



A staged approach policy in escalating issues with non-compliant host centres for EACTA Fellowship Programs

1. All centres participating in the EACTA Fellowship Programme are treated equally and are subject to the same reporting criteria. Where centres do not provide regular reports or become unresponsive the process described below will be followed by the Chair of the Education Committee or his/her delegatee.
2. If hosting centres do not respond or supply regular reports, the local lead will be emailed with a reminder that this is a requirement of hosting the EACTA Fellowship and asked for a response within to 15 working days. Where possible it would be useful to follow this email up with a phone call.
3. If there is no response within 15 working days a further email will be sent to both the local programme lead and the Head of Department saying that EACTA is concerned about the lack of contact and that regular reporting to EACTA is a formal requirement for hosting an EACTA Fellowship program. Further, EACTA is keen to support all centres and requests an online meeting with the Programme Lead and Head of Department to discuss any local problems with the Fellowship program. It will be requested that this meeting takes place within 28 days of the email.
4. If the centre engages and local problems are identified these can be addressed on a case-by-case basis. If there is no response the Chair of the Education Committee (or delegatee) will send an email and a follow-up letter by post to the Programme Director with a copy to the Head of Department. This will state that EACTA is keen to retain the connection and Fellowship Program at the centre but that engagement with the EACTA Education Committee is essential to sustain this. It will be stated that EACTA will have to consider withdrawing approval for the Fellowship program unless the centre's Fellowship Programme Lead meets with EACTA representatives online as soon as possible. Further, it will be indicated that EACTA will be contacting local EACTA Fellows directly for their feedback.
5. If there is still no response after one month, EACTA will send an official email and letter indicating that approval for the Fellowship Program at the centre will be withdrawn at the end of the tenure of the current Fellows.

Prepared by Dr. Simon Howell, Leeds, the United Kingdom from inputs from the EACTA Education Committee Annual Meeting on November 3, 2020.

Approved by the Board of Directors on November 20, 2020.

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