

Any applicant wishing to appeal because their application has been either deferred or rejected **MUST**:

- ✓ Make the appeal themselves. Letters of intent from Heads of Departments, Clinicians or colleagues cannot be accepted.
- ✓ Notify the Registrar in writing of their intention to appeal within one calendar month of receiving notification of deferral or rejection. (e-mails are not accepted for this purpose)

An acknowledgement of receipt will be sent out within 10 working days

Full details, in writing, of the grounds for the appeal should be sent to the RCCP Administrator within one calendar month from receipt of acknowledgement. These must include a clearly stated reason linked to the published entry criteria.

If the reason is related to:

Time:

Supporting evidence of length of service in all posts must be supplied. All part time post holders appealing under these criteria should, on a separate sheet, list each post that they have held and their **weekly** hours in each post. Any career breaks or periods of long-term sickness lasting over six months should be detailed.

Relevant Degree:

If an applicant believes that their degree should be considered relevant the supporting evidence should be clearly stated and supported by written evidence from the university, of the modular content of the degree.

Independent Practice:

Pay grade is **NOT** indicative of independent practice. Where an applicant, in their original application, has persistently referred to their role as “assisting with” and has offered no evidence of reporting or independent, unsupervised practice; any appeal altering that position **must** be accompanied by two statements of competence as an independent practitioner. One should be from the applicant’s current head of department and the second from a clinician who works closely with the applicant or a practitioner whose own practice is subject to statutory regulation and is qualified to comment on the applicant’s competence.

All other appeals must clearly state the ground(s) on which the appeal is being made and supply written evidence in support of it.

The appellant can expect to receive a decision within 30 days.

If the decision is unanimous the Registrar will write to the appellant explaining the outcome.

If the decision is not unanimous, or the reviewers have unanswered questions, the appellant will be invited for interview. They will be asked to attend, at their own expense, to enable the appeals panel to seek clarification.

Appellants requested to attend for interview will be entitled to be accompanied by a supporter. The supporter may seek clarification on issues raised but otherwise will not take a leading role in the proceedings.

Appellants requested to attend for interview will be told that assembling the panel and arranging suitable accommodation may mean that the final decision cannot be made within the 30-day period.

A final decision will be made after the interview has taken place. After the initial interview the appellant will be asked to wait for 15 minutes in case the panel should require any further information. After this the appellant may leave.

The decision and a full explanation of how it was determined will be sent to the appellant, in writing, within five working days.

Interview Panel

The interview panel will consist of: -

Both Professional Body Assessors* from the discipline concerned.
2 from either **Chair, Vice Chair or Registrar of RCCP
Lay representative

*One to lead the questions

** One to Chair the interview

RCCP Appeals Process Timescale

