

GMC & PROFESSIONAL REGULATION | PRACTICAL WORKBOOK

MPTS Hearing Preparation Guide

Understand interim orders, facts, impairment, sanction, review and the practical demands of a tribunal.

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. Identify the hearing

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

Interim orders, medical practitioners, review or restoration tribunal

Public or private elements

Remote, in-person or hybrid format

Dates and timetable

Legal representation

2. Issues and stages

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

Alleged facts

Evidence for each fact

Current impairment question

Sanction factors

Review or restoration test

3. Bundle preparation

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

Index and page references

Witness material

Expert evidence

Insight and remediation

Health evidence and confidentiality

4. Giving evidence

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

Listen to the full question

Answer accurately and directly

Say when you do not know or remember

Use the bundle

Correct mistakes promptly

5. Practical preparation

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

Technology and private space

Travel and accommodation

Reasonable adjustments

Food, medication and breaks

Daily support contact

6. Outcome planning

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

Immediate effect and notification

Employment and indemnity implications

Appeal advice and deadline

Review evidence required

Health and recovery 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.