

Clinical Assessment

Appeals Process UKFP 2019

November 2018

1. Introduction

If you wish to register an appeal regarding your clinical assessment for the 2019 Foundation Programme, you should follow the process below.

2. Principles underlying the appeals policy

The principles underlying the appeals policy are as follows:

- a. You cannot make an appeal because you simply disagree with the principle of the process or the judgements or outcomes that have been made by the clinical assessment body. You may request a review to be undertaken where **processes or procedures** have not been followed, or there is evidence of unfairness in how the process has been implemented, and the objectivity of decisions is called into question.
- b. You can appeal against the outcome of the clinical assessment on the following grounds:
 - i. That the process was not applied with appropriate diligence or due care.
 - ii. That the decision was made in a prejudicial way – i.e. where there is evidence of prejudice, bias or conflict of interest during the clinical assessment process.
- c. The procedure will be fair and transparent, and the final decisions will be made in accordance with relevant employment legislation and statutory procedures.
- d. Your privacy and confidentiality will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect your privacy and to protect those involved with the appeals process.
- e. The UK Foundation Programme Office (UKFPO) will appoint an independent panel who will consider your appeal. This panel will consist of a minimum of three people, each of whom will be an appropriate representative from a medical school or a foundation school. At least one member of the panel will be a clinician.

3. How to register an appeal

- a. If you wish to register an appeal you must complete the Appeals Form (UKFP 2019) and submit it by email to appeals@foundationprogramme.nhs.uk between **08:00 GMT 15th November and 12:00 GMT 22nd November 2018**. Appeals will **not** be accepted at any other time.
- b. You should include in your appeal form a full statement of the grounds for your appeal. **Please note the information should be limited to one side of A4 paper. The panel will only consider the submission on the first page of A4.**
- c. You may register an appeal if you believe that the process was not applied with appropriate diligence or due care or that there is evidence of prejudice, bias or conflict of interest during the clinical assessment process.
- d. You will receive an email within five working days to acknowledge that your appeal has been received.
- e. The UKFPO lead for recruitment will review your clinical assessment documentation to check whether any clerical errors have occurred. If clerical errors are found in the documentation, you will be contacted in order to discuss an appropriate outcome.
- f. In the case that there are no clerical errors, the UKFPO will appoint an independent appeals panel, to determine whether there are grounds for appeal.
- g. The independent appeals panel will make their decision on the basis of any investigations they consider reasonable, having regard to the statement within the appeal and any supporting evidence provided by you. The UKFPO will contact you with the panel's decision within fifteen working days of the published deadline for receipt of appeals.
- h. If your appeal is successful, the UKFPO will agree a satisfactory resolution.
- i. If your appeal is unsuccessful, you are not able to further appeal within this process as the independent appeals panel's decision is final.
- j. If you wish to withdraw your appeal, you must write to the UKFPO at the email address above.