

SCOTLAND DEANERY ARCP PROCESS - Roles and Responsibilities of Panel Members

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

- 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 as required (and may include the completion of electronic portfolio information).
- Makes arrangements for constructive feedback to be provided to the trainee following the ARCP (in cases of ARCP outcome 2, 3 or 4 and LAT equivalents and some cases of outcome 5) as per NES ARCP policy.
- Notifies regional PG Dean of any non-educational issues raised by the trainees.

Associate Postgraduate Dean / Assistant GP Director:

- Supports panel chair throughout ARCP process (may chair the panel on some occasions).
- Should be present at panels for trainees with unsatisfactory outcomes (essential for outcomes 3 and 4, recommended for outcome 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 Postgraduate Dean for further advice and guidance.

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. May withdraw temporarily from the process while trainee is considered (where there are concerns about the trainees' progress).

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 outwith the Scotland Deanery.
- Informs Postgraduate 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 Postgraduate Dean.

TPM Administrator:

- Assists and supports the panel chair in completing relevant paperwork (may include 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 unsatisfactory outcomes and ensures appropriate notification of right to review/appeal.
- Records note of discussion for unsatisfactory outcomes (desktop and face-to-face).