**SCOTLAND DEANERY ARCP PROCESS - Roles and Responsibilities of Panel Members**

**Panel Chair (Postgraduate Dean /Deputy Dean/ Associate Postgraduate Dean/ TPD / FPD)**:

* Advises panel members of their roles and responsibilities
* Ensures that proceedings are carried out in a timely manner
* Ensures that panel systematically considers the evidence for each trainee and makes an agreed outcome decision based upon the evidence
* Ensures that evidence of trainee poor performance/conduct is documented
* Ensures that any training needs are identified and documented appropriately with proposed timelines for addressing training needs
* Completes all relevant paperwork and completion of electronic portfolio information
* Arranges constructive feedback to be provided to the trainee following the ARCP (in cases of ARCP outcome 2, 3 or 4 and LAT equivalents and cases of outcome 5) as per NES ARCP policy
* Notifies regional Postgraduate Dean/Deputy Dean of any non-educational issues raised by the trainees
* Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

**Associate Postgraduate Dean / Assistant GP Director:**

* Supports panel chair throughout ARCP process (can chair the panel on some occasions).
* Should be present at desktop review panels for trainees with developmental outcomes (essential for outcomes 3 and 4 & LAT equivalent, recommended for outcome 2)
* Makes recommendations about support which should be provided to trainee
* Ensures that any concerns about a trainee’s Fitness to Practice are reported to the PG Dean for further advice and guidance
* Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

**TPD / FPD (if not panel chair)/ Educational Supervisor / Clinical Supervisor / Associate Advisor:**

* Is familiar with the requirements of the trainees, their curriculum and the electronic portfolio or paper-based system used
* Ensures that sufficient documentation supporting assessments and achievements of trainee is available
* Provides feedback where appropriate on the quality of the documentation that is provided.
* Declares a conflict of interest if a trainee is known to them in their capacity as educational supervisor. May withdraw temporarily from the process while trainee is considered (where there are concerns about the trainees' progress)
* Confirms to the Deanery administrator they hold up to date ARCP & Equality & Diversity training via return of a standard proforma.

**Academic Representative:**

* Takes a specific view on the evidence of academic performance which has been submitted.
* Ensures that training goals relating to generic academic skills and/or specific academic goals are appropriate

**Externality: College/Faculty Representative:**

* Reviews at least 10% of outcomes and supporting evidence
* Contributes to the decision regarding ARCP outcome
* Is from within the specialty, but from out with the Scotland Deanery
* Informs PG Dean if they have any concerns in relation to the ARCP process/event

**Externality: Lay Representative:**

* Reviews at least 10% of outcomes and supporting evidence
* Reviews the process followed by, and the conduct of the panel
* Does not contribute to decision making in relation to ARCP outcomes
* Completes a feedback form following the ARCP, reflecting on the process which took place and documenting any concerns.  This will be reviewed by the PG Dean

**TPM Administrator:**

* Assists and supports the panel chair in completing relevant paperwork and completion of e-portfolio information
* Completes TURAS ARCP documentation
* Where appropriate, challenges or seeks guidance from senior deanery staff if due process is not being adhered to
* Does not contribute to the decision making regarding the ARCP outcome
* Provides appropriate support to trainee as required
* Arranges follow-up meeting for trainees with developmental outcomes and ensures appropriate notification of right to review/appeal
* Records note of discussion for developmental outcomes (desktop and face-to-face)
* Ensures relevant panel members have confirmed they hold up to date ARCP & Equality & Diversity training.