

Career Transition and Revalidation Action Planner

A practical companion to Appraisal, Revalidation and the Professional Portfolio.

- ✓ Six task-specific planning stages
- ✓ A worked example and guided writing space
- ✓ Matching accessible webpage and primary sources

Prepared for SAS, locally employed and other UK doctors

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Purpose and boundaries

Maintain continuity through LED posts, locum work, changing employers, international moves, career breaks and revalidation requests. Use this planner to identify actions and sources of clarification. It does not calculate legal deadlines or decide what an individual GMC notice means.

Use neutral planning notes. Do not record names, GMC numbers, identifiable cases, health details, confidential employer material or private document links here. The website is not an approved appraisal record. Entries in the webpage stay in the open page and are not saved automatically. Store completed downloads securely and transfer appropriate information to your approved system.

Worked example: a fictional planning situation

An LED doctor has a gap between fixed-term posts and expects to return to work before the next appraisal. They clarify the connection and appraisal arrangements rather than assuming the gap suspends revalidation. They agree how appropriate records can remain available, contact the relevant team about the timetable and plan support for the return. If evidence will not be available in time, they raise this early; they do not describe a deferral as failure or assume it can be granted without a decision.

1. Describe the transition

Identify the type of change and the medical work before, during and after it. Keep the actual employment and personal details on approved systems. Distinguish plans from confirmed appointments and identify where the change affects scope, evidence or support.

What transition is being planned in neutral terms?

Which parts are confirmed and which remain provisional?

2. Confirm responsibility

Recheck the prescribed connection where appropriate and clarify the next appraisal arrangements. Locum and multiple-employer work need a whole-practice account. MTI status or overseas qualifications do not by themselves determine the UK revalidation route.

What connection or appraisal responsibility needs confirmation?

Which organisation or GMC route can resolve the question?

3. Preserve appropriate evidence access

Agree lawful access or transfer before a post ends. Keep the appraisal output, PDP and supporting-information references appropriately available. Do not copy patient records or confidential employer documents into a private collection. Record the action needed if an authorised system will become inaccessible.

Which approved records need a continuity arrangement?

What access or transfer action should be completed before the change?

4. Plan a break or return

Discuss how a break, reduced practice or changed scope affects appraisal and supporting information. Do not assume that revalidation is automatically cancelled or postponed. Return-to-practice support, supervision and role authorisation may require separate employer arrangements.

What appraisal or evidence issue needs discussion before the break or return?

What separate induction, supervision or support should be arranged?

5. Respond to official correspondence

Record the type of request, controlling date and action in a secure system. Here, use only a neutral summary. If you cannot provide something, explain promptly and ask what can be considered. Asking for an extension is not the same as receiving one.

What action does the actual notice require, without quoting private details?

Who will clarify uncertainty or provide individual advice?

6. Maintain an active plan during deferral

A deferral allows more time for the relevant purpose and is not automatically a finding of unfitness. Continue the agreed actions, appraisal and evidence collection as applicable. If there is a non-engagement concern or licence risk, use the current GMC process and seek timely advice.

What evidence or action remains required and what is the plan?

What will trigger early contact if the plan cannot be delivered?

Review the plan before using it

Check that the notes describe what is known, what remains uncertain and what someone still needs to agree. A completed field does not prove approval, competence or revalidation readiness. Keep official correspondence and actual deadlines separate from illustrative planning dates. Seek appropriate advice where an individual decision or a licence may be affected.

What is the next action, who needs to agree it and when will you review progress?

Sources and related learning

Editorial source review: 9 September 2026. The links below are primary sources; publication dates vary. Current official guidance and approved local arrangements take priority. This is independent education, not a GMC-endorsed form or individual advice.

[GMC: revalidation requirements for doctors — UK](#)

[GMC: connection help tool — UK](#)

[GMC: additional requirements without a connection — UK](#)

[GMC: the revalidation decision — UK](#)

[GMC: recommendations of non-engagement — UK](#)

[Return to the Appraisal, Revalidation and Professional Portfolio programme.](#)

Accessible HTML edition: <https://sasdoctors.com/resources/worksheets/career-transition-revalidation-planner>