

## Appeal Guidelines and Form

If you feel that there are reasons for the result of your practical assessment to be reviewed, please read the guidelines below to ascertain if you have grounds for an appeal. If so, please complete the form on pages 3-4 and return it to us within 2 months of the result being notified to the candidate. Appeals after this date can not be reviewed.

### 1. Reasons for appeal

The BSE Accreditation Guidelines provide the information for the internal review of decisions made by the BSE assessor. The decisions that can be reviewed are the following:

- A decision to refuse to accredit a person;
- A decision to request a resubmission of cases;
- A decision to request a resubmission of reports;
- A decision to impose a condition of accreditation;

Any other decision that is not listed above which the candidate feels is relevant will be reviewed if full details are given.

### 2. The Appeals Panel role

The appeals panel will:

- look at the information used by the person who made the initial decision
- clear up any misunderstanding
- correct any errors, if applicable and
- decide whether the initial decision should be upheld, varied or set aside.

Please provide copies of the original cases and reports submitted if appropriate.

### 3. The appeals process

If the candidate feels that there are grounds for appeal they must complete the form and send it in along with their original documents, the assessor's mark sheets/comments and the fee for £100 (*can be paid by BACS- Bank Natwest- **Account number:73699519, Sort code- 53-70-15***).

Please note that if the outcome of the appeal is changed from the original decision, the fee will be reimbursed.

The form should be filled out by the person wishing to appeal a reviewable decision made by the BSE (the applicant). The applicant may provide additional documents as attachments for any question on the form.

Please send this form to the following address:

**BSE British Society of Echocardiography, Unit 204, The Print Rooms, 164-180 Union Street, London, SE1 0LH or email [accreditation@bsecho.org](mailto:accreditation@bsecho.org)**

The panel has 4 months from receipt of your request for review to make a decision. Written notice of the outcome of the review and reasons for the decision will be provided to you within 28 days of the decision being made.

The decision of the review panel is final. There is no appeal against the decision of the appeals panel.

## APPEAL FORM

### Applicant Details

Title:  Mr       Ms       Mrs       Miss       Other \_\_\_\_\_

Name: \_\_\_\_\_ Membership number: \_\_\_\_\_

Hospital/Company: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Question 1: What decision are you appealing?

A decision to refuse to accredit a person (go to Question 3).

A decision to request a resubmission of cases (go to Question 3).

A decision to request a resubmission of reports (go to Question 3).

A decision to impose a condition of accreditation (go to Question 3).

Other (go to Question 2).

### Question 2: Please list the details of the condition or conditions, or any other decision, that you are appealing. (After filling in the information, go to Question 3).

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