

How to make an appeal to the registration appeals committee

Step 1

Does your case meet the criteria for appeal?

Only certain “decisions” made by the Royal Pharmaceutical Society of Great Britain may be taken to the registration appeals committee. These decisions are defined in a piece of legislation called the Pharmacists and Pharmacy Technician Order 2007, and underpinning rules made by the Society. You must be sure your case does meet the criteria for an appeal. You will normally be advised in writing by the Society if you have the right to an appeal to the registration appeals committee. Any appeal must be lodged within 28 days of receiving the notice of the decision you wish to appeal.

Complaints about Society staff and services are handled through the Society’s complaints procedure. www.rpsgb.org.

Complaints about pharmacists, pharmacy premises, pharmacy technicians and pharmacy support staff are handled by the fitness to practise and legal affairs directorate. www.rspgb.org.

The law says you cannot appeal a decision if the reason the decision was taken was because you did not pay the required fee or did not make your application in the prescribed manner. There are often deadlines for the payment of fees and submission of forms, and you should ensure any fees or forms due are paid and submitted promptly.

Use the appeals checklist on the notice of appeal, or the appeals questionnaire, to see if your case is a genuine appeal.

Step 2

Decide if you need advice or representation.

You may decide to take legal advice, especially if your case is complex or rests on European law (where the European Commission’s “SOLVIT” service may be your best recourse). You could go to the Citizens Advice Bureau to get advice, or instruct your own solicitor, or seek advice from a defence society, or any other indemnifying organisation.

Step 3

Decide if you really want to make an appeal.

You will need to consider the time and costs involved in making an appeal. If you are not successful in your appeal, you may be ordered to pay costs, which could be substantial. You should also bear in mind that, although any hearing may be held in private, the outcome of the hearing will be on the public record and may be published by the Society.

Step 4

Collate all your evidence and documentation.

What will you need to prove to make your case? Do you have evidence that supports your case? For example, you may need academic transcripts, a statement from your doctor or an employer, confirmation of registration with

other regulating bodies, or proof that you are not the person who has been convicted of a criminal offence. It will very much depend on the decision you are appealing against.

Step 5

Complete the notice of appeal.

Complete the application form with all the information it requires. Attach all the relevant and supporting documents. Number the pages of any supporting documents, and list them. Take a copy of the completed appeal for your records.

Step 6

Submit the notice of appeal by recorded delivery.

The Royal Mail has a recorded signed for service. Your local post office will be able to assist you.

Step 7

Wait for confirmation of safe receipt of the notice.

Contact the secretary of the RAC if you have not had an acknowledgement more than seven days after serving your notice. Telephone 020 7572 2623 or email jeanne.thircuir@rpsgb.org.

Step 8

You will be contacted again confirming the date the appeal will be heard or, if you have requested an oral hearing, the date of the hearing or any case management hearings required in advance of the hearing itself.

Step 9

You will be sent a notice confirming the outcome of the appeal, and any right you have to appeal to a higher court.

Andrew Gardner
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