



European Association of
Cardiothoracic Anaesthesiology
and Intensive Care

Supplement E: EACTAIC appeal process

The process for appealing the decisions of an examiner or their professional conduct during an exit interview from an EACTAIC Fellowship

1. Should an European Association of Cardiothoracic Anesthesiology and Intensive Care (EACTAIC) PCA Fellow or their Program Director wish to appeal against the decision made in the exit interview conducted for the EACTAIC Fellowship Program or make a grievance against the professional conduct of an 'examiner' present at the interview then the Fellow or the Program Director (hereinafter referred to as the appellant) must inform the Chair of the EACTAIC Education within seven calendar days of the interview with a written statement providing the reasons for the appeal. The appeal request must be written in English and sent by registered mail or an email to the Educational Chair.
2. Before the appeal process starts, the examiner will be informed directly by the Education Chair of the allegations made against him or her and provided with the relevant evidence. If the appeal comes from the Fellow alone, the Education Chair will inform the Fellowship Director of the appeal. At this point, the Education Chair will try to mediate between the affected party so that the initiation of an official appeal may be reconsidered.
3. The appeal process will start if reconciliation proves impossible or if the examiner's behavior has been unprofessional. The process will only begin after receipt of all the required documents no later than midnight of the seventh calendar day after the exit interview based on the appellant's time zone as identifiable by the date of the registered mail's postmark sending of the email.
4. The EACTAIC Education Chair will formally interview the examiner to explain their conduct and be questioned on it.
5. After that, the Education Chair calls to action the appeal panel and conducts the appeal in whole or in part as oral interviewing of the panel members and the examiner. The appeal panel will consist of a minimum of two members of the EACTAIC Education Committee (hereinafter referred to as panel members) or unavailability or conflict of interest, inviting a third-panel member to review the appeal and the exit interview. The selection of the panel members will be the responsibility of the EACTAIC Education Chair. In writing, panel members must confirm that they have no conflicts of interest with either the appellant (Fellow and Program Director) or the examiner. Likewise, the appellant and examiner must provide consent for panel members reviewing the appeal to access the recorded interview.
6. The EACTAIC Education Chair will provide each panel member and the examiner with all relevant materials and documents concerning the appeal.
7. Response to the appeals will be in the form of written statements by the panel members.



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8. Within 20 calendar days of the panel members' appointment and following formal virtual interview with the EACTAIC Education Chair, they independently and confidentially give an account of the situation according to/her assessment and submit their decision and recommendations in writing to the EACTAIC Education Chair.

9. It is the EACTAIC Education Chair and appeal panel's responsibility to recommend an initial decision on the appeal.

10. The EACTAIC Board of Directors has to approve the EACTAIC Education Chair and appeal the panel's decision. The EACTAIC Secretariat will then inform all parties involved: the appellant, the examiner, and the panel members. This ends the appeal procedure finally, and no further appeal will be considered regardless of whether the appellant later cites additional evidence.

11. If the final decision supports the examiner's professional misconduct, the examiner should be removed from the EACTAIC Education Committee for their remaining term of office.

12. If the final decision is that the evidence does not support grounds for professional misconduct, the Board of Directors may remove the accusing Program Director from the EACTAIC Education Committee for their remaining term of office.

13. The conduct of every appeal investigation will be reported to the Education Committee once the Board of Directors has approved a decision.