APPRAISAL PROCESS – SCHEMATIC FOR DMS AND OTHER MOD EMPLOYED DOCTORS

The flow chart below describes the process and timescales for undertaking an annual appraisal.

- At least 28 days prior to last day of the doctor’s appraisal month, doctor and appraiser notify a mutually agreed appraisal date to the appropriate appraisal office.
- At least 14 days prior to agreed appraisal date, doctor submits pre-appraisal documentation to appraiser.
- At least 7 days prior to agreed appraisal date, appraiser reviews pre-appraisal documentation and clarifies any necessary aspects with the doctor. If necessary, doctor and appraiser agree a new date.
- Doctor and appraiser hold appraisal discussion.
- Appraiser and doctor draft summary and PDP. No later than 28 days after appraisal meeting, doctor and appraiser sign off agreed appraisal documentation, and complete the appraisal outputs.
- No later than 28 days after appraisal meeting, appraiser sends one copy of the completed appraisal documentation to the appropriate appraisal office, and one to the doctor. The doctor will forward the Post Appraisal Feedback Form to the RO and the HQSG Reval Admin Cell.