

GMC & PROFESSIONAL REGULATION | PRACTICAL WORKBOOK

Employment, Acas and Deadline Guide

Keep employment remedies and limitation dates separate from internal, regulatory and clinical routes.

What this resource contains

- Six structured preparation stages
- Private writing space and review prompts
- Process, deadline and confidentiality safeguards

IMPORTANT

Independent general guidance. It does not replace clinical, employment, regulatory, immigration or legal advice. Do not include patient-identifiable or unnecessary colleague-identifiable information in worksheets.

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**BEFORE YOU
WRITE**

Use this on a trusted device or paper copy. Record references rather than copying patient-identifiable or privileged material. Nothing in this workbook is sent to SAS Doctors Review.

1. Employment issue

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Employer and contractual status

Decision or act complained of

Internal policy route

Potential statutory issue for advice

Desired practical outcome

2. Date map

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Event date

Communication date

Effective termination date if any

Continuing act question for advice

Internal appeal dates

3. External deadline advice

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Great Britain or Northern Ireland

Adviser consulted

Date advice received

Limitation date advised

Assumptions and exceptions noted

4. Acas or LRA

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Notification date

Reference number

Conciliation period

Certificate date

Effect on limitation confirmed by adviser

5. Parallel processes

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Employer process

GMC or MPTS

Complaint or incident

Police, inquest or claim

Information-sharing and consistency plan

6. Evidence and remedy

Complete only what is relevant. Use neutral, factual language and confirm process-specific advice.

Essential documents

Witnesses

Loss or impact record

Remedy or resolution sought

Review and representation plan

Action summary

What must happen today?

Which adviser will I contact, for which process?

Which restrictions and deadlines have been independently confirmed?

**DO NOT LET ONE
ROUTE OBSCURE
ANOTHER**

An internal grievance or appeal does not normally stop an external legal deadline. A regulatory adviser does not automatically represent an employment claim, and a wellbeing service does not provide legal advice.

Sources and disclaimer

Use the current GMC, MPTS, national NHS, Acas or Labour Relations Agency source and the correct local policy before acting. Processes, time limits and service eligibility change.

GMC: how concerns are investigated

MPTS: hearings and decisions

Acas: current tribunal time limits

**INDEPENDENT
GENERAL
EDUCATION**

This workbook does not calculate a deadline, assess credibility, predict a regulatory outcome or replace individual legal, employment, regulatory or clinical advice.