

**REQUEST FOR A REVIEW**

Please complete this form and send it to heiw.appeals@wales.nhs.uk

It must be received within ten working days from the date on the letter informing you of your ARCP Outcome.

**Name of Trainee:**

**GMC number:**

**Hospital:**

**Speciality:**

**Year of Programme:**

**Recent ARCP Outcome:**

Please use the headings below to describe your grounds for appeal. You may complete one or all of the sections as applicable. Please note that your comments will form the basis for your request. It is very important that you complete this as carefully and precisely as possible.

**Grounds for Review: The ARCP process that lead to the Outcome was not followed correctly or that I was not made aware of my likely ARCP Outcome and its consequences**

***Please type your narrative here ( maximum of 500 words)***

**Grounds for Review: I have evidence or a perception of bias and/or prejudice within my training placement**

***Please type your narrative here (maximum of 500 words)***

**Grounds for Review: I have new and relevant information that could have been considered by the ARCP Panel.**

***Please type your narrative here (maximum of 500 words)***

**Additional Notes: Please read carefully**

You should review this form to ensure that it is completed fully. Please save this document as a PDF document and forward it to:

heiw.appeals@wales.nhs.uk

You request will acknowledged and will only be considered if received within ten working days of the date of your most recent Outcome Letter from HEIW

You will be notified within 5 working days of receipt of this completed request form if the Interim Postgraduate Dean will grant your request.

The policy for ARCP Reviews and Appeals at HEIW can be accessed from the website along with the relevant request forms for a Review or an Appeal.

You can also refer to the Gold Guide – A Reference Guide for Postgraduate Speciality Training in the UK, February edition for further information. [Gold Guide](https://www.copmed.org.uk/publications/the-gold-guide). Section 7 is most relevant.

**Correspondence**

There is a dedicated team within HEIW for Reviews and Appeals. They can answer many of your queries and guide you through the process. They can be contacted on the above email address **or via telephone on 03300 584 207**

**Professional Support Unit (PSU)**

Confidential advice and support can be obtained by contacting the PSU within HEIW. Details on how to contact them can be found in your Outcome notification letter and on the main website.

**Privacy Policy**

By requesting a review information will be shared in-line with the Wales Deanery Privacy Policy.