

GMC & PROFESSIONAL REGULATION | PRACTICAL WORKBOOK

First 72 Hours Response Pack

A stabilisation workbook for a complaint, investigation, GMC letter, restriction or other professional concern.

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. Immediate safety

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

Is anyone in immediate danger?

What restriction or direction applies now?

Who has authority for immediate clinical cover?

What must be reported urgently?

2. Identify each process

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

Name on the document

Purpose of the process

Decision-maker

My status: witness, subject, employee, registrant or other

Policy, rule or statutory route

3. Preserve and protect

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

Original correspondence retained

Authorised location of relevant records

No retrospective alteration

No unauthorised access or download

Confidentiality and privilege advice needed

4. Deadlines and meetings

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

Required action

Date and time stated

Who verified the deadline

Meeting status and right to accompaniment

Separate legal limitation advice

5. Adviser map

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

Defence organisation

Trade union or employment adviser

Criminal lawyer if relevant

Treating clinician or occupational health

Emotional and practical support

6. Controlled first response

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

Receipt acknowledged

Nothing speculative or argumentative

Availability and adjustment needs stated

Advice obtained before substantive response

Next review point

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.