Cancellation/Postponement Process

Situations have arisen from time to time where an appraisal discussion has been cancelled or postponed at very short notice by the appraiser or the appraisee. Such situations are rare but can cause significant difficulties when they do occur. When it happens it is necessary to report the reason for cancellation or postponement in order to be able to deal with such an event appropriately.

Notification:
It is imperative that the appraiser, the appraisee and the Appraisal and Revalidation Service are notified as soon possible as a cancellation/ urgent postponement has become necessary. The more notice that can be given the more likely it is that surgeries can be rebooked, locums cancelled and the time used productively.

The primary responsibility lies with the individual who needs to cancel/postpone but it is recognised that in some circumstances it may be impossible for them to let all parties know. As soon as the Appraisal and Revalidation Service is informed the administration team will take on the responsibility to get a message to the other party and will subsequently contact both parties to clarify the reasons for the cancellation/ postponement. The service also has a responsibility to ensure that the appraisees/ appraisers have accurate contact details for the other party so that they can contact them in an emergency.

Possible causes:
From time to time an appraisal may be cancelled or postponed due to significant illness, bereavement, adverse weather conditions, accident or practice crisis. This list is not exhaustive.

Compensation:
Wessex Deanery Appraisal and Revalidation Service will not refund expenses incurred for exceptional circumstances such as these. Where both parties have acted in good faith, there should not be any claim against an appraisee who has to cancel at short notice, and nor should there be a claim against an appraiser (or through them to Wessex Deanery).
However, if an appraisal is cancelled at short notice for a second time, Wessex Deanery Appraisal and Revalidation Service reserves the right to fully investigate the circumstances and will consider charging an individual who appears not to be acting in good faith, or compensating an individual who has been disadvantaged for a second time.

**Re-allocation:**

An individual may feel that they will no longer be able to have a satisfactory appraisal with the appraiser/appraisee allocated as a result of a situation that has arisen and the Appraisal and Revalidation Service will undertake to re-allocate if either party feels it would be appropriate.

**Exceptions:**

The Appraisal and Revalidation Service reserves the right to ask an individual appraisee to compensate their appraiser if the reason for a cancellation or postponement is the failure to produce the required paperwork in due time for the appraiser to prepare for the appraisal adequately. This is normally two weeks before the appraisal date.