

## **SCOTLAND DEANERY ARCP PROCESS - Roles and Responsibilities of Panel Members**

### **Panel Chair (Postgraduate Dean / Associate Postgraduate Dean/ TPD / FPD):**

- Advises panel members of their roles and responsibilities
- Ensures that proceedings are carried out in a timely manner
- Ensures that panel systematically considers the evidence for each trainee and makes an agreed outcome decision based upon the evidence
- Ensures that evidence of trainee poor performance/conduct is documented
- Ensures that any training needs are identified and documented appropriately with proposed timelines for addressing training needs
- Completes all relevant paperwork and completion of electronic portfolio information
- Arranges constructive feedback to be provided to the trainee following the ARCP (in cases of ARCP outcome 2, 3 or 4 and LAT equivalents and cases of outcome 10.2 & outcome 5) as per NES ARCP policy
- Notifies PG Dean of any non-educational issues raised by the trainees
- Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

### **Associate Postgraduate Dean / Assistant GP Director:**

- Supports panel chair throughout ARCP process (can chair the panel on some occasions).
- Should be present at desktop review panels for trainees with unsatisfactory outcomes (essential for outcomes 3 and 4 & LAT equivalent, recommended for outcome 2 & 10.2)
- Makes recommendations about support which should be provided to trainee
- Ensures that any concerns about a trainee's Fitness to Practice are reported to the PG Dean for further advice and guidance
- Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

### **TPD / FPD (if not panel chair)/ Educational Supervisor / Clinical Supervisor / Associate Advisor:**

- Is familiar with the requirements of the trainees, their curriculum and the electronic portfolio or paper-based system used
- Ensures that sufficient documentation supporting assessments and achievements of trainee is available
- Provides feedback where appropriate on the quality of the documentation that is provided.
- Declares a conflict of interest if a trainee is known to them in their capacity as educational supervisor and will withdraw temporarily from the process while trainee is considered  
Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

**Academic Representative:**

- Takes a specific view on the evidence of academic performance which has been submitted.
- Ensures that training goals relating to generic academic skills and/or specific academic goals are appropriate

**Externality: College/Faculty Representative:**

- Reviews at least 10% of outcomes and supporting evidence
- Contributes to the decision regarding ARCP outcome
- Is from within the specialty, but from out with the Scotland Deanery
- Informs PG Dean if they have any concerns in relation to the ARCP process/event

**Externality: Lay Representative:**

- Reviews at least 10% of outcomes and supporting evidence
- Reviews the process followed by, and the conduct of the panel
- Does not contribute to decision making in relation to ARCP outcomes
- Completes a feedback form following the ARCP, reflecting on the process which took place and documenting any concerns. This will be reviewed by the PG Dean

**TPM Administrator:**

- Assists and supports the panel chair in completing relevant paperwork and completion of e-portfolio information
- Completes TURAS ARCP documentation
- Where appropriate, challenges or seeks guidance from senior deanery staff if due process is not being adhered to
- Does not contribute to the decision making regarding the ARCP outcome
- Provides appropriate support to trainee as required
- Arranges follow-up meeting for trainees with developmental outcome/ 10.2 outcome and ensures appropriate notification of right to review/appeal
- Records note of discussion for unsatisfactory outcomes (desktop and face-to-face)
- Ensures relevant panel members have confirmed they hold up to date ARCP & Equality & Diversity training.