

Practical appendices

Appendix A Four nation source navigator

How to use the navigator

Begin with the nation in which the employment or process sits, not the doctor's home address, medical school or previous post. UK-wide professional regulation may apply alongside a national employment contract, pension administrator and appraisal system. Record the title, version or publication date of the document actually used. A bookmarked webpage is only a route to the source; it is not proof that the content has remained unchanged.

For every important decision, write:

- the question being answered;
- the nation and employing organisation;
- the source owner;
- the document title, version and date;
- the relevant paragraph, schedule or page;
- the date checked; and
- the person or organisation from whom individual advice was obtained.

United Kingdom professional regulation

The General Medical Council owns the medical register, licensing, revalidation, Good medical practice, fitness-to-practise procedures and the Portfolio Pathway to specialist or GP registration. Begin at the GMC's official website and move to the live guidance for the precise process. For Portfolio Pathway work, use the current application guide, evidence-verification instructions, relevant curriculum and specialty-specific guidance. Do not rely on an old saved fee, evidence period or application form.

The Academy of Medical Royal Colleges publishes professional appraisal resources, while delivery arrangements are organised through the responsible officer and designated-body structures in each nation. The employing organisation's appraisal platform does not replace GMC requirements. Record both the professional source and the local delivery route.

England

For national SAS contractual material, begin with NHS Employers and the current terms and conditions of service for Specialty Doctors and

Specialists. Use the correct schedule for job planning, pay progression, leave and other employment questions. Local policies may explain implementation but cannot silently replace national contractual rights.

NHS England provides appraisal, revalidation and responsible-officer information relevant to designated bodies in England. NHS Business Services Authority administers NHS Pension Scheme information for England and Wales. GOV.UK and HM Revenue & Customs are the primary routes for current tax rules and statutory employment information. Acas guidance applies to Great Britain, but a general Acas explanation should not be mistaken for an individual tribunal calculation or a Northern Ireland procedure.

Checked on: _____

Current documents retained at: _____

Wales

NHS Wales Employers is the principal source hub for national workforce agreements and the Welsh SAS contract. For progression from Specialty Doctor to Specialist, use the operative All-Wales policy, the live submission material and any formally issued guidance. Confirm the policy's effective date, eligibility, service-need test, decision stages, outcome and appeal provisions before preparing a case.

Health Education and Improvement Wales supports professional development and operates the Medical Appraisal Revalidation System used in Wales. Appraisal questions should still be separated from the responsible officer's recommendation and the GMC's revalidation decision. NHS Business Services Authority is the relevant pension administrator for NHS scheme membership in Wales.

Checked on: _____

Policy or circular used: _____

Scotland

Use the Scottish Government health workforce directorate circulars and NHS Scotland employer material for contractual and national policy questions. A Scottish progression or regrading application must be built from the current circular, not from the Welsh route or a summary written before the latest agreement. Record the circular number, effective period and any review or transitional provision.

NHS Education for Scotland and the relevant health board provide routes for appraisal and professional support. The Scottish Public Pensions Agency

administers NHS pension benefits in Scotland. Its forms, estimates and retirement rules should be used directly; an NHS Business Services Authority example may explain a shared concept but does not establish the Scottish administrative requirement.

Checked on: _____

Current circular used: _____

Northern Ireland

Use the Department of Health in Northern Ireland, Health and Social Care workforce material and the current Northern Ireland SAS terms and conditions for employment questions. Confirm that a document applies to the correct grade and contract. Great Britain employment guidance, including Acas material, does not automatically state Northern Ireland procedure or time limits. The Labour Relations Agency is the principal public source for workplace relations guidance in Northern Ireland.

The Northern Ireland Medical and Dental Training Agency supports appraisal and revalidation delivery. The HSC Pension Service administers the Health and Social Care pension scheme. Use its current member information, forms and estimates for Northern Ireland decisions.

Checked on: _____

Current terms used: _____

Source hierarchy check

For a high-consequence proposition, ask in order:

1. Is there legislation, a scheme regulation, regulator rule or national contract?
2. Is there an operative national policy, circular or formal application guide?
3. Does local policy implement that source, or does it add an apparently inconsistent condition?
4. Is professional guidance explaining the rule rather than creating it?
5. Is the webpage commentary, news or interpretation rather than the operative document?
6. Has an adviser confirmed how the source applies to the individual facts?

When sources appear inconsistent, preserve both versions and their dates. Do not resolve the conflict by selecting the sentence that gives the preferred answer. Identify the owner, ask for clarification in writing and keep the decision with the evidence on which it was made.