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Tel 0141-201-4444
Date: 29th October 2026
Ref: SD/October/MedApp

Dear Colleagues

Re: Annual Appraisal 2026/27

We are now more than half-way through the appraisal year so I thought I would share with you the % appraisal completion rates per Sector/Directorate for Phase 2 (1 April 26 – 31 July 26) and Phase 3 (1 August 26 to 30th November 26).

Sector / Directorate	Phase 2 % Completion Rate	Phase 3 % Completion Rate
South	**55%**	**8%**
North	**39%**	**10%**
Clyde	**44%**	**14%**
Regional Services	**81%**	**21%**
Diagnostics	**90%**	**3%**
W&C's & Comm Paeds	**66%**	**11%**
MHS	**73%**	**10%**
Sexual Health Services	**92%**	**10%**
Public Health	**50%**	**0%**
Occupational Health	**0%**	**n/a**

As you will see from the table above there are a significant number of appraisees still to complete their appraisals. If you have been assigned to Phase 2 or Phase 3 and still to complete your appraisal, please contact your appraiser as soon as possible to arrange your appraisal prior to the **end of November**. If you are unsure what Phase you have been

assigned to (which is determined by a doctor's revalidation month[1]), please contact the Medical Revalidation team at ggc.medical.revalidation@nhs.scot

Please note it is the appraisee's responsibility to ensure that they have completed their annual appraisal within phase and failure to do so may be viewed as non-engagement which is a breach of your contractual terms.

By ensuring you complete in phase, you will also be helping your Appraiser to manage their allocated number of appraisals throughout the year. If you have not yet been assigned an appraiser for 2026/27 or there are mitigating circumstances preventing you completing your appraisal within phase, please contact your Sector Appraisal Administrator. To access their contact details please click on the following link Medical Revalidation and Appraisal - NHSGGC

In my last letter dated July 2026[2], I advised that the Board deferral rate for revalidation was higher than the national average. I explained that as Responsible Officer (RO) I am required to submit a deferral recommendation to the GMC if an appraisal is incomplete and more often than not this is due to the appraisee not completing their Patient Questionnaire (PQ) Exercise or gathering Multi-source Feedback (MSF) in advance of their revalidation date. Unfortunately, this continues to be an issue despite the appraisal administration team sending out individual reminders requesting completion.

Reducing the Board's deferral rate can easily be rectified if all appraisees complete their PQ and/or MSF exercise in advance of their revalidation due date. If you are due to revalidate between now and the end of the appraisal year i.e. 31st March 2027 and have still to complete your PQ and/or MSF exercise, can I ask that you contact the Medical Revalidation Team ggc.medical.revalidation@nhs.scot to request your PQ pack. They will also provide you with the weblink where you can complete your MSF exercise. To ensure that you revalidate by your due date you must complete both exercises **at least one month** before your revalidation date to allow time for review.

Should you have any questions in relation to the above or require support regarding any

[1] NB The appraisal completion deadline for Clinical Fellows is dependent on their contract end date. Clinical Fellows with contracts ending in February should complete their appraisal by the end of January, and those with contracts ending in August, should complete their appraisal between April – July.
[2] Medical Revalidation and Appraisal - NHSGGC

aspect of the appraisal and/or revalidation process please do not hesitate to get in touch at ggc.medical.revalidation@nhs.scot

With thanks



Dr Scott Davidson
Executive Medical Director/Responsible Officer NHSGGC

cc. Prof Colin McKay, Deputy Medical Director (Corporate)/Deputy Responsible Officer (Secondary Care)