



Supporting people affected
by avoidable medical harm

Panel COF Guidelines

Application for reinstatement following a change of firm

Following a change of firm, Avma Panel membership is normally subject to a temporary suspension with respect to Avma referrals and an Avma website listing for a period of up to six months. This is to allow time for the Panel member to settle into their new firm and to submit the relevant change of firm details. During this period the Panel member retains their Avma Panel accreditation, the suspension relates to referrals and an Avma website listing where appropriate.

In order to lift this temporary suspension, Avma Panel members are required to apply for reinstatement. This should include details of the arrangements with respect to their caseload from their previous firm. The requirements for reinstatement vary subject to whether or not there are other accredited Avma Panel members at the particular office or firm as set out below:

1. Moving to an established department with other Avma accredited lawyers

If you are joining a department with other Avma accredited lawyers and there have been no significant changes to your practice or that of the department you are joining, and there has been regular contact with the firm, the aim would be to reinstate your full Avma Panel membership as soon as possible. You should write to Avma setting out any changes to your practice following your move, details of your new role and any new arrangements at the firm as a result of you joining the department together with a general update on your clinical negligence practice.

There is an administration fee of £300 plus VAT if you are moving to an established department that is already represented on the Avma Panel.

2. Moving to a new department/office of a current Avma Panel Firm

If you are joining an Avma panel firm but you will be responsible for establishing a new department at that firm e.g. at a new location, you will be required to complete the change of firm questionnaire so that Avma can review the new arrangements. Avma may request an interview. We would recommend submitting this information after a minimum of four months to allow time for any new arrangements to be put in place, but you can discuss this with Avma.

There is an administration fee of £375 plus VAT if you are moving to a newly created department of a firm already represented on the Avma Panel.

3. Moving to a firm without an Avma Panel Member

If you are joining a firm that does not have a current Avma Panel accredited member, you will be required to complete the change of firm questionnaire detailing the arrangements at your new firm. As this is a new firm in terms of the Avma Panel, Avma will normally arrange an interview. We would generally recommend submitting this information after a minimum of four months at your new firm to allow time for any new procedures to take effect but subject to the set up at the firm prior to you joining it. **There is an administration fee of £400 plus VAT.**

Following submission of the relevant information and interview where this is requested, Avma will confirm whether the new arrangements satisfy the criteria for continued Avma Panel accreditation with a view to reinstating you to the active referral list and entitlement to an Avma website listing.

If Avma is not satisfied that the arrangements at the new firm meet Avma Panel accreditation requirements, Avma Panel accreditation may be withdrawn or be subject to conditions.

Please note that if an Avma Panel member fails to submit the relevant change of firm information within 12 months of a move, Avma Panel accreditation is likely to be withdrawn unless the delay has been caused by an extended period of absence.

If you have any questions or would like to discuss any of the above, please get in touch with the Panel Accreditation Manager, Jayne Nicol, at [**jayne@avma.org.uk**](mailto:jayne@avma.org.uk).