

## **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 desktop review 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).