

Appendix 1



Irish College of General Practitioners

Notification of Grievance Form

To enter into a formal grievance procedure you must endeavour to resolve complaints informally with the appropriate person. If you have done this and the issue has not been resolved satisfactorily you may enter a formal grievance procedure. To do so you must complete the details below. We will revert with regard to confirmation/clarification of any educational issue herein. ICGP will only deal with educational issues.

Applicants Name:

Applicant IMC No:

Please outline the educational grievance on which you wish to enter into a formal grievance procedure, this must include details of the informal discussions that you have had regarding the grievance:

With whom have you discussed this issue:

GP Trainer/Consultant Teacher

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Assistant Scheme Director

☐

Scheme Director

☐

Chair Steering Committee

☐

Applicant Signature: _____ **Date:** _____

**Formal Grievance Notification must be sent to the National Director of GP Specialist Training, ICGP, 4/5
Lincoln Place, Dublin 2**