

Emergency Medicine Advanced Clinical Practitioner (EM-ACP) Credentialing

Appeals Procedure

Version 1.0

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1.0 Introduction

All Emergency Medicine Advanced Clinical Practitioners (EM-ACPs) who submit evidence for credentialing have the right to appeal an 'unsuccessful' or 'limited resubmission' outcome, providing the grounds for appeal, as described below, are met. EM-ACPs should feel able to submit an appeal secure in the knowledge that it will be fairly investigated. EM-ACPs who appeal in good faith will not be disadvantaged in future credentialing submissions.

The sole grounds for appeal are:

1. There is evidence of a procedural irregularity (including administrative error);
2. There were exceptional circumstances that adversely affected the EM-ACP's submission.

Appeals will not be granted on the grounds that an EM-ACP:

- was not aware of, or did not understand, the regulations;
- considers that their efforts were mis-represented;
- seeks to question the academic or professional judgement of the ACP Credentialing Panel.

1.1 Appeal outcomes

In the event that an appeal is upheld:

- EM-ACPs who received an initial 'unsuccessful' outcome will be entitled to resubmit their application within the next credentialing application window free of charge.
- EM-ACPs who received an initial 'limited resubmission' outcome will be entitled to submit their additional evidence (as identified on the credentialing outcome form) within the next credentialing application window, or to have their additional evidence reviewed by the Chair of the ACP Credentialing Panel and the Lead Reviewer of the original submission prior to the next credentialing application window, free of charge.

The Appeals Panel does not have the authority to overturn or change the original outcome.

2.0 Appeals process

2.1 Stage 1: application

An EM-ACP wishing to submit an appeal must do so, in writing, to the Royal College of Emergency Medicine (RCEM) within 20 working days of receipt of their credentialing outcome. The written submission must include full details of the grounds for appeal and all supporting documentation the EM-ACP wishes to be considered. Appeals should be submitted by email to ACP@rcem.ac.uk.

The RCEM Head of Training or their nominated deputy will, upon receipt of an appeal, acknowledge receipt and collate all necessary documentary evidence. Within 5 working days of receipt of the appeal, the Head of Training (or nominated deputy) will present details of the appeal to the Chair of the Appeals Panel who will determine whether the submission meets the threshold for consideration under the grounds for appeal identified in 1.0. The Panel Chair may request additional evidence from the EM-ACP to assist with this decision.

If the Panel Chair determines that the appeal meets the required threshold, the RCEM Head of Training (or nominated deputy) will advise the EM-ACP and convene an Appeals Panel within eight weeks of the written representation being received, or as soon as practical

thereafter. The EM-ACP will be advised of the date of the hearing.

If the Panel Chair considers that the appeal falls outside of the permitted grounds, the appeal will be rejected, and the original decision of the ACP Credentialing Panel will stand. The EM-ACP will be advised by the RCEM Head of Training (or nominated deputy). This will be the end of the appeals process, irrespective of whether there are further circumstances or evidence cited by the EM-ACP.

2.1.1 Application fee

If the appeal meets the required threshold to progress to a hearing, a fee of £250 will become applicable for appealing an unsuccessful or limited resubmission outcome awarded for a first application or full resubmission, and £50 to appeal an unsuccessful outcome awarded for a limited resubmission. The fee must be paid by electronic bank transfer (account details provided on request). This fee will be refunded if the appeal is upheld.

2.2 Stage 2: Hearing

If the Chair of the Appeals Panel agrees that there is a prima facie case for appeal, an Appeals Panel will be convened within 8 weeks of the written representation being received, or as soon as practical thereafter.

The Appeals Panel will consist of:

- The College Dean, who will act as the Chair of the Appeals Panel
- A College Office Bearer (namely an Officer of the College, or Chair of the RCEM Training Standards Committee)
- A member of the ACP Credentialing Panel
- A member of the Lay Advisory Group.

The RCEM Head of Training, or their nominated deputy, will act as Secretary to the Appeals Panel and will attend the hearing as an observer.

The EM-ACP may attend the hearing, either in person or virtually, and may be accompanied by one other person. This person may support, advise and counsel the EM-ACP but will not be permitted to address the Panel directly or take any part in proceedings. The EM-ACP must identify this person in advance, providing 10 working days' notice.

The Appeals Panel will consider the appeal in accordance with the written documentation available.

Prior to the hearing, the Chair of the Appeals Panel may request that the EM-ACP provides corroborative evidence not already supplied, such as additional supporting evidence from supervisors/trainers or any other person involved with the EM-ACP's training or credentialing pathway, and may invite any person to give evidence to the hearing. Members of the Appeals Panel and the EM-ACP may question any person appearing before it.

The Appeals Panel may also request further evidence or clarification following the hearing. This must be requested within 5 working days of the hearing and must be provided by the EM-ACP or supervisor within 5 working days of the date of the request. If the additional evidence is not provided within the agreed timescale, it will not be considered as part of the appeal.

The Appeals Panel will have 10 working days from the date of the hearing (or from the date the additional evidence is received, if applicable) to agree an outcome.

3.0 Outcome of the appeal

The RCEM Head of Training (or nominated deputy) will notify the EM-ACP of the outcome of the appeal by email within 10 working days of the initial hearing, or within 10 working days of receipt of additional evidence requested, whichever is later.

If the appeal is upheld, the EM-ACP will be advised when they should resubmit their portfolio ('unsuccessful' outcome) or additional evidence ('limited resubmission' outcome). The appeal fee will be refunded in full.

If the appeal is rejected, the EM-ACP will be advised of the reasons for the Panel's decision. This will be the end of the appeals process, irrespective of whether there are further circumstances subsequently cited by the EM-ACP. There is no further right of appeal.

Any questions or concerns raised regarding the conduct of the appeal shall be determined fully and finally by the Chair of the Appeals Panel, who may take whatever steps he/she considers necessary to ensure that the appeal is handled efficiently and fairly.