



Progression Review Committee Terms of Reference

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1.0 Purpose

This document outlines the terms of reference for the Progression Review Committee (PRC) of GP Training.

2.0 Scope

The terms of reference apply to all members of the PRC, whether ex-officio, nominated, and co-opted members of the Committee.

3.0 Statement of terms of reference

3.1 Establishment of the PRC

The PRC is established as a Progression Review Committee. The PRC is delegated several functions in relation to trainees' fitness to continue in GP Training.

3.2 Authorities

The establishment of the PRC and the delegation of powers to it are actions authorised by the GP Training Academic Council.

3.3 Appointment

Nominated members are invited to join the PRC for a three-year term and may be reappointed following the expiry of that term.

3.4 Membership

3.4.1 Ex-officio members

- The national director of GP Training or his/her designee to act as Chair

3.4.2 Nominated members

- A regional programme director (RPD) of GP Training or his / her designee
- A Scheme Director, Assistant Scheme Director, or GP trainer
- One external member from another training body in Ireland

One of four RPDs may be called to membership for a particular case; this will be in rotation. RPDs who have had prior involvement with the case in question will be excused from participation.

One of ten scheme directors, assistant scheme directors or GP Trainers, retained on a panel nominated by GPTAC on a yearly basis, may be called to membership for a particular case; this will be in rotation. Members who have had prior involvement with the case in question will be excused from participation.

3.4.3 Co-opted members

The Health and Wellbeing Manager, Head of Doctors Health Programme or others in an occupational health role may be called as co-opted members.

3.4.4 Committee vacancies

Where there is a vacancy on the PRC, replacements should be nominated by the GP Training Academic Council.

3.4.5 Administrative support

The PRC is supported by a designated member of the GP Training Directorate.



3.5 Functions of the Committee

3.5.1 Receipt of referrals for progression review

The PRC will receive and process referrals for the assessment of trainees' fitness to continue training from training schemes and ICGP Examinations and Assessment pursuant to the Progression Review Committee Policy.

3.5.2 Progression review hearing

Depending on the nature of referral, the PRC may conduct hearings to hear evidence brought about a trainee, to deliberate on that evidence, and to issue a decision on what action, if any, relating to the trainee's fitness to continue training need be applied.

If the facts of the case do not warrant a hearing, the PRC will review the evidence and come to a decision.

The PRC will notify trainees of their right to appeal.

3.6 Conduct of committee business

The PRC shall adhere to the College's training guidance for committee chairs and secretaries, and College guidance on committee meeting agendas and minutes.

3.6.1 Chair

The National Director of GP Training or his /her delegate will act as Chair to the PRC.

3.6.2 Secretary

The Deputy Executive Director of GP training or his / her delegate will act as secretary to the PRC. The Secretary does not have voting rights but will assist the Chair in organising the PRC's business and accurately recording meeting minutes. The Secretary will also be responsible for uploading all evidence and documents used in the conduct of the hearings to the Committee's restricted SharePoint site.



3.6.3 Reporting

The PRC will report to the GP Training Academic Council on the business brought before it.

3.6.4 Quorum

A minimum of three members, including the Chair, must be present for a meeting or hearing to proceed. All decisions are made by consensus or if necessary, a majority vote. If there is a tie, the Chair will have a casting vote.

3.6.5 Conflicts of interest

Declaration of conflicts of interest is a standing item on meeting agendas. Members are invited to declare any conflict of interest or potential conflict of interest that may arise during the meeting.

3.6.6 Agendas

Agendas will be prepared by the meeting Secretary in accordance with College guidelines and circulated at least two weeks prior to a PRC meeting or hearing.

3.6.7 Minutes

Meeting notes will be prepared by the meeting Secretary in accordance with College guidelines. Minutes should be circulated promptly following the meeting.

4.0 Roles and responsibilities

The Secretary of the Committee will assist the Chair in organising the Committee's business and will minute the meetings of the PRC.

The Chair of the Committee will chair meetings.

Members of the Committee will deliberate on evidence presented to the Committee, will ask questions for clarification and will, in conjunction with the Chair, issue rulings on the case at hand.

5.0 Related and supporting documentation

- Progression Review Policy
- Trainee Support Policy
- Disciplinary Action Policy
- Guideline for committee chairs and secretaries
- Guideline on committee agendas
- Guidelines on committee minutes
- Template and sample of committee meeting minutes
- Template and sample for committee meeting agendas
- [Grounds for complaints to the IMC](#)
- [IMC Guide to Professional Conduct & Ethics for Registered Medical Practitioners](#)

6.0 Contact

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