



UKFP 2020

**National
Application
Appeals
Process**



England
Northern Ireland
Scotland
Wales



**UK Foundation
Programme**



November 2018

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Introduction

This guidance is intended to provide information about national appeals processes in relation to the application process for the two-year Foundation Programme. This applies to the application process for all provisionally registered training posts across the United Kingdom (UK).

All local appeals processes will be managed by the Foundation Schools.

There is a separate complaints procedure for F2 Stand-alone recruitment.

Overview

The appeals process against national elements of the application process is conducted in two stages.

1. Applicants will be given the opportunity to correct any mistakes and / or provide any additional information which they omitted to include as part of their original application. There will be a 72-hour window for applicants to correct or submit additional information following the initial release of application outcomes. Stage 1 of this process does not apply to the Clinical Assessment.
2. Applicants may appeal the outcome of their application on the basis that due process has not been followed. Applicants may appeal in relation to the how the process has been followed regardless of whether they amended or submitted new information during the first stage of this appeals process.

National Appeals

The UK Foundation Programme Office (UKFPO) will consider appeals against outcome in relation to the following aspects of the national application process: -

- Eligibility Outcomes
- Educational Achievements
- Special Circumstances
- Clinical Assessment (Stage 2 only)

Situational Judgement Test (SJT) scores are final and there is no opportunity for applicants to appeal the outcome of the Situational Judgement Test (SJT).

Allocations to Foundation Schools are final. Applicants will not be able to appeal their allocation result. National swaps between Foundation Schools are not permitted.

Eligibility Outcomes

Applicants who graduated overseas or from a UK medical school more than two years prior to the start of the programme to which they are applying are required to apply through the eligibility process.

Eligibility applications are considered by the UKFPO's Eligibility Office in accordance with the eligibility criteria. All ineligible applications are 10% of all eligible applications are reviewed and quality assured by an independent eligibility checking panel.

Applicants who are considered ineligible at the end of this process may submit an appeal against the outcome of their application.

Educational Achievement (EA)

Medical students / graduates who have been nominated by their UK medical school and applicants who have been deemed eligible or eligible with conditions by the UKFPO's Eligibility Office are invited to apply to the UK Foundation Programme. All applicants have the option to claim points for an additional degree and / or publication as part of this process.

All additional evidence of educational achievements is considered by independent verifying panels.

Applicants may appeal against the outcome of the verifying panel and all component parts of their verified EA score.

Special Circumstances

All applicants have the option to apply for pre-allocation to a particular Foundation School on the grounds of special circumstances (please refer to the guidance on the UKFPO website). Applicants for pre-allocation on the basis of special circumstances are reviewed by local panels that comprise of both medical school and foundation school representatives. The UKFPO's Eligibility Office convene an appropriate panel to consider applications from Eligibility Office applicants.

Applicants may appeal the outcome of their application for pre-allocation.

Clinical Assessment

Applicants who qualified from medical school two years prior to the start of the programme must also undertake an assessment of their clinical skills in the UK prior to being granted full eligibility. The primary purpose of this assessment is to determine suitability to start the foundation programme. The assessments will be undertaken by Manchester University NHS Foundation Trust. Candidates will sit a set of 16-station Objective Structured Clinical Examinations (OSCEs) in approximately four hours.

Applicants may appeal the outcome of the Clinical Assessment.

The first stage of this appeals process does not apply to Clinical Assessment outcomes.

Underlying Principles of Appeals

The underlying principles of both stage of this appeals process are outline below: -

Stage 1: Corrections and Submission of Additional Information

Following the release of application / assessment outcomes, applicants will be given 72-hours to correct any errors made as part of their initial application and / or to provide any additional information / evidence they might have omitted. Any information that is received after this 72-hour deadline will not be considered.

Application outcomes will be reconsidered taking account of any new information provided by the deadline.

This first stage does not apply to outcomes of the Clinical Assessment as this is an assessment of clinical skills and a condition of eligibility rather than a criterion for application for eligibility.

Stage 2: Appeal / Review of Process Implementation

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 UK Foundation Programme Office or its contractors. You may request a review 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 submit an appeal against the outcome of specific elements of the national application process on the following grounds:
 - i. that the process was not applied with appropriate diligence or due care, or that the local panel did not follow due process, and this resulted in an error in the assessment of special circumstances.
 - ii. that any decision regarding your application was made in a prejudicial way, or for Clinical Assessment that the decision was made in a prejudicial way, i.e. where there is evidence of prejudice, bias or conflict of interest during the assessment process.
 - iii. a service interruption through the UKFPO's application website (Oriel) disadvantaged me (Eligibility Outcome and Educational Achievements only).
- 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 UKFPO will appoint an independent panel who will consider your appeal. This panel will consist of a minimum of three people and will include an appropriate representative from a medical school and from a foundation school. At least one member of the panel must be a clinician.

Appeals Process

- a) If you wish to register an appeal you must complete the Appeals Form (UKFP 2020) and submit it by email to appeals@foundationprogramme.nhs.uk by the deadline specified in the timeline for the application / assessment outcome you are appealing against. 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.

For appeals in regard to special circumstances applications you should set out the reasons why you believe that:

- iv. That the local panel did not follow due process, and this resulted in an error in the assessment of special circumstances.
- v. That any decision regarding your application was made in a prejudicial way.

Please note these are the only grounds for appeal for special circumstances.

- 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) A Recruitment Delivery Group representative, nominated by the UKFPO, will review your documentation to check whether any clerical errors have occurred. If the Recruitment Delivery Group representative finds clerical errors, s/he will contact you 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.

Appeals Outcomes

No further evidence will be accepted after the close of the first stage of appeals.

All second stage appeals outcomes are final. There is no further opportunity to challenge the outcomes of the respective elements of the national application process.

Other Useful Information

This section provides other information about appeals that may be helpful for applicants.

Local Processes

Applicants may appeal against local processes in regard to academic selection by contacting the Foundation School(s) to which they applied.

Appeals Panel Configuration

National appeals panels consist of representatives from the following organisations / stakeholder groups: -

- Foundation School Directors (FSDs)
- Foundation School Managers (FSMs)
- Foundation Doctors (Trainee Representative)
- Medical Schools
- UK Foundation Programme Office (UKFPO)

Timeline

Date(s)	National Process	Activity
19 th August 2019	Eligibility Application	Eligibility outcomes released on Oriel
19 th – 22 nd August 2019		First stage appeal: window for submission of information to either correct or provide supplementary evidence
29 th August 2019		Applicants informed of eligibility application outcome following first stage appeal
29 th August – 9 th September 2019		Second stage: national appeals window against how the process has been applied
16 th September 2019		Applicants informed of the outcome of their eligibility outcome appeal
21 st October 2019	Educational Achievements (EA)	Verified educational achievements scores released on Oriel
21 st – 24 th October 2019		First stage appeal: window for submission of information to either correct or provide supplementary evidence
31 st October 2019		Applicants informed of outcome of first stage appeal
31 st October – 11 th November 2019		Second stage: national appeals window against how the process has been applied
18 th November 2019		Applicants informed of the outcome of their educational achievements appeal
By 4 th November 2019	Special Circumstances	Applicants informed of the outcomes of local special circumstances review panels
4 th – 7 th November 2019		First stage appeal: window for submission of information to either correct or provide supplementary evidence
14 th November 2019		Applicants informed of outcome of special circumstances application following first stage appeal
14 th – 25 th November 2019		Second stage: national appeals window against how the process has been applied
7 th November 2019		Clinical Assessment
14 th – 25 th November 2019	National appeals window against how the process has been applied	
2 nd December 2019	Special Circumstances	Applicants informed of the outcome of their special circumstances appeal
	Clinical Assessment	Applicants informed of the outcome of their appeal