

## Practitioner registration scheme request for review of verification panel decision policy

June 2023

1. This policy applies whenever a public health practitioner who is part of a local UKPHR practitioner registration scheme wishes to request a review of the verification panel to not recommend them for admission to the Register of the UKPHR.
2. The grounds upon which a review can be requested are that:
  - a. the decision of the Verification panel was wrong because of a serious procedural issue or other irregularity in the proceedings.
  - b. new material evidence arises that could not have been obtained with reasonable diligence at the original assessment, and which is such that it could have an important influence on the verification panel.
4. A review **cannot** be requested under the following circumstances:
  - a. If a verification panel has requested a second assessment
  - b. If the application has been referred to a moderator for review at any point in the portfolio assessment or verification process
  - c. If the moderator raises objections about an application to the UKPHR Registrar before it is considered by the UKPHR Registration Approvals Committee (RAC)
5. A review request must be submitted in writing by the practitioner to the UKPHR and must be received within 28 days of the date of the original verification panel decision, unless it appears to UKPHR that it would be fair to give an extension. The submission must clearly set out the reason for the review request in accordance with paragraph 2 of this policy, and provide any relevant evidence, together with an explanation of why it would have affected the decision of the verification panel. If a review is requested because of new material evidence arising, an explanation must be given as to why it was not previously available.

A request for a practitioner registration scheme review must be emailed to [register@ukphr.org](mailto:register@ukphr.org). The UKPHR shall send the practitioner acknowledgement of receipt via email.
6. Following the receipt of a review request, UKPHR will determine whether the request:

- a. has been received within the required timeframe
- b. relates to a decision of the verification panel to not recommend them for admission to the Register of the UKPHR.

7. If the UKPHR determines that the review may proceed, they may then request a written response and relevant evidence from the appropriate practitioner scheme coordinator, the moderator, the assessor, verifiers, and/or members of the verification panel.

8. The review will normally be conducted in a closed meeting of the RAC, where the panel takes into account all written submissions from the practitioner and other parties as noted in paragraph 7. The RAC will review materials before they meet and can request further information or clarity from the practitioner or from other parties, prior to their meeting, via written submission.

All written submissions will be shared with the practitioner and other parties prior to the RAC. Each party will have the opportunity to respond in writing to the other party's written submission, prior to the RAC, for consideration by the RAC members.

9. The RAC meeting will comprise of the Chair, one lay member, and one public health professional member. They will make decisions by consensus. If no consensus can be reached, decisions shall be taken by a simple majority. The RAC may determine to:

- a. dismiss the review request
- b. allow the review and overturn the decision made by the verification panel
- c. remit the complaint back to the practitioner scheme coordinator, moderator, or verification panel to take action in accordance with the directions of the RAC

10. The UKPHR shall send via email a notice of the date set for the RAC meeting to the practitioner no less than 20 working days prior. Neither the practitioner nor other parties may attend the closed RAC meeting. A practitioner may request to postpone the meeting.

The decision of the RAC will be shared with the practitioner and the practitioner scheme coordinator via email within five working days of the RAC date.