

ARCP – What is Expected of a Lay Representative

Prior to the Event

Familiarise yourself with the curriculum for the specialty.

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 relevant Gold Guide – ARCP.

Remind yourself of the role specification.

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 to tease out information.

Assist the panel to be a bit more robust.

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

Make sure the feedback discussion is recorded accurately.

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

E-Portfolio

Should be aware of the structure of an e-portfolio and exactly what it entails.

Raise any issue with the trainee/panel at the time.

Make sure that the feedback discussion is recorded accurately.

Check seeing 10%. How many people on the ARCP panel? How many people in the specialty?

After the Event

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

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