

Disciplinary procedures

Disciplinary Sub-Committee

The Disciplinary Committee will include the following:

- Clinical Lead
- Clinical Adviser
- LOC Lead
- Representative of Lay graders
- Non-clinical member of the Programme Board

The Sub-Committee will be chaired by the chair of the Programme Board. All members must declare any conflicts of interest and appoint a deputy if appropriate. It will meet as deemed appropriate and report to the Programme Board.

The terms of reference will be principally to draft and carry out procedures, as well as undertaking personal hearings and appeals.

Standard Procedures

“Screeners” – individuals who capture images and log them into the programme via DRSS software

“Graders” – individuals who perform First, Second or Arbitration grading

“Providers” – companies providing screening and grading services to the programme

There will be 3 types of procedure for members of the Disciplinary Sub-committee to follow:

Alert:

This offers a more informal process to inform Screeners, Graders and Providers of minor errors or misjudgement, for ongoing re-education, or where there is moderate concern regarding their performance. The Alert will be informed via email or letter, including reasons and suggestion of a suitable course of action and timescale for completion, where appropriate.

Suspension:

Screeners and graders who represent a more serious risk to the screening programme, are guilty of persistent poor performance or who fail to take appropriate action to previously issued Alerts will be suspended from the programme. The suspension will be issued by the Sub-Committee by letter, email or fax and will include the following:

- Case for suspension
- Retraining plan
- Period of suspension

At the end of the period of suspension, the Screeners, Graders and Providers may be readmitted to the programme as long as the Sub-Committee is satisfied that they have successfully completed the retraining plan.

Removal:

Screeners, Graders and Providers who represent a gross risk to the screening programme may be removed from the programme with immediate effect. Removal from the programme can only be executed with the majority agreement of the Disciplinary Sub-Committee.

On removal, the Sub-Committee will submit a report outlining the following:

- Reasons for removal
- A time period before readmission could be considered
- Retraining plan

After the specified time period, Screeners, Graders and Providers may reapply for re-inclusion and request a personal hearing of the Sub-Committee to review their case. This could lead to readmission to the programme or continued removal. However, the programme reserves the right to recover all reasonable costs incurred.

Appeal:

Screeners, Graders and Providers have a right of appeal to suspension and removal within 28 days of the original decision. They may request a personal hearing of the Sub-Committee to review their case. The appeal may alter the original decision but could suggest a harsher as well as more lenient sentence. The programme reserves the right to recover all reasonable costs incurred.

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