Suitable persons –
guidance for
application form

Background

A suitable person is an individual who we approve to make a revalidation recommendation about a doctor’s fitness to practise.

The Licence to Practise and Revalidation Regulations 6(6) and 6(7) 2012 give us powers to receive revalidation recommendations from a ‘suitable person’ in respect of licensed doctors who do not have a prescribed connection to a responsible officer under our responsible officer regulations, Making revalidation recommendations: the GMC responsible officer protocol.

Regulation 6(7) says that we must approve such a ‘suitable person’ before a revalidation recommendation can be made.

Before you apply

Before making an application, we expect you to have had a conversation with the doctor or doctors you intend to make recommendations for.

In order to apply to be a suitable person, you must have had a pre-assessment discussion with one of our staff members from the GMC. If you haven’t had the assessment, or have been sent this form through a third party and wish to apply, please call 0161 923 6602 or email revalidation-support@gmc-uk.org.

The application form

The application form asks you to provide sufficient evidence to show that you satisfy the criteria to be a suitable person as set out in the Criteria for recognition as a suitable person document.

Please make sure you have read the criteria in full and understood what is required of a suitable person before filling in this form.

Once you have submitted your application, a member of our revalidation team may contact you to seek clarification or to ask for more evidence. Once this has been provided, your form will be sent through to the registrar for the final decision, which will be sent to you in writing.

This document will help you to answer the questions in the application form, by outlining the information you need to provide. You can get further support by contacting our revalidation team:

Telephone: 0161 923 6602
Email: revalidation-support@gmc-uk.org

Working with doctors Working for patients
Guidance to questions

1  Your details
   a  Please fill in the information in full, so we won’t have to contact you to verify as this may delay the progress of your application. If required, please fill in more than one phone number or email address, citing which is primary (p) and which is secondary (s).
   b  Please make sure your name matches your GMC registration, including any middle names.

2  Your organisation’s details
   If you are applying to become a suitable person on behalf of an organisation, please provide details in this section. You should have discussed your application with the organisation in advance of sending us your application form. If your organisation has more than one address, please list the head office address, even if that is not where you are based.

3  Your designated body
   To apply to be a suitable person, you must have a prescribed connection to a designated body or a GMC approved suitable person.

   Most licensed doctors have a connection with one organisation that will give them a regular appraisal and help them with revalidation. This organisation is called your ‘designated body’.

   Only UK organisations can be designated bodies, because the legal rules that determine this only cover the UK.

   Your connection with this organisation means that you are always:
   - supported with appraisal and revalidation
   - working in an environment that monitors and improves the quality of its services, regardless of how or where you practise in the UK.

   If you do not have a designated body, please name the GMC-approved suitable person who will make a revalidation recommendation about you.

4  Your registration status
   To be approved as a suitable person, you must have been registered with the GMC continuously for the past five years and must currently hold a licence to practise. This includes no lapses from the register for any reason.

5  Your current role
   a  If you are not a responsible officer, you must demonstrate that you hold a post within a body with similar responsibilities to those of a responsible officer. You may, for example, be the medical director of the organisation and perform functions such as managing revalidation, dealing with fitness to practise concerns, training other doctors and providing guidance relating to appraisals within your organisation.
   b  You need to provide details about your responsibilities in relation to doctors’ appraisals and fitness to practise. You should describe:
      - what your responsibilities are in relation to the doctors you have named in your application
      - how you will make sure that the doctors you have named in your application are participating in annual appraisals in accordance with our core guidance, Good medical practice
      - what procedures you have in place for patients, colleagues, and other organisations, to inform you of any concerns about the doctors you have named in your application.
c As a suitable person, it is essential that you have regular and ongoing interaction with responsible officers to ensure consistency in making recommendations and to remain up to date with quality management. Therefore, you must send us information to show that you have regular, ongoing engagement with responsible officers or medical leaders specific to revalidation. This may involve attending responsible officer training or attending responsible officer networks.

6 Your application for approval as a suitable person
a It is important that you are able to give as much information as possible, including the GMC reference number and the type of doctors you wish to act in this capacity for, for example:

- John Doe, GMC ID 1231112, sports medicine doctor, contracts with the organisation.

b In this section, you need to explain why you are suitable to make a recommendation for this specific doctor or doctors. You must describe the link between you and these particular doctors and show that a logical relationship exists.

c You can’t be a suitable person for a doctor with a prescribed connection as set out in the responsible officer regulations. Please make sure the doctors that have approached you don’t have a connection elsewhere. You may direct them to use our online tool or use the tool yourself as a basis of determining whether a doctor on your proposed list has a connection elsewhere.

d It is essential that you have access to the appropriate information to make a revalidation recommendation for doctors, in accordance with the recommendation statements. The revalidation recommendation statement says that you be must in a position to declare that you are satisfied that:

- where relevant, each of the named medical practitioners is practising in compliance with any conditions imposed by, or undertakings agreed with, the GMC
- there are no unaddressed concerns about the fitness to practise of any of the named medical practitioners.

e In this section, you will need to demonstrate how you will fulfil the responsibilities for each doctor in order to make a recommendation in accordance with the recommendation statements. You must give us evidence, including policies and procedures you have in place to provide you with the relevant information to carry out the role.

7 Declaration
Please sign and date the declaration to confirm that you meet the stated requirements for acting as a suitable person for medical revalidation. If you have any questions about these requirements, contact us on 0161 923 6602.

Other considerations
It is important that you are aware of the type of information and evidence we need to see in order to approve your application. This is outlined below. Please note that the list is not exhaustive and there may be other grounds for refusal.

You are likely to be approved if:

- you are able to articulate the link between yourself and the doctor or doctors you wish to make a recommendation for
- you have a list of specific named doctors (you can add to and amend this list at a later date)
- your doctors are based primarily in the UK.
You are unlikely to be approved if:

- the doctor or doctors you wish to make recommendations for are based wholly overseas. This is because you will struggle to make a recommendation about these doctors based on the recommendation statements from the responsible officer protocol.

- you are unable to articulate a clear link between yourself and the doctor or doctors you wish to make recommendations for.

- there is a conflict of interest or perception of bias between you and the doctor or doctors you are applying to submit recommendations for.

- you do not give sufficient evidence to support your application.

- you do not clearly articulate how your role is similar to that of a responsible officer.

**Contact**

For further information on this guidance or any other information to do with suitable persons, contact us:

**Telephone:** 0161 923 6602

**Email:** revalidation-support@gmc-uk.org

**Website:** www.gmc-uk.org/revalidation

General Medical Council, 3 Hardman Street, Manchester M3 3AW

This information can be made available in alternative formats or languages. To request an alternative format, please call us on 0161 923 6602 or email us at publications@gmc-uk.org