

Introduction

The NES Medical Directorate is responsible for the commissioning and quality management of postgraduate medical education and training in Scotland. The Scotland Deanery has operational responsibility for ensuring that all aspects of postgraduate medical education, from Foundation to Core and Specialty Training, are delivered to the highest standards. In 2009 NES appointed lay representatives to bring an additional level of scrutiny to their quality management processes, meeting requirements stipulated by both COPMeD and the GMC.

Lay representatives will be part of NES panels/committees at various local and national events relating to the management of postgraduate medical education. The lay representative is non-medical and impartial, with a fundamental role of ensuring transparency and adherence to due process. Accordingly, they will be asked to complete a short online feedback form after each event they attend. If the lay representative observed non-adherence to due process they would be contacted by QIM for further information. The lay representative also has the opportunity to raise an issue with the event chair during or at the end of an event.

Depending on the event, the lay representative may or may not be asked to play an active role in proceedings. The lay role is fundamentally to observe process, but at the chair's discretion they can be invited to contribute to the panel.

This document describes the main events that a lay representative may be involved in and explains what is required of the lay representative at each event.

1. Quality Management Visits

Quality management teams visits training programmes or units/sites delivering training. They meet with trainee groups, trainer/consultant groups and other staff groups to find out about the quality of training being provided. Visits can be 'routine', i.e. part of a rolling schedule of visits; or 'triggered' if specific concerns about training have been identified and investigation is required with urgency.

A lay representative will be invited to join the visit team which will consist of:

- 1) Lead visitor (PGD, APD (Quality) or other APD)
- 2) QIM
- 3) Lay representative; and may also include any of the following:
- 4) External College representative
- 5) Specialty training representative, e.g. TPD
- 6) Foundation training representative
- 7) GP training representative
- 8) Observer

Lay representative role:

Before the event: 1) read pre-visit information pack

At the event:

- 1) observe process
- 2) ask questions during focus groups (as directed by visit lead)
- 3) take notes
- 4) participate in visit team discussions

After the event:

- 1) complete online feedback form
- 2) review and comment on draft visit report

2. GP Visits

GP visits are the mechanism to approve new GP educational supervisors and GP training practices. Established educational supervisors and training practices require approval every three years, but this is usually done via a self-submission form. Triggered visits can also occur where a specific problem has been identified.

A lay representative will be invited to join the visit team which will consist of:

- 1) Lead visitor
- 2) Second visitor
- 3) Lay representative

1) and 2) are appointed from a pool of visitors (established GP Educational Supervisors, Training Programme Directors, Director and Assistant Director for Postgraduate General Practice Education).

Lay representative role:

Before the event: 1) read pre-visit information pack

At the event:

- 1) observe process
- 2) ask questions during focus groups (as directed by visit lead)
- 3) take notes
- 4) participate in visit team discussions

After the event:

- 1) complete online feedback form
- 2) review and comment on draft visit report

3. ARCP (Annual Review of Competence Progression)

An ARCP is the process whereby a postgraduate trainee has the evidence of their progress through training reviewed by an appropriately convened panel. An ARCP event will usually be held by a training programme on one day (or over a number of days) to meet with a number of trainees individually.

A lay representative will be invited to join the ARCP panel which will consist of:

- 1) Panel chair (usually TPD)
- 2) Consultants with educational roles
- 3) Lay representative

Lay representative role:

Before the event: 1) read any pre-provided information

At the event: 1) observe process
2) participate in discussion as directed by chair

After the event: 1) complete online feedback form

4. Appeals Panel

The process whereby a postgraduate trainee can appeal an ARCP decision.

A lay representative will be invited to join the appeals panel which will consist of:

- 1) Panel chair (usually TPD)
- 2) Consultants with educational roles
- 3) Lay representative

Lay representative role:

Before the event: 1) read any pre-provided information

At the event: 1) observe process
2) participate in discussion as directed by chair

After the event: 1) complete online feedback form

5. Recruitment Events

National recruitment events are held to recruit trainees for foundation, core and specialty training programmes. The lay representative role will vary depending on the recruitment programme; the event chair will direct the lay representative as to their required input.

Lay representative role:

Before the event: 1) read any pre-provided information

At the event: 1) observe process
2) participate in event as directed by chair

After the event: 1) complete feedback form

6. Specialty Training Boards

STBs are national committees supporting the planning, management and delivery of education and training within specialty groups. There are seven STBs in Scotland:

- 1) Anaesthetics and Emergency Medicine
- 2) Diagnostics
- 3) GP, Public Health Medicine and Occupational Health
- 4) Medical Specialties
- 5) Mental Health
- 6) Obstetrics, Gynaecology and Paediatrics
- 7) Surgery

One lay representative will be allocated to each STB and will be invited to attend all meetings of that STB.

Lay representative role:

Before the event: 1) read any pre-provided information

At the event: 1) observe process
2) participate in discussion as directed by chair

After the event: 1) complete online feedback form

7. Other committees

There are a number of other committees (local and national) which may require lay representation, for example, Specialty Training Committees, Quality Operational Group, Regional Quality Management Groups.

Lay representative role:

Before the event: 1) read any pre-provided information

At the event: 1) observe process
2) participate in discussion as directed by chair

After the event: 1) complete online feedback form

Scotland Deanery

Lay Representative: Roles and Responsibilities

