

Dear Colleagues,

### **Annual appraisal completion**

I write to remind you regarding your requirement to complete annual appraisal.

Medical appraisal is a contractual obligation and essential to retain your licence to practise with the GMC, contributing to the 5-year cycle of revalidation. As your designated body, NHSGGC provides a process to help you comply with GMC regulations regarding registration and licencing.

As an employee, you are required to engage in annual appraisals and demonstrate ongoing adherence to the principles and values outlined in the GMC's Good Medical Practice. This includes presenting supporting information such as colleague and patient feedback, along with evidence of maintaining and enhancing your professional work.

To ensure appraisals are evenly distributed throughout the year, NHSGGC implements an appraisal phasing system aligned with the timing of doctors' revalidation month. Appraisees are asked to complete their appraisal within a 4-month block, depending upon when their revalidation month falls. The Chief Medical Officer has set a target of a 90% completion rate for annual appraisals within each Health Board, making it imperative for all appraisees to adhere to these timings.

The appraisal phasing timetable operates as follows:

Phase 2	Dr A has a revalidation month of: <b>August/September/October/November</b>	Dr A requires to complete their appraisal in the months of: <b>April, May, June or July</b>
Phase 3	Dr B has a revalidation month of: <b>December/January/February/March</b>	Dr B requires to complete their appraisal in the months of: <b>August, September, October or November</b>
Phase 1	Dr C has a revalidation month of: <b>April/May/June/July</b>	Dr C requires to complete their appraisal in the months of:

		<b>December, January, February or March</b>
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**Please note the following caveats:**

\*If a doctor commences employment with the Board between 1<sup>st</sup> April – 31<sup>st</sup> October they fall into Phase 1 (December – March completion window) for that appraisal year and will then move into their allocated Phase for the following year (unless they are due to revalidate during the year in which they commence employment with the Board).

\* If a doctor commences employment with the Board between 1<sup>st</sup> November – 31<sup>st</sup> March, they will not be asked to complete an appraisal within NHSGGC for that appraisal year and will then move into their allocated Phase for the following year (unless they are due to revalidate during the year in which they commence employment with the Board).

Non-engagement with the annual appraisal and revalidation process, without valid reasons such as long-term sick leave, maternity leave, sabbatical, or recent connection to the board, will initiate the NHSGGC non-engagement protocol. This local, multistage process aims to prevent a GMC non-engagement notification and ultimately the withdrawal of the doctor's licence to practice.

Should you have any questions or require support regarding any aspect of the appraisal and revalidation processes of the Board, please don't hesitate to get in touch at:

[ggc.medical.revalidation@nhs.scot](mailto:ggc.medical.revalidation@nhs.scot)

Yours sincerely,



**Dr Scott Davidson**  
**Executive Medical Director/ Responsible Officer- NHSGGC**