

Appeals Roles Checklist

Name of Role: Stage Two Review Panel Member

Checklist

1. Have you received all the paperwork? (Full appeal file, summary from Registry Officer)
2. Prior to the panel meeting, read through the full file, and refer to the summary to determine the specific points under review
3. At the panel meeting, discuss the Stage Two Review application with the other panel members to establish if it has any merit
4. Review any new evidence to determine if it addresses previous inadequacies
5. Agree outcome – either refer the case to the Board of Examiners for reconsideration or reject

Version History

Version	Amended by	Revision summary	Date
1.0			December 2016
1.1	Senior Quality Officer	Change to the document coding convention	March 2020
1.2	Registry Officer	Amended process stage terminology	May 2020
1.2	Registry Assistant	extension to term of approval of 2 years.	October 2021