



REVIEW GUIDELINES

“Every effort is made to ensure that all CCPE assessments are completed in a thorough, objective and fair manner. However, if a physician candidate feels that his or her assessment and the resulting decision have been arbitrary or done in bad faith, the CCPE program provides for a review mechanism. Requests must be made in writing and received within 30 days of the decision being communicated.”

The grounds for a review are limited in scope and pertain only to alleged breaches of process. Those involved in the subsequent review will not have had any involvement in the initial assessment of the appellant’s application. An administrative fee will be charged to cover the costs of this additional review.”

Purpose of review

The review is not a fresh assessment. It is a review of whether the CCPE status awarded should be varied in light of the alleged breach of process. It is not an opportunity for the candidate to add new information or materials (or repair deficiencies in the evidence) that were not available at the time of the original application and assessment.

Unless new information pertains to alleged breaches of process, such information is not admissible. If the candidate wishes to provide additional information, he/she will have to submit a new application in a future year.

Reviews occur only in writing – there is no oral hearing.

What the physician must show

The review documentation must reveal that there was a breach of process.

Constitution and role of the review team

The Review Team (“Review Team”) is the body entrusted with reviewing and assessing reviews of an allegation of a breach in process pursuant to an unsuccessful CCPE application. The Review Team consists of three (3) individuals, none of whom appeared on the original panel. Individuals selected have experience in leadership and/or are versed in

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procedural issues and may or may not be physicians. The Review Team will meet, in person or via teleconference, no later than 90 days from receipt of the fee and documentation submitted by the candidate. The Review Team makes the final determination regarding the allegations.

The required review materials

The following are the relevant review materials to be received together within 30 days of receiving notification of CCPE status:

1. Candidate's written request for a review
2. Candidate's documentation outlining alleged breach of process.
3. A cheque in the amount of the Review Fee (\$300.00).

Steps in the review process

1. After submission of the required materials to the CCPE Secretariat, the Secretariat shall assess, in consultation with legal counsel, whether the request for a review meets the grounds for review, then make a written recommendation to the Review Team.
2. The CCPE Secretariat shall convene a Review Team.
3. The CCPE Secretariat will send the Review Team members the Candidate's documentation of an alleged breach of process and staff assessment and recommended remedy.
4. The Review Team shall study the Review Materials submitted and recommendation from the CCPE Secretariat, and independently come to a determination answering the following question: Was the candidate's application assessment process a fair one?
5. The Review Team shall write its decision, including a remedy, and provide this to the CCPE Secretariat.
6. The Review Team shall notify the candidate, via CCPE Secretariat, of the Review Team's final decision.

Remedy

The Review Team has 3 possible remedies to dispose of the review request:

- (i) Refer the matter to the original panel to determine the matter in accordance with specified direction(s)
- (ii) Overturn the original panel's decision due to arbitrariness, unfairness, bias or bad faith and send it to a new panel for decision
- (iii) Confirm the original panel's decision

Decision is final

The decisions of the Review Team are final.