

Request for Early Resolution Form

Early Resolution Policy and Procedure



Submitting a request

This form has been developed to facilitate a request for early resolution of a matter or complaint to the RANZCP, relating to educational or training decisions, in accordance with the *Early Resolution Policy and Procedure* ('the Policy').

Please read the Policy before submitting a request, as it provides information about the early resolution process. The Policy also sets out requirements that a request must meet, and this form is structured to assist in meeting those requirements.

Privacy statement

Any information that you provide in this form will be collected and used for the purposes of your request. It may also be used for subsequent applications for more formal mechanisms of review under the RANZCP *Review, Reconsideration and Appeal Policy and Procedure*.

If you choose not to provide certain information in this form, it may result in your request for early resolution not meeting the requirements as set out in the Policy and, consequently, your request not being able to be processed.

For further information in relation to how the RANZCP will store, use and disclose your information, please refer to the RANZCP's [Privacy Policy](#).

Your details

Full Name: _____

RANZCP Membership ID number (if applicable): _____

Email address: _____

Phone number: _____

I am a (please tick):

- ☐ Fellow ☐ Trainee/Associate Member
☐ Specialist International Medical Graduate ☐ Affiliate Member
☐ Other: _____

Details of decision or complaint

You may wish to set out the details below or attach a separate document to your application.

<p>RANZCP Education Committee which made decision: _____</p> <p>Date of the decision: _____</p> <p>Have you raised your complaint or request with your supervisor, Director of Training or other relevant person? (please tick): Yes No</p> <p>Have you raised your complaint or request with the relevant RANZCP Education Committee? (please tick): Yes No</p> <p>Description of the decision:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Alternatively, if the request does not relate to a decision of a RANZCP Education Committee, but a complaint regarding an education or training matter more generally, please provide details here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Reasons for early resolution

Early resolution will occur if the person has provided clearly identifiable reasons as to why an early resolution should occur.

Examples of possible grounds for early resolution relating to a decision or outcome of an RANZCP Education Committee include, but are not limited to:

- An error having been made in the decision-making process (i.e. that RANZCP policy or process has not been followed);
- Relevant information was not considered, or additional relevant information is available;
- Extenuating factors exist that the committee may need to be aware of.

Examples of other grounds for early resolution of a complaint include but are not limited to:

- A complaint about a delay in receiving an outcome or response;
- A request for additional feedback or further information relating to the outcome of a decision or matter relating to training.

You may wish to set out the grounds of request below or attach a separate document to your application.

Grounds of request:

Acknowledgements

I confirm that I have completed all necessary sections of this form, to comply with the Policy and submit documentation related to the original decision (if relevant), outcome letter setting out the original decision (if relevant); and any other relevant written supporting documentation.

I understand that the RANZCP will endeavour to meet the requirements of the Policy and consider appropriate information about the request.

Full name: _____

Signature: _____

Date: _____