GP Trainee Grievance Notification Form

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# 1.0 Purpose

Before submitting a grievance to the College, trainees should endeavour to resolve concerns with the appropriate person. This can be achieved for example through discussions with line managers or scheme director and constructive and developmental feedback.

If this approach has not resolved the trainee’s concerns satisfactorily, they may submit a grievance via the dedicated email [complaints.training@icgp.ie](mailto:complaints.training@icgp.ie) using this form. In accordance with the GP Trainee Grievance Policy and corresponding procedures, ICGP will revert regarding confirmation/clarification of any educational issue herein. Only grievances related to educational issues in scope of the policy will be investigated.

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| --- | --- | --- | --- |
| Name: |  | IMC No: |  |
| E-mail address: |  | Mobile number: |  |
| Scheme Director: |  | HSE line manager: |  |

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| **Nature of the grievance**  ☐ Nonadherence by ICGP to a law, rule, policy, or procedure set down by GPTAC  ☐ Apparent unfair treatment by a trainer  ☐ Apparent unfair treatment by a member of ICGP educational staff |
| Have you discussed your concerns with your clinical supervisor, trainer, a member of the scheme directing team or any other relevant person to try to come to a resolution? If yes, please include details. If not, please explain why. |
| **Grievance details**  Please describe your concerns. Please include any relevant information or evidence to support your grievance.  You may wish to include answers to the following questions:   * What happened? * When did it happen? What date? * Who was involved? Make sure to include names of all individuals involved. * How and when did you find out about it? |
| **Applicable rules**  What laws, or Irish College of GPs policies, rules or procedures have been breached? If none, please so indicate. |
| What is the proposed resolution to your grievance? |
| **Privacy statement**  Once any personal or health information comes into our possession, we take reasonable steps to protect that information from unauthorised or inappropriate access, use, modification, disclosure, or other interferences. Personal and health information will only be used for the intended purpose. We will usually disclose the information you give through this process, if necessary, to others who have information relevant to your matter. We cannot disclose personal and health information for any other reason unless an exemption applies. We may also collect your personal information from other people or organisations when handling your matter. You can access the Privacy Policy [here](https://www.irishcollegeofgps.ie/Privacy-Policy). |
| **Declaration, acknowledgement and consent**  I confirm that I understand that the Irish College of GPs collects, uses, stores and discloses personal and health information in accordance with their privacy policy as outlined above. I authorise the Irish College of GPs to share personal information contained in this form, such as relevant correspondence, with relevant persons strictly on a need-to-know basis for the purpose of conducting an investigation into your grievance, as outlined above.  I declare that all the information I have provided in this form is true and correct. I acknowledge that I must advise the Irish College of GPs if my circumstances change and update the office with any details that are relevant to my matter. |
| Signature: |
| Print Name: |
| Date: |

# 2.0 Related and supporting documentation

* GP Trainee Grievance Policy
* GP Trainee Grievance Procedure
* GP Trainee Grievance Investigation Report Template

# 3.0 Contact

Quality assurance and enhancement

[qae.training@icgp.ie](mailto:qae.training@icgp.ie)

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| **Version control** | | |
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| Owner | GP Training Academic Council | |
| Author | Julie Savoie | |
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