

Submission and Reference Readiness Check

Reconcile the application, evidence, referees and control steps
before payment

- ✓ Six structured planning stages
- ✓ Private writing space and evidence prompts
- ✓ Source, confidentiality and review safeguards

Prepared for SAS, locally employed and other UK doctors

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Before you write

Use this on a trusted device or paper copy. Record authorised references rather than copying patient-identifiable, learner-identifiable or restricted employer material. Nothing is sent to SAS Doctors Review.

1. Application clock

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

GMC Online opened date**24-month deadline shown in account****Internal submission target****Contingency time**

2. CV and history

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

All posts and dates reconciled

Scope explains unfamiliar titles

Qualifications and registration consistent

Declarations checked with advice

3. Referees

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

Current live requirement checked

Direct knowledge and scope mapped

Availability and contact details

Conflicts and limitations recorded

4. Evidence controls

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

Every outcome mapped

Verification complete

Anonymisation sampled

Files and page references tested

5. Readiness gates

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

No material experience gap

Assessments current and sufficient

Generic capabilities complete

Independent challenge review completed

6. Submission decision

Complete only what is relevant. Use factual language, cite current sources and ask an appropriate adviser to challenge assumptions.

Submit, conditional or stop

Outstanding owner and date

Current fee verified

Final copy and correspondence log location

Action summary

What must happen next?

Who owns each action and when will it be reviewed?

Which live GMC, specialty or employer source must be rechecked?

Sources and disclaimer

Use the current GMC application guide, curriculum, specialty-specific guidance and GMC Online instructions. National employer and deanery support differs.

GMC: Portfolio Pathway with registration

NHS Employers: SAS development guidance

Independent general education

This workbook does not determine eligibility, assess evidence sufficiency, guarantee registration or employment, calculate a deadline, or replace individual GMC, College, employer, legal or professional advice.