

## Practice Ready Assessment – Newfoundland and Labrador (PRA-NL) Appeals Policy and Procedure

<b>Office of Accountability:</b>	Office of Professional & Educational Development
<b>Office of Administrative Responsibility:</b>	Associate Dean, Educational Development
<b>Approver:</b>	PD Council
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### Definitions

<b>PRA Result Letter</b>	The letter which PRA-NL candidates receive disclosing the result of their 12-week assessment and which is provided to the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) and the candidate’s sponsoring Regional Health Authority (RHA).
<b>PRA-NL Academic Committee</b>	A committee comprised of representatives from the Faculty of Medicine and RHAs to advise on candidates’ initial eligibility for the program and to make recommendations based on candidates’ educational assessment results.

### Overview

Practice Ready Assessment – Newfoundland and Labrador (PRA-NL), (the “Program”) is administered by the Office of Professional & Educational Development (OPED), Faculty of Medicine, Memorial University. The purpose of PRA-NL is to observe and assess PRA-NL Candidates under the direct supervision of physician assessors during a 12-week Clinical Field Assessment (“CFA”) to assess readiness to practice in Canada. There is no training component.

### Purpose

To provide PRA-NL candidates with a fair and timely process for reconsideration or appeal of the result of their CFA, as stated in their PRA Result Letter. A PRA-NL candidate can only initiate a reconsideration request or formal appeal of the result of their CFA in circumstances where procedural errors are alleged.

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### **Scope**

This policy applies to the PRA-NL program and PRA-NL candidates as stated in the Purpose.

### **Policy**

- 1.0 A PRA-NL candidate can only initiate a reconsideration request or formal appeal of the result of their CFA in circumstances where procedural errors are alleged.
- 2.0 The reconsideration request or formal appeal must set out the Program's alleged procedural errors in sufficient detail to identify the specifics of the allegation.
- 3.0 Reconsideration of the Result of the CFA:
  - 3.1 A request for reconsideration will only be accepted within 14 calendar days of the PRA-NL candidate receiving their PRA Result Letter.
- 4.0 Appeal of the Result of the CFA:
  - 4.1 A formal appeal process can only be invoked once the reconsideration process has been completed and the PRA-NL Academic Committee has issued their final decision on the reconsideration.
- 5.0 Any expenses incurred by the PRA-NL candidate as related to a reconsideration request and/or formal appeal are the responsibility of the PRA-NL candidate.

### **Procedure**

- A.0 Reconsideration of the Result of the CFA:
  - A.1. The PRA-NL candidate submits a request for reconsideration, in writing and signed, to the Director of PRA-NL which outlines the basis for the request in accordance with Section 2.0.
  - A.2. The PRA-NL Academic Committee reviews the request, and other appropriate documentation if necessary, and consults with others as required.
  - A.3. The PRA-NL Academic Committee has the authority to:
    - A.3.1. reject the reconsideration request and confirm the original result of the CFA; or;

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A.3.2. accept the reconsideration request and:

(1) Modify the result of the CFA; or

(2) Require additional assessment. The PRA-NL Academic Committee shall determine all terms of such additional assessment, including the length and nature of such additional assessment.

A.4. The final decision is communicated by the Director of PRA-NL, in writing, to the PRA-NL candidate within 14 calendar days of the date that the decision is made.

B.0 Appeal of the Result of the CFA:

B.1. A PRA-NL candidate wishing to further contest a reconsideration decision may submit an appeal request, in writing and signed, to the Director of PRA-NL within 14 calendar days of the date that the candidate received the reconsideration decision. The appeal request must outline the reasons for the appeal.

B.2. An Appeals Committee will be appointed by the Associate Dean, Educational Development. The composition of the Appeals Committee will be at the sole discretion of the Associate Dean, Educational Development, but will not include any person who has previously been involved with the assessment of the Candidate.

B.3. The Appeals Committee will meet to review the appeal and documentation provided by the PRA-NL candidate.

B.3.1. In its review, the Appeals Committee may consult with and seek further information from the PRA-NL candidate, the Director of PRA-NL, and/or other representative of PRA-NL or the PRA-NL Academic Committee or other person as may be deemed necessary by the Appeals Committee.

B.3.2. The PRA-NL candidate will be provided with all documentation and be given an opportunity to respond to any new information received by the Appeals Committee in advance of decision-making discussions.

B.3.3. The PRA-NL candidate, the Director of PRA-NL, and/or any other representative is not permitted to be present during the committee's decision-making discussions.



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- B.4. The Appeals Committee has the authority to:
  - B.4.1. reject the appeal and re-affirm the reconsideration decision made by the PRA-NL Academic Committee; or;
  - B.4.2. accept the appeal and:
    - (1) Modify the result of the CFA; or
    - (1) Require additional assessment. The Appeals Committee shall determine all terms of such additional assessment, including the length and nature of such additional assessment.
- B.5. The final decision of the Appeals Committee is communicated in writing to the PRA-NL candidate, Director of PRA-NL, and any other relevant representative of the PRA-NL Academic Committee within 14 calendar days after the Appeals committee decision is made.