

# HEE NW Non-ARCP Appeals Process: Postgraduate Medical and Dental Education

Version:	9
Ratified by:	Jane Mamelok, Postgraduate Dean Jules Woodcock, Regional Head of Function
Date ratified:	15 March 2021
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Date issued:	21 July 2023
Review date:	20 July 2025
Document History:	Version 1: 22.09.2015 Version 2: 13.10.2015 Version 3: 19.11.2015 Version 4: 16.12.2015 Version 5: 05.01.2016 Version 6: 30.01.2018 Version 7: 01.11.2018 Version 8: 18.08.2020 Version 9: 15.03.2021 Version 10: 21.07.2023

## 1. Background

This process applies to appeals from specialty trainees, including GP trainees and those in core training relating to decisions that affect their training such as:

- Out of Programme (OOP) requests
- Less than Full Time Training requests
- Deferred start of programme requests
- Processes outside of the training programme requiring School support (e.g. support for CEGPR applications: trainees who have left a programme re-applying for specialty training)

Foundation trainees should refer to the Foundation Complaints/Appeals Process:

<https://www.nwpgmd.nhs.uk/foundation-policies-and-processes>

This process does **not** apply to appeals regarding

[ARCP outcomes](#)

[Inter-Deanery Transfers \(IDT\)](#)

[Study Leave](#)

[Recruitment](#)

(Trainees should use the relevant appeal/complaint mechanism if their appeal relates to these areas.)

This process does **not** apply to exceptional circumstances requests (Dean to Dean transfers) which are at the Dean's discretion.

This process provides a mechanism by which trainees can appeal against a decision where they have evidence that the process that led to the decision was not followed correctly; or that there appeared to be bias, resulting in unfair treatment; or that information has now come to light which was not known at the time of the original decision and may have influenced the outcome.

## 2. Principles

1. The trainee must submit their appeal in writing to the relevant section manager as follows:

- Programme Support Business Manager (H&CC & PH), Health Education England working across the North West (Anaesthesia, Intensive Care Medicine, Paediatrics, O&G, Radiology, Pathology, Psychiatry, Emergency Medicine and ACCS)  
[emma.woods@hee.nhs.uk](mailto:emma.woods@hee.nhs.uk)
- Programme Support Business Manager (H&CC), Health Education England working across the North West (Medicine, Ophthalmology and Surgery)  
[Claire.McGovern@hee.nhs.uk](mailto:Claire.McGovern@hee.nhs.uk)
- Programme Support Manager (GP), Health Education England working across the North West (General Practice)  
[Rebecca.Smith@hee.nhs.uk](mailto:Rebecca.Smith@hee.nhs.uk)

2. A trainee cannot appeal simply because they disagree with a decision and must provide evidence to substantiate the basis for the appeal.

3. There are 3 grounds for an appeal, all of which require documentary evidence:
  - The process that led to the decision was not followed correctly
  - The decision being appealed against was made in a prejudicial way or there is evidence of prejudice or bias
  - Information has now come to light which was not known when the original decision was taken and it may have influenced the outcome
4. Any appeal must be submitted within 10 working days of the date of the decision being appealed against.
5. The decision of the Postgraduate Dean is final and trainees will be notified of the outcome in writing by the relevant section manager. The PGMDE department aims to return a decision within 25 working days from receipt of the appeal.
6. Trainees can withdraw their appeal at any stage, by writing to the relevant Programme Support Business Manager.

### 3. Process

Step	Action	Timescale <i>(from receipt of appeal)</i>
1	Appeal received in writing from trainee and acknowledged by the relevant Programme Support Business Manager.	Within 3 working days
2	The Programme Support Business Manager prepares a brief summary of the case and ensures all background and supporting paperwork is available electronically.	Within 7 working days
3	The Programme Support Business Manager emails the summary and relevant background information to the Postgraduate Dean. The Postgraduate Dean may review the appeal directly or nominate two Deputy Postgraduate Deans to review the appeal. (NB: If the appeal relates to a deferred start date the paperwork is sent to the relevant Deputy Postgraduate Dean and lead employer.)	Within 7 working days
4	If two Deputy Postgraduate Deans review the appeal, they will submit their recommendation to the Postgraduate Dean for a final decision.	Within 17 working days
5	The Programme Support Business Manager will draft a response to the trainee for review and approval by the Postgraduate Dean.	Within 20 working days
6	The final decision will be sent to trainee by the Programme Support Business Manager.	Within 25 working days