

Frequently asked questions

Why is a charge being introduced?

With an increased number of doctors making a prescribed connection to NHS Professionals (NHSP) as their designated body, the demand on the appraisal service has increased significantly. In order to maintain the quality of our service, it is necessary to introduce a charge.

What does the appraisal fee cover?

The charge will cover the cost of the time of our appraisers, our administrative team support, clinical governance support and Responsible Officer input.

Additionally, the charge enables us to provide more flexible connection support. This means that you can request a connection to NHSP once you have signed the Flexible Worker Registration Document. You can stay connected providing you meet the requirements of the Responsible Officer Regulations 2010.

How much is the charge?

The charge for all appraisals will be £450+VAT. There remains no charge for support in collating, reviewing and advising on revalidation recommendations to the GMC.

Will there be any additional costs?

If a deferral recommendation is made on your behalf and a short appraiser meeting is required to review any Supporting Information¹, e.g. multisource feedback, there will be an additional charge of £120 per meeting which includes VAT.

However, should you need a full appraisal meeting due to insufficient appraisal history the appraisal will be charged at the full rate.

Your next appraisal date will then be aligned with the new revalidation date that has been approved by the GMC. NHSP will offer support to you so that a second deferral is avoided. All doctors in this situation will then have everything needed for a recommendation to revalidate to be made to the GMC.

Can I source an alternative appraisal provider?

Yes, you may source an alternative appraisal provider, however, we must be notified of this request in the first instance, so that we can contact your nominated appraiser to undertake appropriate checks. There is a requirement for us to quality assure external appraisal services with confirmation that a non-NHS Professionals appraiser meets the required standard. We will manage liaison with an external appraiser, who must be approved by the NHS Professionals' Responsible Officer before you undertake the appraisal.

¹ The six types of supporting information you must collect and reflect on, and discuss at your appraisal, over your revalidation cycle are: *Continuing Professional Development (CPD), Quality Improvement Activity, Significant Events, Feedback from Patients or those to whom you provide medical services, Feedback from Colleagues, Compliments and Complaints.*

When do I need to pay by?

The fee must be paid by the time you are introduced to your appraiser, which occurs two months before your appraisal month. If the charge has not been paid at this time, the appraisal date may be subject to change, and the slot may be offered to another connected doctor.

What is provided by NHS Professionals?

Since the introduction of revalidation in 2011, NHSP has developed the highest standard of personalised support for doctors who choose to make a connection to us. Our dedicated appraisal and revalidation team are on hand to offer bespoke and individual guidance through the appraisal and revalidation processes, which can sometimes seem daunting.

Our team are very passionate in supporting you to prepare for your appraisal and revalidation. We have designed clear guidance and checklists to provide you with the reassurance that you are meeting the requirements as defined by the GMC and Good medical practice. Our team are on hand to answer personal queries and have extensive experience in supporting doctors through the appraisal and revalidation process, with excellent outcomes and feedback.

We undertake all our appraisals virtually and meetings are arranged between you and your appraiser upon introduction. All doctors are given guidance on what is required for appraisal purposes well in advance of the meeting date. Our appraisers are trained to the highest level and are drawn from senior doctors working or just retired from the NHS, consultants, GPs and public health consultants.

Our appraisal process is designed to be a positive, constructive experience with the opportunity to discuss current progress and to set future goals. As well as supporting you through the appraisal meeting, there is also opportunity for the appraiser to discuss and share thoughts on your career development. This includes reviewing, in a safe environment, any issues that may be presented at the meeting.

What happens once an appraisal is completed?

Once you have completed an appraisal, we work closely with appraisers and appraisees to ensure that all documentation is available for review and contents are agreed before final sign off. We store appraisals on our secure system, which means they are available for access in the future if needed.

At the end of the appraisal process, you will be issued with a certificate of completion signed by our Responsible Officer.

How will I pay?

A link to the payment platform, Checkout.com, will be provided within your appraisal correspondence. This is an easy-to-use platform that has met all the DPIA requirements of NHSP.

Our appraisal team receive daily updates on payments received, so there is no need to advise NHSP of payment being made.

How do I contact the team?

For further information about the introduction of the charge, or about our service as a whole, please contact the team: DoctorsRevalidation@nhsprofessionals.nhs.uk