

# ARCP Panel Chair Checklist

Completion of this form is mandatory and must be returned to the relevant Yorkshire and Humber Deanery

Programme Support Team for the School (details found [here](#)) following completion of the ARCP Panel.

Date of ARCP: Click or tap to enter a date.

Specialty and School: Click or tap here to enter text.

Name of ARCP Panel Chair: Click or tap here to enter text.

Task	Completed
Confirm that all panel members: <ul style="list-style-type: none"><li>• Are trained in Equality and Diversity (3-year expiry)</li><li>• Are familiar with the <a href="#">Gold Guide</a></li><li>• Are familiar with the ARCP Operational Guidance</li><li>• Have provided evidence of ARCP Panel training within the last 15 months, which can include watching the <a href="#">NHSE Training Guide Video</a> on Trainer Resources or attending an <a href="#">ARCP Open House session</a> or via School led training</li><li>• Have no conflicts of interest</li></ul>	<input type="checkbox"/>
Ensure the panel is quorate.	<input type="checkbox"/>
Ensure each panel member understands their role.	<input type="checkbox"/>
Delegate responsibilities for the day, i.e. who will lead discussion, who will navigate portfolio, who will complete ARCP form.	<input type="checkbox"/>
Confirm to Panel members the portfolio evidence submission deadline and how evidence submitted after this date will be handled to ensure parity and fairness.	<input type="checkbox"/>
Check Trainee Form Rs and Revalidation exception reports.	<input type="checkbox"/>
Complete the ARCP Outcome Form for each Trainee and agree the outcome prior to giving notification. On the Outcome Form, particular attention must be given to: <ul style="list-style-type: none"><li>• Period start and end date.</li><li>• CCT date (recalculation where required).</li><li>• Level of the Trainee.</li><li>• Date of next ARCP (the exact date where possible).</li></ul>	<input type="checkbox"/>
If the trainee is receiving notification of their ARCP outcome via email, confirm summary of reasons are noted on the outcome form.	<input type="checkbox"/>
If the trainee is receiving notification of ARCP outcome via telephone call, confirm which Panel member will make the call.	<input type="checkbox"/>
Confirm which Panel member will give feedback to the ES on the quality of their report following the ARCP.	<input type="checkbox"/>

