



Registration Department Appeals Procedure Regarding Regulatory Decisions

Homeopaths registering with the Society of Homeopaths agree to engage in a process based on Continuing Professional Development (CPD) during their first year on the register.

Full registration status is dependent upon successful completion of the registration process and fulfilment of the terms of the agreement with the Society.

Where a homeopath who has left the Society without completing this process then wishes to rejoin, especially if several years have elapsed in the meantime, it is necessary for the Registration Department to decide which elements of the process still need to be completed.

If a newly-registered member (NRM) is experiencing difficulty in keeping to the schedule, they may agree an extension to this schedule with the Registration Department. Such decisions are usually reached by mutual agreement, taking account of the individual member's situation and any extenuating circumstances.

This document outlines procedures for appeal against a decision of the Registration Department of the Society of Homeopaths, should a registered member or an applicant for registration seek to appeal.

Scope of appeals

The Society of Homeopaths' Appeals procedure can be followed by registered members or applicants for registration who wish the Professional Conduct Committee (PCC) to reconsider decisions made by the Registration Department relating to their registration process.

When a registered member or applicant for registration expresses dissatisfaction with a decision, the Registration Department will send them notice of the right to appeal.

Grounds for appeal

The following are considered valid grounds for appeal by a homeopath against a decision relating to their registration process, where there is evidence to support the appeal.

- 1) Information submitted has been misunderstood or not properly considered by the Registration Department.
- 2) The homeopath considers that the decision is unfair or disproportionate, and can provide evidence for this claim.

No appeal will be considered which does not fall into one or more of the above two categories of valid grounds for appeals.

Initial notification of appeal

The homeopath should inform the Chair of the PCC in writing of their intention to appeal within 30 days of the date of receipt of the official notification of the disputed decision.

The contact address will be:

Chair of PCC - Registration Appeal
The Society of Homeopaths,
11 Brookfield, Duncan Close, Moulton Park, Northampton NN3 6WL

It is essential that the initial letter making an appeal includes an outline of the grounds for such an appeal and indicates what additional information or documents can be provided in support of the application.

All expenses incurred in considering the appeal will be payable by the individual concerned, unless the PCC acts to modify or reverse the decision as a result of the appeal process.

Appeal submission

Within 30 days of receipt of the intention to appeal, the Chair of the PCC should receive 3 copies of a written statement of appeal, including all grounds for the appeal and any accompanying documentary evidence.

The appeal statement should cite the reasons for seeking re-consideration of the Registration Department's decision, together with a detailed account of the alleged error, oversight, omission or misjudgement in the decision-making process. Any new information presented needs to be accompanied with reasons why it was previously unavailable and why it should cause the PCC to re-consider this decision.

Confidentiality

Throughout the process of the appeal, privacy and confidentiality will be assured by the Society, unless disclosure is necessary to progress the appeal. In such a case, the appellant will be notified in advance of the disclosure. In order to ensure an unprejudiced appeals procedure it is essential that confidentiality is kept by all parties.

Appeal process

- 1) The Chair of PCC will convene an Appeals Panel consisting of 3 members who have had no previous involvement with the case.
- 2) The Chair of PCC will request a statement of response to the appeal from the Registration Department. This response will either justify its previous recommendation or acknowledge the grounds of appeal, and will be available to the Appeals Panel and the homeopath.
- 3) The Appeals Panel will consider the appeal within 2 months of its receipt.
- 4) The homeopath concerned and the Registration Dept will be invited to the Appeal meeting to make short presentations and to answer questions, though they will not be present for the panel's discussion and decision.
- 5) The Chair of the Appeals Panel will inform the homeopath and the Registration Department of its decision as soon as practicable after the meeting. This may be to affirm, modify or reverse the original decision in question, and will be final.

Reflection and development

Issues arising will be directed for consideration by the Registration Department, in order to reflect on the decisions and propose review of procedures where appropriate.

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