

## GMC &amp; PROFESSIONAL REGULATION | PRACTICAL WORKBOOK

# Insight and Remediation Portfolio

Show relevant learning, application and effectiveness without manufacturing admissions or producing generic certificates.

---

## 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.

Author: Dr N Aziz

Published and reviewed: 7 September 2026

**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. Define the concern

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

**Conduct, performance, health, communication or governance issue**

|  |
|--|
|  |
|  |
|  |

**Relevant professional standard**

|  |
|--|
|  |
|  |
|  |

**Facts established, accepted or disputed**

|  |
|--|
|  |
|  |
|  |

**Current-risk question**

|  |
|--|
|  |
|  |
|  |

**Advice about reflection wording**

|  |
|--|
|  |
|  |
|  |

## 2. Demonstrate insight

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

### What I understand now

|  |
|--|
|  |
|  |
|  |

### Potential effect on patients, colleagues and trust

|  |
|--|
|  |
|  |
|  |

### Contributing factors

|  |
|--|
|  |
|  |
|  |

### Personal responsibility and system context

|  |
|--|
|  |
|  |
|  |

### What would be different now

|  |
|--|
|  |
|  |
|  |

### 3. Select remediation

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

| Action directly related to the concern |
|----------------------------------------|
|                                        |
|                                        |
|                                        |

| Course, supervision, coaching or practice change |
|--------------------------------------------------|
|                                                  |
|                                                  |
|                                                  |

| Opportunity to apply learning |
|-------------------------------|
|                               |
|                               |
|                               |

| Objective evidence |
|--------------------|
|                    |
|                    |
|                    |

| Named reviewer |
|----------------|
|                |
|                |
|                |

## 4. Test effectiveness

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

| What changed in practice? |
|---------------------------|
|                           |
|                           |
|                           |

| Feedback or audit |
|-------------------|
|                   |
|                   |
|                   |

| Sustained period |
|------------------|
|                  |
|                  |
|                  |

| Unexpected limitation |
|-----------------------|
|                       |
|                       |
|                       |

| Further action needed |
|-----------------------|
|                       |
|                       |
|                       |

## 5. Health and safe practice

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

### Clinical support

|  |
|--|
|  |
|  |
|  |

### Functional impact

|  |
|--|
|  |
|  |
|  |

### Occupational-health input

|  |
|--|
|  |
|  |
|  |

### Adjustment or restriction

|  |
|--|
|  |
|  |
|  |

### Confidentiality boundary

|  |
|--|
|  |
|  |
|  |

## 6. Portfolio index

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

| Evidence item |
|---------------|
|               |
|               |
|               |

| Concern addressed |
|-------------------|
|                   |
|                   |
|                   |

| Date and context |
|------------------|
|                  |
|                  |
|                  |

| Reviewer |
|----------|
|          |
|          |
|          |

| What it demonstrates and does not demonstrate |
|-----------------------------------------------|
|                                               |
|                                               |
|                                               |

# 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.