order of preference.

If you have already chosen an Appraiser, we advise that you to agree a meeting date with your Appraiser at your earliest convenience.

For guidance on [selecting an Appraiser](#) or [how to contact my Appraiser](#), please visit our [Help and Support Website](#).

Best Wishes,

Revalidation Support Unit (RSU)

Please find [online modules and recorded webinars](#) together with a programme of [live webinars](#) designed for GPs.

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](#).

To access MARS, click [here](#)

## **AQ1B**

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

Dear [[fullname]],

This is a reminder that you do not appear to have arranged your next appraisal and are three months from your Allocated Quarter.

In order to secure an appraisal within your Allocated Quarter ([[aq]]) you are advised to log into your [MARS account](#) and request up to three available Appraisers, in order of preference.

If you have already chosen an Appraiser, we advise you to agree on a meeting date with your Appraiser at your earliest convenience.

Once a meeting date has been accepted by you or input directly by your appraiser, these reminders will cease. For guidance on [selecting an Appraiser](#) or [how to contact my Appraiser](#), please visit our [Help and Support Website](#).

If you are experiencing issues in obtaining an Appraiser, please contact the [RSU GP Appraisal Officer](#) and your Revalidation Team in your [Designated Body](#).

Best Wishes,

Revalidation Support Unit (RSU)

Please find [online modules and recorded webinars](#) together with a programme of [live webinars](#) designed for GPs.

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

## AQ2

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

Dear [[fullname]],

This is a reminder that you are now on day one of your Allocated Quarter (AQ) and you do not appear to have arranged your next appraisal. It is important that you complete your appraisal within your Allocated Quarter.

In order to secure an appraisal within your Allocated Quarter ([[aq]]) you are advised to log into your [MARS account](#) and request up to three available Appraisers, in order of preference.

If you have already chosen an Appraiser, we advise you to agree on a meeting date with your Appraiser at your earliest convenience.

Once a meeting date has been accepted by you or input directly by your appraiser, these reminders will cease.

For guidance on [selecting an Appraiser](#) or [how to contact my Appraiser](#), please visit our [Help and Support Website](#).

If you are experiencing issues in obtaining an Appraiser or have extenuating circumstances that are preventing you from undertaking your appraisal, please contact the [RSU GP Appraisal Officer](#) and your [Designated Body](#).

Best Wishes,

Revalidation Support Unit (RSU)

Please find [online modules and recorded webinars](#) together with a programme of [live webinars](#) designed for GPs.

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## AQ3

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

Dear [[fullname]],

This is your final reminder to advise you have fallen outside of your Allocated Quarter [[aq]]. As you do not appear to have arranged your appraisal, you will need to log into your [MARS account](#) **as soon as possible** and select an Appraiser. If an Appraiser is not available, then we would recommend contacting the [RSU GP Appraisal Officer](#) and your [Designated Body](#) to explore further options regarding the arrangement of your appraisal.

As you're aware, it is your responsibility to arrange an annual appraisal to meet the requirements of your Designated Body contract and the [GMC requirements for revalidation](#). Failure to complete an appraisal within the required timescale may result in action from your Designated Body.

If you are already linked with an Appraiser on MARS, then we would recommend contacting them to book a date within this allocated quarter. If you are experiencing issues in reaching your Appraiser or have extenuating circumstances that are preventing you from undertaking your appraisal, please contact the [RSU GP Appraisal Officer](#) and your [Designated Body](#).

If an appraisal is not arranged within this allocated quarter, you will no longer be able to arrange your appraisal via MARS and you will need to contact your Designated Body to discuss next steps.

For guidance on [selecting an Appraiser](#) or [how to contact my Appraiser](#), please visit our [Help and Support Website](#).

Best Wishes,

Revalidation Support Unit (RSU)

Please find [online modules and recorded webinars](#) together with a programme of [live webinars](#) designed for GPs.

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

DB1



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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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.

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 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 Revalidation Support Unit

Cc AC Coordinator

DB2



Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

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

E-mail E-bost [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

(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 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 Medical Performers List 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 Medical Performers List (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 Medical Performers List (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      Revalidation Support Unit

AC1



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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

(Date)  
**Addressee Only**

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 quartercreate link.

Therefore, I strongly advise you to contact Dr .... and confirm a date for your appraisal meeting as soon as possible. *If you cannot, then in 4 weeks, you will need to re-request an appraiser on GP MARS\**. I'm sure you understand we have a limited capacity which we are trying to optimise and we must also respect the appraiser's ability to plan their workload.

Please also note that continued delay of your appraisal *may make it difficult for you to find another available appraiser and\** may have revalidation implications for you.

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

Yours Sincerely

Appraisal Co-ordinator

**Cc** Revalidation Support Unit

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](#).

\* At the discretion of the AC, this text may be removed if appropriate given the circumstances e.g. where doctor is known to the AC as someone that has caused similar issues previously in agreeing a meeting date with their appraiser. Or, where the end of a doctor's AQ is imminent or has already passed.

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.mars@wales.nhs.uk](mailto:heiw.mars@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](mailto: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...

Yours sincerely

Appraisal Coordinator  
Cc Designated Body Responsible Officer  
Revalidation Support Unit

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.mars@wales.nhs.uk](mailto:heiw.mars@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.

Appraisal Co-ordinator

**Cc** Revalidation Support Unit

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](#).

## A1

### Appraiser Checklist Form

The Appraiser should send this form to their Appraisal Co-ordinator and the Revalidation Support Unit.

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.

Repeated Reschedules:

Comments:

Feedback suggestions:

Failure to agree to appraisal date within 1 month with Appraiser after formal letter/e-mail from AC.

Comments:

Feedback suggestions:

Sufficient materials is not provided at least 2 weeks prior to the appraisal discussion

Comments:

Feedback suggestions:

Other

Comments:

Feedback suggestions:

A2



Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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 contact me within **1 month** from receipt of this correspondence so that we can arrange an alternative date.

Before contacting me to rearrange the date, I suggest that you review your appraisal information and consider the following suggestions:

...

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

### **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.

Preparation i.e. lack of preparation as to the purpose of the discussion and / or lack of familiarity with events included in the folder.

Comments:

Feedback suggestions:

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.

Comments:

Feedback suggestions:

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 them below in your comments.

Comments:

Feedback suggestions:

Other

Comments:

Feedback suggestions:

Appraiser  
Cc Appraisal Co-ordinator/s  
Revalidation Support Unit

**NA1**



Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

Revalidation Support Unit

Uned Cymorth Ailddilysu

HEIW / AAGIC

Ty Dysgu

Nantgarw

CF15 7QQ

(Date)

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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

Revalidation Support Unit

AU1



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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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  
RSU

AU2



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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

Date

Dear Dr

**Re: Appraisal Reinstatement**

The Revalidation Support Unit has 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](mailto:heiw.appraisalofficer@wales.nhs.uk)

Yours sincerely,

Appraisal Officer  
Cc Appraisal Co-ordinator  
Medical Director

**AU3**

Appraisal Summary Alert

Body

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

Dear Doctor,

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

To access online modules designed for GPs [click here](#) and for a selection of face-to-face study days throughout Wales, [click here](#).

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.mars@wales.nhs.uk](mailto:heiw.mars@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](mailto:heiw.appraisalofficer@wales.nhs.uk)

Yours sincerely

Appraisal Officer  
Cc Appraisal Co-ordinator, HB

**MD1**

(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):**

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

- 1. Areas for development
- 2a) Given the DB potential serious concerns regarding fitness to practice

2b) This has resulted in (Please tick appropriate option)

Local investigation  GMC  NCAS

3. Other.....

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

...

...

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

Yes/No (please remove as appropriate)

I recommend that the doctor's MARS appraisal account should be suspended until further notice

Yes / No (please remove as appropriate)

The doctor has been written to and informed of this development

Yes / No (please remove as appropriate)

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

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

Yes / No (please remove as appropriate)

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)

**Either:** 1. Areas for development

1b. These areas for development have now been addressed

Yes/No (please delete as appropriate)

**Or:** 2a. Given the DB potential serious concerns regarding fitness to practise

2b. Which had resulted in (Please tick appropriate option)

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 Health 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. Yes / No (please delete as appropriate)

Date informed.....

Copies have been sent to .....

Yours sincerely

Medical Director

Cc Appraisal Co-ordinator

DB3



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

E-mail E-bost [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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.

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 Revalidation Support Unit

Cc Appraisal Co-Ordinator

**GP1**



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

E-mail *E-bost* [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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](mailto:heiw.appraisalofficer@wales.nhs.uk)**

Yours sincerely

DB Medical Director

Cc Revalidation Support Unit

## WP1: Letter from Appraiser to Doctor



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

E-mail E-bost [heiw.mars@wales.nhs.uk](mailto:heiw.mars@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 / Appraisal Lead

Appraisal Officer ( [heiw.appraisalofficer@wales.nhs.uk](mailto: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*)

E-mail E-bost [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)

Addressee Only

**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 Appraisal Officer ([heiw.appraisalofficer@wales.nhs.uk](mailto:heiw.appraisalofficer@wales.nhs.uk)) / Local Revalidation Office