

01 / GET ORGANISED

Your locum appraisal checklist

A practical checklist for FY3, agency and bank locum doctors. Tick on screen or print a copy.

Name

Appraisal year

Appraisal date

Designated body

01 Appraisal arrangements

- ☐ Confirm your designated body and Responsible Officer details on GMC Online.
- ☐ Check your appraisal due date and GMC revalidation date.
- ☐ Confirm who will organise your appraisal, who pays and whether your agency contributes towards the cost.
- ☐ Book your appraisal and confirm which software or forms to use.
- ☐ If you have no designated body, confirm your appraisal and revalidation arrangements with the GMC.

02 Your details and scope of work

- ☐ Check your GMC number and personal details are up to date.
- ☐ List every NHS trust, private hospital and other organisation you have worked for.
- ☐ Include all agencies and staff banks you have worked through.
- ☐ Record your job titles, specialties, dates, responsibilities and average number of shifts per month.
- ☐ Include other medical roles, such as teaching, management, private or voluntary work.
- ☐ Explain any career breaks or periods of limited work.

03 Significant events, complaints and compliments

- ☐ Declare significant events and complaints in which you were personally involved, or confirm there have been none.
- ☐ Reflect on your involvement, learning and any resulting changes to practice.
- ☐ Check for relevant information from the trusts or agencies you worked through.
- ☐ Include relevant compliments and reflect on positive feedback.

02 / BUILD YOUR EVIDENCE

Learning, improvement & feedback

Cover your whole scope of work and explain what you learned or changed.

04 CPD and training

- ☐ Record your CPD across the appraisal year, covering your whole scope of work.
- ☐ Aim for around 50 hours of CPD, using any relevant specialty or designated body guidance. This is a common benchmark, rather than a fixed GMC minimum.
- ☐ Include a mix of workplace and external learning, such as departmental teaching, case reviews, courses, webinars and online modules.
- ☐ Reflect on what you learned and how it has influenced your practice.
- ☐ Include relevant, up-to-date mandatory training.
- ☐ Include BLS, ALS or other resuscitation training appropriate to your roles.
- ☐ Gather certificates and learning records from different placements in one place.

05 Quality improvement

- ☐ Include suitable quality improvement activity relevant to your work, with reflection on the findings and any changes made.
- ☐ Consider an audit, QI project, review of cases or teaching evaluated through feedback.
- ☐ If using case-based discussions, explain the learning and how this helped you evaluate or improve your practice.
- ☐ Collect evidence and feedback before leaving a placement where possible.

06 Patient and colleague feedback

- ☐ Check when formal patient and colleague feedback is due within your revalidation cycle.
- ☐ If due, arrange collection early enough to allow time for responses across locum placements.
- ☐ Follow the requirements of your chosen feedback tool, including its recommended response numbers.
- ☐ Upload the anonymised feedback reports and reflect on the results.
- ☐ Include other relevant feedback received during the year.

Formal patient and colleague feedback is normally required at least once per revalidation cycle, rather than at every annual appraisal. See sources 3-6 on page 4.

03 / REFLECT & COMPLETE

Bring the year together

Review your development, complete your declarations and prepare for the meeting.

07 Previous PDP

- ☐ List each previous PDP objective.
- ☐ Explain how each objective was achieved, including relevant evidence.
- ☐ If an objective was not achieved, explain why and whether it remains relevant.
- ☐ If this is your first appraisal after FY2, include your latest training PDP or development objectives where available.

08 New PDP

- ☐ Prepare a few suggested objectives to discuss with your appraiser.
- ☐ Choose goals relevant to your locum work and career plans.
- ☐ Consider how you will achieve them while moving between placements.

09 Health, probity and other documents

- ☐ Complete your health and probity declarations.
- ☐ Declare relevant issues for discussion.
- ☐ Include indemnity or medical defence cover details where requested, and check that cover reflects your whole scope of work.
- ☐ Upload an up-to-date CV and any employment documents required by your appraisal provider.
- ☐ Remove patient-identifiable information from your evidence.

10 Before and after the meeting

- ☐ Submit your portfolio by the agreed deadline.
- ☐ Note any career, wellbeing or workplace concerns you would like to discuss.
- ☐ After the meeting, review your appraisal summary and agreed PDP.
- ☐ Complete the sign-off process and save your appraisal documents.

04 / SOURCES & USEFUL WEBPAGES

Sources / Last Reviewed

Click a source title to open the official webpage. Source links checked: 5 September 2026.

01 GMC - Find your connection for revalidation

Use the GMC tool to establish the appropriate connection for your working arrangements.

02 GMC - Meeting our revalidation requirements

Annual appraisal, whole scope of practice, reflection and agreed variations.

03 GMC - Continuing professional development

Relevant annual learning, reflection and linking CPD to your PDP. The GMC does not set a fixed points target.

04 GMC - Quality improvement activity

Review and evaluate your work, reflect on the findings and consider the impact of changes.

05 GMC - Patient feedback

Choosing a suitable method, collecting feedback fairly and obtaining an anonymised report.

06 GMC - Colleague feedback

Formal colleague feedback across your scope of practice and reflection on the results.

07 GMC - Significant events

What to declare and how to reflect on your involvement and learning.

08 GMC - Compliments and complaints

Reflecting on concerns, positive feedback and changes to your practice.

09 GMC - Revalidation for doctors with no connection

Additional arrangements where you have no designated body or approved suitable person.

10 NHS England - Doctor's medical appraisal checklist

Practical preparation, supporting documents and appraisal completion.

Medical Appraisal Hub

[The medical appraisal guide](#) | Clear guidance. Thoughtful appraisals.

This checklist combines GMC requirements with practical preparation prompts. Local training, portfolio and administrative requirements may vary; confirm them with your appraisal provider.