

Recruitment into ~~Sub~~-specialty Training
Appeals

- iii. Interview: An applicant must provide evidence that the stated interview processes or procedures have not been followed correctly. Applicants should try to discuss any issues directly with the RCPCH Medical Recruitment Team on the day of their interview up till 6pm. If it is appropriate to submit a form, applicants subsequently have until 6pm on the day after their interview.

4. What is excluded from the appeals process?

The College excludes the following from its appeals process:

- i. Disagreeing with any of the objective judgements that have been made by the authentic interview panels.
- ii. Alleging unfairness of practice and/or process but not supplying evidence to substantiate the allegation
- iii. Anonymous appeals or appeals submitted on behalf of an applicant
- iv. Appealing a decision made by the College in relation to a candidate's application.

5. Longlisting and shortlisting appeals

Before raising an appeal, please ensure it meets the criteria in 3 (i) or (ii). An applicant wishing to pursue an appeal will need to complete the Appeals Submission Form (appendix 1) below and submit it with full supporting evidence to subspecialty@rcpch.ac.uk. A Word version of the Appeals Submission Form is also available to download separately on the website.

Failure to provide this evidence will mean that the appeal cannot be investigated.

_____ appeals are submitted according to the following timeframes:

- i. Longlisting appeals – evidence should be submitted within 48 hours of the application window closing deadline or within 48 hours of receiving a request for additional evidence from the Recruitment team.
- ii. Shortlisting appeals – evidence should be submitted by 10am GMT on Thursday 2 January 2025.

Please note that even if a shortlisting score is revised, it may still not mean that the applicant concerned will reach the standard for being invited to interview. Candidates should be aware that on review, shortlisting scores may increase or decrease if the shortlisting guidance has not been followed.

6. Interview appeals

Before raising an appeal, please ensure it meets the criteria in 3 (iii). An applicant wishing to pursue an appeal will need to complete the Appeals Submission Form (appendix 1) below and submit it with full supporting evidence to subspecialty@rcpch.ac.uk. A Word version of the Appeals Submission Form is available to download separately on the website.

The College team aim to resolve any issues that may occur during the interview on the day of the recruitment

As such, we encourage applicants to bring any potential issues to the attention of the RCPCH Medical Recruitment Team directly after their interview has concluded. They can do this by contacting the Team via the chat function in Qpercom. Alternatively, applicants have until 6pm on the day of _____ contact the team: either by e-mail to subspecialty@rcpch.ac.uk (N.B. a phone number must be provided for the team to call back on) or by phone on the following number: 020 7092 6139.

If there is a significant number of technical problems which may have led to concerns around the panel's ability to hear an applicant's answer, this may be escalated to a senior member of the Recruitment Team, who will be either a senior member of College staff, the Lay Advisor or the independent Clinical Lead on the day.

In extreme circumstances, an applicant may be offered the chance to resit the interview at the end of the day. It will not be possible to give another interview on a different day as this would potentially give

~~the recruitment round to accommodate a trainee who has had a technical problem during their interview.~~
These trainees will have to reapply during the next recruitment round. This means that anything raised after the day of the interview will have limited options, ~~but candidates retain the right to submit an appeal until 6pm GMT on the day after the interview.~~

7. Dealing with appeals

The RCPCH will acknowledge submitted appeals against longlisting/shortlisting decisions within 48 hours after the appeals ~~deadline if not before.~~ The RCPCH aims to investigate and respond fully to all appeals within ~~_____~~

- i. Longlisting appeals: should be dealt with before the shortlisting window opens, following the deadline ~~for applications, so that any applicants whose~~ appeals are upheld can be included in the shortlisting process. As such it is vital that all appeals are submitted within the times stated above in 5 (i).
- ii. Shortlisting appeals, ~~will be dealt with via panel discussion, with decisions notified to the applicants thereafter with appropriate time allowed before the interview period.~~ The panel will consist of the ~~Assistant Officer for Recruitment~~ (sub-specialties), Lay Chair for the sub-specialty recruitment process, trainee representative, Head of Medical ~~Recruitment~~ and the Medical ~~Recruitment~~ Coordinator or their appointed deputies.
- iii. Interview appeals ~~not resolved on the day of interview,~~ will be dealt with via panel discussion. In the unlikely event that an issue cannot be dealt with on the day a panel, consisting of the Assistant Officer for Recruitment (sub-specialties) ~~and (as appropriate) Clinical Lead for the interview,~~ Lay Chair for the sub-specialty recruitment process, trainee representative, Head of Medical Recruitment and the Medical Recruitment Co-ordinator, or their appointed deputies will make a decision regarding the appeal.

The RCPCH Medical Recruitment Team will write to any applicant submitting an appeal, explaining the reasons for the decision ~~which is not subject to appeal as it falls outside the criteria of 3 (i), (ii) or (iii).~~ Where the College has upheld an appeal and proposes a solution, the applicant will be informed about this outcome in as timely a way as appropriate.

An applicant can withdraw their appeal at any stage in the process, by writing to _____

8. Reappealing a decision

If an appeal is ~~not upheld,~~ an applicant may reappeal to subspecialty@rcpch.ac.uk within seven working days of being sent the decision. Applicants cannot simply reappeal because they disagree with the earlier decision, or that their appeal in a similar way, or provide evidence, ~~_____~~ disclosed.

~~The grounds on which an applicant may reappeal are:~~

- a) ~~_____~~
- b) There is clear evidence that the College misunderstood or did not consider the initial appeal fairly and/or fully

Evidence to substantiate the basis for the reappeal must be clearly provided. The College will acknowledge a reappeal within 48 hours ~~and receive~~ the documentation provided and confirm whether sufficient grounds have been provided for the appeals process, within five working days of its receipt.

If evidence is sufficient to meet this requirement, it will be passed on to the RCPCH Officer for Recruitment who will ~~review all the evidence provided independently,~~ and share their decision with the panel listed above. ~~The applicant will then be advised of the outcome within~~ twenty working days of the College confirming that the reappeal can proceed.

Where the College upholds a reappeal and/or proposes a solution, the applicant will be contacted about this outcome.

Appendix 1: Appeals Submission Form

Microsoft Word

Guidance on filling out the form

Applicants should only complete this form if they have read and understood the Recruitment into Sub-specialty Training Appeals Policy and Procedures 2024/2025 in full. In particular, applicants should be clear that their appeal meets the criteria in 3 (i), (ii) or (iii) of the process. Completed forms and any accompanying evidence must be submitted to subspecialty@rcpch.ac.uk by the stated deadlines in the policy.

Name of applicant:	
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Sub-specialty / specialty applied to: