

ARCP – What is Expected of a Lay Representative

Prior to the Event

- To familiarise yourself with the curriculum/decision aid 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 (available on [Trainer Resources](#)).
- To watch [HEE YH's ARCP Panel Training video](#) on the Trainer Resources site (request access where needed).
- Complete Equality and Diversity Training within the past 3 years.
- All ARCPs are taking place virtually via an online platform. The requirement for a lay representative of ARCP panels is not a requirement of the COVID ARCP operational arrangements.

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 relevant Specialty Guide (e.g. Gold Guide) and HEE YH's Operational Guidance.
- Raise any issues with the Panel Chair 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

To be aware of the function of an ePortfolio and to ensure evidence is being reviewed in a fair and consistent approach.

After the Event

- To complete the ARCP lay rep feedback form, and to escalate any immediate concerns to the relevant Head of School and/or Dean (Programme Support can provide details upon request).
- Your feedback is important, we use this to understand best practices and identify development needs.

Review Date: *October 2020*