**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.

Review Date: April 2015