

**Lay Representative Forum  
24 November 2014  
Don Valley House**

**Notes from Lay Rep Forum:**

**Recruitment and the Lay Representative - Nick Sowerby, Interim Business Manager**

1. Notice for Lay Reps as much as possible incl. venue/start time.
2. One page guide to what will happen in the process that day.
3. GP written – scenarios for GP recruitment.
4. Specialty Recruitment – scenarios and indicators to be available to Lay Reps.
5. Emergency Medicine – problems, should some trainees have even been invited?
6. Possible calibration (as in GP) for special recruitment.
7. Lay Reps need to be present for briefing.

**Revalidation – Fit for Purpose, Fit for Practice - Emma Morris, Revalidation Manager**

1. Sue to upload Emma Morris's slides to website.

## **Workshops**

**How would you deal with the following scenarios?**

***The trainee has failed to engage, is non responsive to Deanery and School staff correspondence but has arrived at the ARCP with the attitude that “well it's not a problem – I am here now”.***

- Domestic issues?
- Health?
- Check Educational Supervisor's Report
- Look at previous ARCP outcomes
- Check Form R
- Look for reason for non responsive
- Explain ARCP is essential to progress to the next year
- Investigate trainee's understanding of the ARCP process
- You are deemed not responsive, explain your reasons
- Set targets like so many learning log entries within 1 month etc

- Set interim review in 1 months' time

***One of the trainers is praising his trainee saying how well he is doing on the programme and how efficient and effective he is .... There is no evidence to back this up.***

- No evidence = it never happened
- Refer to trainer for written support
- Highlight that it is the trainee's responsibility to ensure evidence is appropriately documented
- Set interim review date
- Possible conflict of interest
- Not appropriate to provide this information without documentation
- Allow a reasonable time to rectify the pack of evidence
- Set up information review with Chair to review this evidence, if not acceptable reconvene
- Write a letter to the Dean.

## **Recruitment Event**

***You are observing a portfolio station and you identify that trainees are being treated differently within the same station.***

- Highlight differences in scoring
- Make note of candidate's name
- Detail notes for wash up – awareness of discrepancies
- Note who is making what scores, did they score separately
- Make sure assessors have written comments on score sheets
- Ask assessors for reasons and note it
- Give assessor/panel opportunity to re-think/justify scores
- Report to Clinical Lead asap – suggest swap panel members around
- Check if it's just a 'one off'
- Ask LR colleague or Clinical Lead to observe the stations
- Depends on what the scores are 3/4 or 1/2
- Remind them to score separately
- Ask for rationale for low and high scores
- Check panel have documented their reasons on the form.

***You and the panel in the portfolio station suspect plagiarism by a candidate.***

- Keep notes on which trainees involved
- Advise Clinical Lead asap
- Talk to panel
- Have notes for wash-up.

***One interview panel member has very, very strong views on one candidate he has interviewed and the marks they have given are the lowest possible attainable at interview. The second panel member has scored the candidate as 'good/high'. Combining the two scores means the candidate cannot proceed through the interview round, an action which the second interviewer, in light of their marks, feels very unfair.***

- Is there any bias
- Make notes about what panel members are saying
- Be aware for wash-up
- Work with panel to resolve the problem and inform Clinical Lead
- Check if it's a one off
- Clarify with assessor in both stations rationale – document it
- Ask Lay Rep colleague or Clinical Lead to observe the stations
- Report it to the Clinical Lead
- Are there time constraints in day – wash up
- Depends on what scores are 3/4 or 1/2
- Remind them to score separately
- Ask for rationale for low and high scores
- Check have documented their reasons on form
- Draw to the attention of the Clinical Lead immediately
- Ask if either assessor knows the candidates
- Wash up
- Check have calibrated.

### **Lay Rep Role – from your point of view**

***What is your interpretation of your role – are there any areas where you think you could contribute further etc?***

- Provide evidence where appropriate (sometimes the Lay Rep may have the most knowledge)
- To be impartial
- Ensure the correct process is followed to the best of your knowledge
- Ensure fair and consistent behaviour and process
- Be demonstrably independent
- To be the voice of the public/patient
- To challenge where appropriate
- To give independent feedback
- To affirm good practice and effect change
- Decision makers
- Spy – look out for specific behaviours

- To ask the innocent/difficult question
- Need to actively intervene to ensure it is fair
- Ask the question that the clinician can't ask
- To ensure the active participation of i) all panel members ii) trainees
- Question the decision
- To effect clarification of the decision or a rethink (speak for the silent minority).

***How could we contribute further:***

- Lay Rep input into planning of national recruitment, e.g. process of content
- Articulating an outcome (probably unfavourable) where requested
- Provision of non-medical expertise, e.g. intellectual/property rights, provision of seminar on (gather information of expertise available)
- Support for Lay Reps by way of training and documents brief summary ARCP requirements
- Receive constructive criticism of how we do as a lay rep so we can improve.