**Timeline for YH Dental Specialty ARCPs**

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| **By end of October** |
| * Training Programme Director (TPD) to confirm dates for next year’s ARCPs to Dental Support - ideally should be agreed at previous ARCP * Dental Support to confirm ARCP dates to Associate Dean and SAC Rep * Dental Support to send a calendar invitation to all panel members for ARCP * Dental Support to update the website with the ARCP dates |
| **At least 14 weeks prior to the ARCP** |
| * TPDs to confirm to Dental Support which postgraduate dentists in training (PDiT) will be assessed at the upcoming ARCP * Dental Support to book a Lay Rep * Dental Support to confirm with SAC Rep that they will be in attendance at ARCP |
| **12 weeks prior to the ARCP** |
| * Dental Support to send 12 week notification to PDiT which advises date of ARCP and evidence deadline date * PDiTs to arrange meeting with their Educational Supervisor (ES) on receipt of notification email |
| **4 weeks prior to ARCP** |
| * PDiTs to submit all evidence on ePortfolio * PDiTs to send [additional YH forms to Dental Support](https://www.yorksandhumberdeanery.nhs.uk/dentistry/dental-specialty-training-arcps) * ES to discuss with PDiT likely ARCP outcome * TPD to set up ARCP on ePortfolio (or liaise with Dental Support if they want them to set it up) * TPD to make contact with SAC Rep for the panel * Dental Support to ensure all panel members have required access to ePortfolio |
| **2 weeks prior to ARCP** |
| * Dental Support to send agenda and PDiT’s documentation to panel * Panel to review documentation and ePortfolios |
| **At the ARCP** |
| * Panel to attend and review all PDiTs * All ARCP outcome forms to be completed and submitted by the Panel Chair * Additional Training Time Proforma to be completed by the Panel Chair and returned to Dental Support, if applicable * Agenda to be updated and returned to Dental Support confirming outcomes awarded and who will feedback to ESs on the quality of their Educational Supervisor’s Report * Panel Chair Checklist to be completed by the Panel Chair * Date for next ARCP to be confirmed, ideally |
| **Following the ARCP** |
| * Dental Support to send outcome letter/email to each PDiT * Dental Support to add ARCP outcomes to TIS * TPD/ES to arrange to meet with their PDiT(s), to discuss the ARCP outcome and plans for upcoming training year. This should take place within two weeks of the ARCP. * Any outcome 5s to be re-reviewed by the panel within two weeks. Panel Chair must notify Dental Support once this has taken place so that they can send the outcome letter and update TIS * PDiT that has been awarded an outcome 2, 3 or 4 will have 10 working days from receipt of their outcome letter/email to request a review or an appeal. Dental Support will inform the panel members when an outcome has been reviewed/appealed. |