# RECRUITMENT & SELECTION APPEAL PROCEDURE

**PURPOSE**

The College of Psychiatrists of Ireland is committed to supporting the appropriate and successful progression of suitable doctors through CPsychI Psychiatry Training Programmes - the Basic Specialist Training (BST) and Higher Specialist Training (HST) recruitment and selection process. The purpose of this procedure is to enable applicants to BST and HST training programme to appeal a recruitment decision so that the issue may be addressed promptly.

**GROUNDS FOR APPEAL**

Decisions of the Recruitment and Selection panels are final. A grievance or appeal cannot be brought based on dissatisfaction with the outcome of a recruitment competition.

One of the following shall constitute grounds for an appeal under the appeal procedure:

- A Recruitment & Selection mark / result is incorrect, due to an administrative error.
- There is evidence of administrative irregularity or procedural failure and there are reasonable grounds to believe that were it not for that irregularity or failure, the Recruitment result / outcome would have been different.

**PRINCIPLES**

- This appeal procedure will be communicated to all doctors eligible to apply for CPsychI training programmes.
- All doctors are provided with feedback following the interview process.
- A doctor can request to have their marks checked for accuracy following shortlisting / interview outcome without invoking the formal appeal procedure.
- The doctor should raise any issues on an informal basis in the first instance before invoking a formal appeal procedure.
- Every effort will be made to address complaints quickly and fairly.
- An appeal must be initiated within 3 days of the competition outcome being communicated to the doctor.
- A doctor will not be penalised in any way for making an appeal in good faith regardless of whether the appeal is upheld.
- This procedure provides a comprehensive method for the resolution with minimal conflict. Where possible, issues raised under it will be processed in accordance with the principles of consultation and agreement during the process.

**STAGE 1 - INFORMAL DISCSUSSIONS**

Most routine queries or grievances are capable of being resolved on an informal basis without recourse to the formal appeal procedure. Before invoking the appeal procedure, the doctor may raise the matter informally with the CPsychI Recruitment Team or The Operations Manager for Postgraduate Training.

If the matter has not been resolved satisfactorily through informal discussions, the Trainee may raise a formal appeal under the 'grounds for appeal' outlined above.

**STAGE 2 - FORMAL WRITTEN APPEAL**

The doctor should make an appeal in writing using the 'Recruitment & Selection Appeal Form' to the Operations Manager, Postgraduate Training in the College within 3 days of the competition outcome being communicated to the doctor.

A full review of the appeal with the Dean of Education will be undertaken within one week of the formal written appeal being received.

There is a fee of €250 to progress with a formal appeal, refundable if an appeal is successful.

**Appendix One – Recruitment and Selection Appeal Form**

*Please read the Recruitment & Selection Appeal Procedure carefully before completing this form.*

**Name**

**CPsychI Application Reference number**

**Address for Correspondence**

**Email**

**Contact Number**

**Please list the decision/outcome you are appealing**

**Indicate the grounds for appeal:**

i. A recruitment & selection mark / result is incorrect, due to an administrative error ☐

ii. There is evidence of administrative irregularity or procedural failure ☐

**Statement of Appeal, including any evidence to support the appeal:**

**Additional Information Provided**

Please list any items attached

I, the undersigned, understand that the above personal data and other personal data including my application documentation, are circulated to relevant CPsychI staff and Training Committees for the purposes of investigating this appeal and communicating with me regarding the appeal.

Signed: _____

Date: _____

Completed forms should be returned to The Operations Manager Postgraduate Training at recruitmet@irishpsychiatry.ie

A payment link for €250 will be issued. The appeal will not be considered until payment is made.