

Lay Representative Forum 24 November 2014 Feedback Forms

Kate Philp and Susan Grange



In the beginning!

Health Education
Yorkshire and the Humber

Lay Representatives?

Who are they?

Why do we need them?



LAY REPRESENTATIVE FEEDBACK QUESTIONNAIRE
(To be completed by lay representative)

Full name:		
Type of Event:	Date and Venue of Event	
Speciality:	Event Rating: (1 negative to 5 positive):	
Were there any problems with the booking arrangements? Comment:		
	Yes	No
How did you prepare for the event?		
Was the panel appropriately constituted for the event? Comment:		
	Yes	No
Were discussions and decisions recorded correctly? Comment:		
	Yes	No
Were any problems encountered? Comment:		
	Yes	No
Was the timetable realistic? Comment:		
	Yes	No
Strengths:		
Areas for improvement:		
Please return the questionnaire to:		
Susan Grange Programme Support Officer Health Education, Yorkshire and the Humber South Office Don Valley House, Sheffield S47UQ	E-mail to: susan.grange@yh.hee.nhs.uk	
Thank you for completing this feedback questionnaire.		

How detailed should feedback be?

As detailed as possible!

Were there any problems with the booking arrangements:

Date

Time

Venue

Paperwork (if required beforehand)

If there were problems, detail them on your feedback form.

How did you prepare for the event?

- Documentation provided by Y&tH
- Curriculum
- Looked on the College website

Was the panel appropriately constituted for the event?

Yes or No

If **No**, please detail

Were the discussions and decisions recorded correct?

Yes or No

If No, please detail

Was the timetable realistic?

Yes or No

Strengths:

Areas for Improvement:

Event Rating: 1-5

What do you think?

Do we need the numbered rating?

You asked us:

Is the feedback we give about the events we attend taken on board?

LAY REPRESENTATIVE FEEDBACK QUESTIONNAIRE
(To be completed by Chair of the panel)

Full name of Lay Representative:					
Type of Event: (please circle)	ARCP/RITA	Specialty interviews	School committee	Trainee appeal	
Other (please state):					
Date(s) of Event:		Specialty:			
Were the arrangements for booking a lay representative satisfactory?					Yes No
If no, please comment:					
Did the lay representative arrive on time?					Yes No
Did you understand the purpose of lay representative at the event?					Yes No
Did the lay representative fulfil their purpose in your opinion?					Yes No
1. Understand the process? 2. Satisfactory engagement in the process?					Yes No
How would you rate their contribution? (1 negative to 5 positive)					1 2 3 4 5
Any other comments:					
Form Completed by (full name):					
Please return the questionnaire to:					
Susan Grange Programme Support Officer Yorkshire and the Humber Postgraduate Deansery South Yorkshire Office Don Valley House Sheffield S4 7UQ			E-mail to: susan.grange@yh.hee.nhs.uk		
Thank you for completing this feedback questionnaire.					

Didn't comment

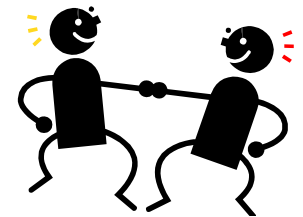
Didn't give feedback

- Excellent, very experienced
- Valued contribution to the process
- Good LR, happy to work with this LR again
- Made a positive contribution
- Very helpful comments

After 7 years!

Lay Representatives?

- “We’d like a Lay Rep to be present”
- “It’s helpful to have a Lay Rep there”
- “We had a Lay Rep last year so can we have one this year”



You asked us:

What Happens to the Feedback Forms completed by the Panel Chairs?

If any issues are raised they are discussed with the Business Manager

FURTHER QUESTIONS?