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**ARCP Outcome Appeal process**

**Thames Valley Doctors in Training (excluding Dental)**

**Outcome 2 or Outcome 10.1**

You have the right to request a *review* of an outcome 2 or an outcome 10.1.

What you need to do:

* Submit your review request within **10 working days** of the date you were notified of the ARCP outcome.
* This must be submitted in via email to the **ARCP panel chair and copied to** [**england.revalidation.tv@nhs.net**](mailto:%20england.revalidation.tv@nhs.net) – please use the pro-forma provided.
* State the grounds for requesting the review and cite any additional evidence you are going to provide.

What happens next:

* The original ARCP panel will review its decision, within 15 working days of receipt of your request.
* The review will focus solely on responding to the grounds raised.
* The review will be undertaken virtually.
* Doctors in training do not attend the review.
* Reviews can only uphold the Outcome 2 or 10.1 or change to an Outcome 1 or 6 – they cannot issue an Outcome 3 or 4.
* You will receive the decision in writing.

Please note there is no further appeal process after the review is held.

**Outcome 3 or 4 or Outcome 10.2**

You have the right to appeal against an outcome 3, 4 or an outcome 10.2.

What you need to do:

* Submit your appeal request within **10 working days** of the date you were notified of the ARCP outcome.
* This must be submitted in via email to both the **Postgraduate Dean, Dr Paul Sadler** [**paul.sadler6@nhs.net**](mailto:paul.sadler6@nhs.net) **and**  [**england.revalidation.tv@nhs.net**](mailto:%20england.revalidation.tv@nhs.net)- please use the pro-forma provided.
* State the grounds for requesting the appeal and cite any additional evidence you are going to provide.

What happens next:

*Initial Review*

* The original ARCP panel will be asked to review its decision within 15 working days of receipt of your request. This follows the same review process used for outcome 2/10.1.
* If the review changes the outcome to a 1, 2, 10.1 or 6 this completes the appeal process.
* If the review does not alter the original outcome or if an outcome 4 is changed to an outcome 3 or 10.2 you will be asked if you wish to proceed to a formal appeal hearing.

*Formal Appeal*

* If you wish to proceed with a formal appeal, then this will be arranged within 30 working days of the initial review decision.
* The Revalidation and Accreditation team are responsible for organising the appeal panel and will contact you regarding the arrangements.
* You may submit additional further written evidence.
* The appeal panel will not contain any members from the original ARCP panel.
* Trainee’s may attend the appeal panel and bring representation if required (appeal panels will be held virtually via MS Teams.)
* The panel may uphold the original outcome or change to an alternative.
* You will receive the panel’s decision in writing within 5 working days and be advised of required actions.
* The decision of the appeal panel final and there is no further right of appeal.

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**Key points for trainees**

If the appeal crosses over a rotation then you will normally rotate as planned, however you remain on the same grade (and pay) until the appeal process is concluded.

If you have been issued with an Outcome 4 you stay in programme during the whole appeal process and will remain employed and expected to attend work/training as normal.

Appeal timescales are set nationally and monitored. Stage 1 Appeals need to be completed with 15 working days of you submitting your appeal request. Stage 2 Appeals need to be completed within 30 working days of the Stage 1 outcome. Please work with us to meet these timescales.

It is your responsibility to arrange a representative if you wish for a Stage 2 appeal. Please do this as soon as possible once you know you are proceeding to a Stage 2 to ensure their availability.

Let us know if you need any reasonable adjustments made to the appeal process; we recognise that this will already be a difficult time and want to help make this as stress-free as possible.

Lastly if you are unsure on how the appeal process works please contact us at [england.revalidation.tv@nhs.uk](mailto:england.revalidation.tv@nhs.uk)