

**Timetable for ARCPs**

Exact timetable will vary between specialties. Although this is a guide only, TPDs should make sure all the elements in the timetable below are covered.

**Minimum Panel Composition**

Training Programme Director

LETB Representative

External

Lay Chair

Admin Support where adverse outcomes are to be awarded.

**Panel Meet and Consultation.**

Panel will review the evidence for each trainee.

They will confirm the intended outcome.

Feedback for the trainee should be agreed upon.

Reasons for adverse outcomes will be reviewed and in these cases training plans to address these outcomes should be agreed.

**Panel Meet with Trainees**

Feedback to trainees.

Discussion of training programme.

**External, lay chair and external meet with trainees for discussion of programme.**

Although this is not a part of the ARCP process many training programmes take this opportunity to explore the trainee’s experience of the programme in the absence of the immediate training team.

**Final Panel Meet**

To receive feedback from HEE YH representative and Lay Chair

Confirm dates of next ARCPs (both 6 and 12 months)