

ARCP – What is Expected of a Lay Representative

Prior to the Event

To familiarise yourself with the curriculum for the specialty.

Confirm arrangements for the day if unsure - start and finish times, venue. Have a look at the timetable – is it realistic? – flag this up beforehand if not.

Review the paperwork and assess are there any gaps or anything to follow up.

Familiarise yourself with the relevant ARCP sections of the Gold Guide and HEE YH's ARCP Operational Guidance, and also the guidance within these documents about what is expected of the lay rep.

To view HEE's ARCP video: <https://www.youtube.com/watch?v=UyY6HdkzJ0U>

Complete Equality and Diversity Training within the past 3 years.

Pre-meeting

Meet with the other panel members and conduct introductions. There will be a Panel Chair who will facilitate this discussion.

Clarify if there is any specific role you are expected to perform.

During the meeting

To observe and comment on the processes followed within the ARCP, ensuring they align with the Gold Guide and HEE YH's Operational Guidance.

Raise any issues with the trainee/panel at the time of the ARCP.

Make sure the feedback discussion is recorded accurately.

Check paperwork has been completed correctly- dates, times, signatures, panel members.

E-Portfolio

Should be aware of the structure of an e-portfolio and exactly what it entails.

Raise any issue with the trainee/panel at the time.

Make sure that the feedback discussion is recorded accurately.

Academic ARCP

Familiarise yourself with the clinical academic [career plan](#) and the [Academy of Medical Sciences Guidance](#).

Remind yourself of the role specification ([Academic Clinical Fellowship](#) or [Clinical Lecturer](#)).

On their ePortfolio Academic Trainees should upload their Academic Supervisor's report (Annex A) and their output over the year (Annex B) plus any additional evidence to their Personal Library.

Dual Specialty ARCP

Some trainees are undertaking dual specialty training, in which case there should be representation from both specialties during the ARCP. HEE YH's ARCP Operational Guidance provides further information.

After the Event

To complete the ARCP lay rep feedback form, and to escalate any immediate concerns to the relevant Head of School (Programme Support can provide details upon request).

Your feedback is important, we use this to understand best practices and identify development needs.

Review Date: *April 2019*