



NATIONAL NURSE PRACTITIONER RESIDENCY & FELLOWSHIP TRAINING CONSORTIUM

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NNPRFTC Appeals of Adverse Actions Policy

Purpose: The purpose of this policy to clearly describe the grounds for appeal and the Appeals process.

Procedures:

Grounds for Appeal: Programs have the right to appeal an accreditation decision that includes deferral or denial of accreditation, revocation of accreditation due to verification, required criteria violation(s), and/or complaints, and denial of accreditation.

Dissatisfaction with a decision is not sufficient grounds for an appeal.

An appeal must:

1. provide evidence that the NNPRFTC, when rendering the decision:
 - a) did not follow its established policies and/or procedures, and/or
 - b) made a substantive error, such as a factual error, mistake, or misinterpretation; and
2. provide evidence that NNPRFTC's failure to follow established policies and procedures or substantive error materially affected the outcome of the accreditation decision.

Appeal Process

Submitting an Appeal

The Appeal Form along with an appeal letter and any related documentation must be submitted by the program within 60 days of the NNPRFTC's adverse accreditation decision. The due date will be listed on the Appeal Form. An appeal and any related documentation submitted after the due date will not be reviewed or considered. An appeal letter and any related documentation may be up to 5 pages in length. Information beyond the fifth page will not be reviewed or considered.

An appeal may not include information that the program had the opportunity to provide previously, including evidence from the site visit, or changes to the program that occurred after the NNPRFTC's decision. Information of this type that is submitted along with an appeal will not be reviewed or

considered. The only exception is that programs may include documentation not previously available from external investigations (such as licensing, regulatory, or professional body investigations) related to a program's ability to meet and maintain the NNPRFTC's Accreditation Standards.

Accredited programs will maintain their NNPRFTC accredited status until an appeal decision is reached by the Quality Assurance Council unless there are circumstances present that, in NNPRFTC's reasonable judgment, jeopardize the health or safety of the trainees enrolled in the program.

Required Criteria

An Appeal Options Form is provided only when a program receives an applicable accreditation decision of deferred or denied accreditation, or revocation of accreditation. The Appeal Form allows the program to indicate that an adverse accreditation decision will be appealed by the due date indicated on the form.

Documentation not previously available from external investigations, such as licensing, regulatory, or medical investigations, may be submitted in addition to the 5-page appeal limit.

Composition of the Quality Assurance Council: The council will consist of at not more than five individuals, including: an educator, a clinician, a representative of an accredited program and a public member. NNPRFTC conflict of interest protocols will be carefully enforced. The council will be convened on an ad hoc basis by the Executive Director who will brief the council on the process and their role.

Review of Appeal:

Once an appeal is received by NNPRFTC, NNPRFTC staff will use reasonable efforts to redact personal and program identifying information from the appeal and related documents and from the program's NNPRFTC's Accreditation file before forwarding the documents to the Quality Assurance Council. The Quality Assurance Council may request additional factual information about the appeal from NNPRFTC, the NNPRFTC site visitor(s), and/or the program.

Reaching a Decision:

After a detailed review of the program appeal and related documentation from the program's NNPRFTC Accreditation file, along with the related NNPRFTC Accreditation policies and procedures and the Accreditation Standards, the Quality Assurance Council determines the outcome of the appeal by majority vote. The possible outcome is dependent on the type of appeal and may include:

Types of Appeal:

Deferred or Denied Accreditation

POSSIBLE OUTCOMES include:

- Uphold the NNPRFTC 's decision
- Overturn the NNPRFTC's decision
- Overturn the NNPRFTC's decision, with a revisit required

Revocation of Accreditation due to a verification issue or random unannounced visit

POSSIBLE OUTCOMES include:

- Uphold the NNPRFTC's decision
- Overturn the NNPRFTC's decision
- Overturn the NNPRFTC's decision, with a revisit required

Revocation of Accreditation due to required criterion violation(s)

POSSIBLE OUTCOMES include:

- Uphold the NNPRFTC's decision
- Overturn the NNPRFTC's decision

Revocation of Accreditation due to a complaint

POSSIBLE OUTCOMES include:

- Uphold the NNPRFTC's decision
- Overturn the NNPRFTC's decision

Notification of Decision:

The primary program contacts will be sent the appeal decision through email and postal service approximately 60 days after the Appeal Form due date. The Quality Assurance Council's decision is final.