

## Appealing Your ARCP Outcome: A Quick Guide

### What is this guide for?

If you're a doctor in training in Scotland and you're unhappy with your Annual Review of Competence Progression (ARCP) outcome, this guide explains how to challenge it.

### Quick overview: What are your options?

#### If you got outcome 2, 7.2, or 10.1

- You can ask for a **Review** only
- The same panel looks at their decision again
- If they don't change their mind, that's final - no further appeal

#### If you got outcome 3, 4, or 10.2

- You can ask for an **Appeal**
- First, there's always a Review (same as above)
- If the Review doesn't help, you can then ask for a full Appeal hearing
- A completely different panel will look at your case

---

### What's the difference between Review and Appeal?

#### Review

- The **same people** who made the original decision look at it again
- They consider your reasons and any new evidence you provide
- Is usually done virtually - you don't attend
- Quick process (usually within 15 working days)

#### Appeal

- **Different people** who weren't involved before look at your case
  - Formal hearing (usually virtual via Microsoft Teams, but can be in-person)
  - You can attend and present your case
  - Takes longer (usually within 30 working days, but often longer)
-

## How to request a Review or Appeal

### Timing is crucial

- **10 working days** from your ARCP feedback meeting (not the ARCP date itself)
- Request must be in by 5pm on the 10th working day
- In exceptional circumstances where no meeting took place: 25 working days from ARCP date

### How to make your request

1. **Email:** [arcpappeals@nes.scot.nhs.uk](mailto:arcpappeals@nes.scot.nhs.uk)
2. **Be clear:** State exactly why you think the decision was wrong
3. **Include evidence:** Add any supporting documents (e.g., evidence of personal circumstances that affected your training)
4. **Use the right form:** You'll be sent the correct form to complete

### What happens if you're late?

- Late requests usually won't be accepted
  - Exception: if you have a good reason why you couldn't meet the deadline
  - The Lead Dean for your specialty decides whether to accept late requests
- 

## The Review process

### What happens

1. **Same panel:** The people who made the original decision reconsider it
2. **Your input:** They look at your reasons and any new evidence
3. **No attendance:** You don't attend the Review
4. **Quick decision:** Usually within 15 working days
5. **Written outcome:** You get the decision and reasons in writing

### Possible outcomes

- **Decision overturned:** Your outcome changes to something better (outcome 1, 2, 6, 7.1, or 10.1). It will never change to something worse.

- **Decision upheld:** Original outcome stands - if it was outcome 3, 4, or 10.2, you can then request a full Appeal
- 

## The Appeal process (for outcomes 3, 4, or 10.2 only)

### After the Review

- If the Review doesn't help, you have **10 working days** to request a full Appeal
- Email the same address: [arcpappeals@nes.scot.nhs.uk](mailto:arcpappeals@nes.scot.nhs.uk)

### The Appeal hearing

#### Format:

- Usually virtual via Microsoft Teams
- You can request face-to-face in exceptional circumstances

#### Who's on the panel:

- Chair (a Dean or deputy Dean who wasn't involved before)
- College representative
- A trainer (for example, a training programme director) from your specialty - but a different region
- Training programme director from different specialty
- Trainee representative (from different specialty)
- Lay representative
- HR representative (observing only)

#### What happens:

1. **Your session:** You present your case (why the decision was wrong)
2. **Deanery session:** Deanery representative defends the original decision
3. **Panel deliberation:** Panel discusses in private
4. **Decision:** You're told the outcome (either verbally on the day, or in writing 5 working days later)

#### Evidence and preparation

- **Submit evidence:** At least 10 working days before the hearing

- **Written statement:** Strongly recommended to ensure you cover all points
- **Evidence pack:** Sent to everyone 5 working days before hearing
- **Bring support:** Up to 2 people can accompany you for moral support

### Your rights during the hearing

- **Attend:** You can be present for your session and the final decision
- **Observe:** You can also observe the deanery's session (but can't ask questions)
- **Representative:** Someone can attend on your behalf if needed
- **Written only:** You can choose to participate through written submission only

---

### Special circumstances

#### If you're on sick leave

- The process is usually paused until you return to work
- May proceed in exceptional circumstances

#### If you don't engage

- You must respond to communications and provide evidence on time
- Consistent non-engagement may lead to the appeal being closed

#### If you got outcome 4

- You stay employed until the appeal process is completely finished
- If appeal unsuccessful, you'll get careers advice and support contacts

---

### Important deadlines summary

What	When
Initial request	10 working days after ARCP meeting
Review happens	Within 15 working days of request
Appeal request	10 working days after Review outcome
Evidence submission	10 working days before Appeal hearing

What	When
Appeal hearing	Within 30 working days of request
Evidence pack sent	5 working days before hearing
Final decision	Either same day or written within 5 days if needed

---

## Getting help

### Deanery Appeals Team

**Email:** [arcpappeals@nes.scot.nhs.uk](mailto:arcpappeals@nes.scot.nhs.uk)

### Support services

- Trainee Development & Wellbeing Service
- BMA support and counselling
- Your educational supervisor
- Your training programme director

### Website

More information: [www.scotlanddeanery.nhs.scot/RDiT-information/annual-review-of-competence-progression-arcp/appeal-your-decision/](http://www.scotlanddeanery.nhs.scot/RDiT-information/annual-review-of-competence-progression-arcp/appeal-your-decision/)

---

## Key things to remember

✅ **Act quickly** - deadlines are strict    ✅ **Be specific** - clearly explain why you think the decision was wrong    ✅ **Gather evidence** - include any supporting documents    ✅ **Stay engaged** - respond to communications promptly    ✅ **Get support** - use available wellbeing services    ✅ **Know your rights** - you can have people support you at hearings

❌ **Don't wait** - missing deadlines usually means no appeal    ❌ **Don't assume** - check which process applies to your outcome    ❌ **Don't go alone** - use the support available to you

---

*This guide summarises the main points. For full details, refer to the official Scotland Deanery Appeals Policy or contact the Deanery Appeals Team.*