

# East of England Multiprofessional Deanery

## Less than full time training

### APPEALS PROCEDURE FOR LESS THAN FULL TIME TRAINING

#### Appeals Policy

The Deanery recognises that on occasions it may be necessary for a trainee to question or appeal about decisions made regarding their application for the less than full time training scheme.

The Deanery aims to provide a simple, fair and independent system for responding to any complaint and this appeals procedure will help you through the system.

**Before starting on this appeals procedure, it is essential that you have tried to sort out any grievance you have by discussion with the Associate Postgraduate Dean for Less than Full Time Training. You should book an appointment and explain fully your concerns.**

**No appeal will be considered unless this process has been followed.**

#### 1. What is an appeal?

An appeal is your opportunity to question a decision, or complain about treatment, which you consider to be unfair. An appeal will allow all sides to have the case heard before an independent panel, and a decision to be formed on the facts that have been presented.

#### 2. What can you lodge an appeal about?

This procedure can be used to appeal about refusal of access to the Deanery less than full time training scheme due to criteria and funding issues.

#### 3. Who do I register the appeal with?

You must:

- Submit your appeal in writing using a copy of the 'Notification of Appeal' form
- Send it to the Postgraduate Dean, Professor Huw Jones, within **15 working days** of a final decision being made
- Send a copy of your appeal to the less than full time training co-ordinator.

#### 4. What happens after I have registered my appeal?

- You will be invited to attend an appeal hearing with the Postgraduate Dean or a nominated deputy and for this you must provide a statement of case. The Associate Dean for less than full time training will also be at the hearing
- You will be given an appeal hearing date which will be confirmed to you in writing, this will allow you at least **10 working days** to prepare your statement of case
- Your statement of case will need to be submitted to the Postgraduate Dean at least **5 working days** before the hearing
- If you believe you have extenuating circumstances why you are unable to meet these deadlines you should state these in writing to the Postgraduate Dean who will consider extension
- The Associate Dean for less than full time training will also be required to provide a statement of case which will be made available to you

## 5. Why do I need a statement of case?

- To allow the Postgraduate Dean to study all written material in advance of the hearing

## 6. What should be included in my statement of case?

- A simple list of events, in date order
- Copies of all relevant correspondence and written evidence
- A reason for the appeal.

## 7. Who will hear my appeal?

- The Appeal will be heard by the Postgraduate Dean or his nominated representative. He will listen to both sides of the argument and then reach a balanced decision upon the evidence that has been presented
- The Postgraduate Dean or his nominated representative **will not** have been involved in the original decision that gave rise to the Appeal
- The Postgraduate Dean or his nominated representative will have the discretion to co-opt external advisors in appropriate circumstances after prior consultation

## 8. How will the Appeal be carried out?

The appeal will be a meeting between the Postgraduate Dean or his nominated representative, the Associate Dean for less than full time training and the trainee. Any witnesses, representatives or 'best friend' of the trainee may also be invited to the meeting with prior consent.

At the meeting the trainee will be given the opportunity to put forward the reason for the appeal and present any additional evidence that may alter the previous decision. They may also question the Associate Dean for less than full time training and any witnesses.

The Associate Dean for less than full time training will also be given the opportunity to explain why the decision was made and may also submit any further evidence to substantiate the decision.

At any time during the appeal a request can be made by either party for an opportunity to meet privately with representatives to consider any matter which may help in clarifying or resolving the appeal.

## 9. Decision of Appeal

- The decision of the Postgraduate Dean or his nominated representative, and the reasons for making that decision, will normally be announced at the end of the appeal and this decision will be confirmed in writing
- If, for any reason, a decision cannot be made at that time, a further date may be arranged to hear any additional evidence pertaining to the appeal
- In any event, the decision of the Postgraduate Dean or his nominated representative is final
- You may seek the advice of your Union representative at any stage during this procedure

### Contact details

Co-ordinator for LTFT training  
East of England Deanery

[ltftinquiries@eoe.nhs.uk](mailto:ltftinquiries@eoe.nhs.uk)  
Block 3, Ida Darwin Site  
Fulbourn  
Cambridge CB21 5EE

01223 884848

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### NOTIFICATION OF APPEAL FORM

Name		Address	
Current post			
Employing Trust			
Contact phone		Email	

Name of representative (if appropriate)	
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Specify the decision of the Associate Dean against which you are appealing:
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You should submit this form to:

The Postgraduate Dean, East of England Multiprofessional Deanery, Block 3 Ida Darwin Site, Fulbourn, Cambridge CB21 5EE

A copy of the form should be sent to the less than full time training co-ordinator at the same address

You should receive a formal response to this form within 7 working days.

Attached to this form is the appeals procedure, which you should follow to ensure that your statement of case is prepared and sent to the above office to be considered at your appeal.

I have read the appeals procedure, and can confirm that I will present evidence in support of my appeal against the decision of the Associate Dean for less than full time training.	
Signed	Date