

## Academic ARCP – What is Expected of a Lay Representative

### **Prior to the Event**

Familiarise yourself with the clinical academic [career plan](#).

Confirm arrangements for the day if unsure – start and finish times, venue.

Review the paperwork and assess are there any gaps or anything to follow up.

Familiarise yourself with the [Academy of Medical Sciences Guidance](#).

Remind yourself of the role specification ([Academic Clinical Fellowship](#) or [Clinical Lecturer](#)).

Have a look at the timetable – is it realistic – flag this up beforehand if not.

### **Pre-meeting**

Introduce yourself.

Clarify if there is any specific role you are expected to perform.

### **During the meeting**

Ask probing questions of the trainees where appropriate to tease out information.

Assist the panel.

Raise any issues with the trainee/panel at the time of the ARCP.

Make sure the feedback discussion is recorded accurately.

Make sure panel members do not use mobile phones or other devices.

Check paperwork, dates, times, signatures, panel members.

### **E-Portfolio**

Academic Trainees should upload their Academic Supervisor's report (Annex A) and their output over the year (Annex B) plus any additional evidence to their Personal Library on E-Portfolio.

Make sure that the feedback discussion is recorded accurately.

**After the Event**

Important role in the feedback process. Informing HEYH of best practice and issues to be followed up.

Review Date: April 2015