**HEE Lay Representative Feedback Form**

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| **Event Details** |
| **Lay Person:** |
| **Date of Event:**  |
| **Type of Event:** (*incl speciality where relevant*) |
| **Location:** |

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| **Summary of Event** |
| **Were you appropriately informed of the arrangements (dates, time, venue) in advance of the event?**Yes 🗆 No 🗆 If No, please specify why and where improvements could be made ……………………………………………………………………………………………………………………………………………...………………………………………………………………………………………………………….…………………………………………………………………..**How did you prepare for the event to enable you to fulfil your role fully?** ……………………………………………………………………………………………………………………………………………..…………………………………………………………………….…………………………………………………………………………………………………………**Were the structure and delivery of the event in accordance with local / national guidelines? (eg. was timetable realistic/for ARCPs proper constitution of the panel)**Yes 🗆 No 🗆  If No, please specify why and where improvements could be made………………………………………………………………………………………………………………………………………………………………………………..…………………………………..…………………………………………………………………………………………………………**For ARCP, did you feel that the trainees were given opportunity to respond to suggestions for performance improvement/given reasonable and fair explanations/were able to contribute to discussions, engage effectively with the panel and ask questions?**…………………………………………………………………………………………………………………………………………………………………….……………………………………………...**Were details of the event (Assessment outcomes, Interview documentation, Minutes etc) recorded appropriately?**Yes 🗆 No 🗆  If No, please specify why and where improvements could be made ……………………………………………………………………………………………………………………………………….…………………………………………………………………………...………………………………………………………………………………………………..............**Part of Health Education England Yorkshire & the Humber’s responsibility is to ensure that all parties are treated fairly and equitably through all processes and events (Equality Act, 2010). Was the event equitable in process for all those involved?**Yes 🗆 No 🗆 If No, please specify why and where improvements could be made …………………………………………………………………………………………………………………………………………………………………………………………………………………...…………………………………………………………………………………………………………**Were any problems encountered?/suggestions for any improvements:**Yes 🗆 No 🗆……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Areas of Good Practice**Areas of good practice are those which could be used by colleagues locally and nationally to improve the quality of postgraduate medical education. Please list below any areas of good practice which you have identified.  |
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| **Areas of Development**Please list below any areas of development which you have identified that you feel need further investigation by HEE Y&H.  |
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Lay Rep Signature: …………………………………………………….. Date: ………………….

Please return the form to: Michele Hannon, Quality Administrator, Health Education England, Health House, Grange Park Lane, Willerby, HU10 6DT michele.hannon@hee.nhs.uk