

JRCPTB Post-CCT Fellowships – Appeal Procedure

The appeal procedure is available to physicians who have undertaken a JRCPTB approved post-CCT fellowship who wish to appeal against a decision by the JRCPTB that they have not been deemed as having satisfactorily completed their post-CCT fellowship.

Assessment procedure

Both the Post-CCT Fellow and the Educational Guide are required to submit reports within one month of completion of the post-CCT fellowship for scrutiny by an assessment panel organised by the JRCPTB. Having assessed the feedback received from the post-CCT fellow and the Educational Guide, the JRCPTB will issue a letter to confirm completion of a JRCPTB accredited post-CCT fellowship. If, having assessed the information provided, the JRCPTB is unable to confirm satisfactory completion of the fellowship, there will be an opportunity for the fellow and the NHS Trust/Health Board to revisit the objectives that have not been met and resubmit their forms within a 3 month timeframe.

Right to appeal

In the event that the post-CCT fellow is not content with the final outcome of the assessment by the JRCPTB assessment panel, there is an opportunity for the fellow to submit their case to the Medical Director of the JRCPTB, whose decision as Chair of the Appeal Panel will be final.

Grounds for appeal

The grounds for appeal are:

- There are circumstances which materially affected the fellow's performance, for which supporting evidence exists, which were not known to the Educational Guide and/or the JRCPTB at the time the fellowship was taking place and which it was not reasonably practicable for the fellow to make known beforehand.
- There were procedural irregularities in the fellowship procedures of such a nature as to create a reasonable possibility that the decision may have been different if it had not occurred.
- There is evidence of prejudice or bias on the part of one or more of the assessors.

It is important to note that in terms of mitigating circumstances, it is stipulated by the JRCPTB that, in the event that the fellowship is interrupted for any reason, or the duration of the fellowship is likely to require extension, the Educational Guide should contact the Project Manager – Post CCT Fellowships postcctfellowship@jrcptb.org.uk immediately with a comprehensive description of the circumstances. The Project Manager will provide advice on how the Educational Guide and the fellow should proceed.

Under no circumstances will the JRCPTB provide confirmation that the post-CCT fellowship has been completed satisfactorily unless the objectives of the fellowship have been met.

How to submit an appeal

If the post-CCT fellow decides that he/she has eligible grounds for appeal he/she should complete and submit an appeal form WEB LINK, together with supporting documentary evidence, to the Project Manager – Post CCT Fellowships postcctfellowship@jrcptb.org.uk within one calendar month of the date of the letter informing them of the JRCPTB's decision about the outcome of their fellowship. Failure to meet this deadline will result in the fellow's appeal being disallowed. The post-CCT fellow must appeal on their own behalf and it is their responsibility to find

and submit the required evidence. Any documentation submitted should comply with data protection legislation and should be redacted to ensure that patients' anonymity is maintained.

On receipt of the appeal, which will be acknowledged by the JRCPTB, the JRCPTB will require a report to be submitted by the Educational Guide. This, together with the appeal form and supporting evidence, will be submitted to the Appeal Panel for consideration.

Appeal panel

The Appeal Panel will be chaired by the Medical Director of the JRCPTB and will consist of two medical members of Specialist Advisory Committees (or equivalent) who have not been responsible for either the scrutiny of the application for the post-CCT fellowship or assessment of whether the post-CCT fellow has met the objectives of the JRCPTB Educational Standards Framework and the objectives of the post-CCT fellowship. The post-CCT fellow will not attend the appeal panel meeting.

Outcome of the Appeal Panel

The Medical Director of the JRCPTB will inform the post-CCT fellow of the outcome of the Appeal Panel and the reasons for the decision within 10 working days of the date of the Appeal Panel meeting. The decision within the letter from the Medical Director will be final.

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