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**ARCP Outcome Appeal process**

**Thames Valley Resident Doctors (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 via email to **[england.revalidation.tv@nhs.net](mailto:england.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.
* Resident doctors 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 via email to [**england.revalidation.tv@nhs.net**](mailto:england.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 you confirming this.
* 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.
* Resident doctors may attend the appeal panel and bring representation if required (appeal panels are 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 Resident Doctors**

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 you requesting a stage 2. 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)