

# CCRTGE Appeal Process

April 2018

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## Appeal Process

The intent of the Conjoint Committee for the Recognition of Training in Gastrointestinal Endoscopy (CCRTGE) is to set the minimum standards for, and recognise the successful completion of, endoscopic training of all practitioners who perform gastrointestinal endoscopy. Procedures covered by the CCRTGE include gastroscopy (adult and paediatric), colonoscopy (adult and paediatric), ERCP, Capsule Endoscopy and Endoscopic Ultrasound. Some applicants may not reach the standard determined by the Committee and may appeal the initial evaluation.

The appeal process is an escalating process initially with internal review by the Committee and escalating to an external review if needed.

### The Process

1. Applicant is written to advising that they are as yet unable to be recognised for their endoscopic training. Note this may include but not be limited to the following:
  - requesting additional information from the applicant to clarify unclear or ambiguous information;
  - requesting additional information from the applicant's supervisor to clarify unclear or ambiguous information; and
  - requesting prospective logging of new procedures to a described standard.
2. Within 180 days, the Applicant indicates their wishes to dispute findings to the Chair of the Committee, in writing. This letter should state reasons why the review should be reconsidered and should be accompanied by any relevant or supportive documentation.
3. Committee acknowledges (via email) to the applicant, the receipt of their appeal request letter within five (5) business days, advising:
  - b. The Committee will review internally.
  - c. Further supportive information may be requested.
  - d. Committee will deliver decision within sixty (60) business days of the request for further review.
4. If the Applicant is not satisfied with the review the Applicant may request a Further Independent Review (FIR).
  - a. Within twenty-eight (28) business days of being notified of their appeal outcome, the applicant may write to GESA CEO requesting further review and include all relevant information.
  - b. The CEO may consult with the CCRTGE and Committee Management staff and may request they communicate with the Applicant.
  - c. If this Applicant is still dissatisfied; or GESA CEO determines the need, an independent review panel will be appointed.
  - d. There will be a fee for a Further Independent Review of \$1,000 (2018). This may be waived by GESA on behalf of the CCRTGE in exceptional circumstances.

- e. A Review Committee will be established comprising:
1. The GESA President or nominee; and
  2. Three suitably qualified members (one each appointed by GESA, RACS, & RACP); and
  3. A member of the CCRTGE nominated by the Chair of the Committee. This member will provide program insight and methodology.
- Note: The Committee must include both a physician and a surgeon. The Committee should seek to include a representative of any relevant specialist area. Membership of the Review Committee is considered confidential.
- ii. If necessary, decisions will be made by majority vote and the chair does not have a deciding vote.
  - iii. The applicant will be provided with the outcome of the Review Committee – articulating the result and the material considered. Discussions of this group are confidential, and details will not be provided.
- f. Notification of the decision of this Further Independent Review will be made to the applicant via email and post within sixty (60) business days of the request.

Ends