**Central ARCP Panel Chair Approval/Re-approval**

**Background**

Quality Management needs to be addressed for central GP School ARCP chairs and this document sets out relevant criteria and process. Existing documents have been consulted as referenced and this document has also been based on discussion with existing central panel chairs and locality leads.

ARCP chairs were approved by means of a Y and H GP School SMT decision (dated Dec 2012). Future criteria are outlined as follows:

**Central ARCP chair approval criteria.**

**Required:**

* Has been actively involved in GP PG training within the last three years.
* Has experience of the central GP School ARCP process having been a panel member in a minimum of three central ARCP panels.
* Has completed GP School/HEYH approved equality and diversity training in previous three years (e.g. GP School/HEYH equal opportunities course or Doctors.net eLearning module).
* Has read the latest update of the Y&H ARCP policy document
* Has read latest edition of the Gold Guide pertaining to the role.

**Re-approval criteria (3 yearly):**

**Required:**

* Continues to fulfil above criteria.
* Has acted as central panel chair at least 3 times annually.
* Has reviewed relevant updates from national bodies including COGPED and RCGP.
* There are no outstanding significant concerns raised by RCGP QA processes or other probity issues.
* Has evidence, reflected upon in annual appraisal, of CPD activity related to the ARCP role.
* Attended at least one panel chair update meeting in the school in the last 2 years.

These criteria will be evidenced by completion of a checklist by ARCP chairs which will be kept on file by designated ARCP administrator and approved by means of the STC as a standing item.

**References**

The Gold Guide. Fourth Edition. June 2010.

General Practice Review of Competence Progression Panels Policy Document. Yorkshire and the Humber School of General Practice. Updated Feb 2010.

Making Judgements in WPBA – Achieving Congruence. RCGP. Dec 2011.

Panel Visit Feedback Guidance for External Advisors. RCGP QM Team. May 2010.