

About the ARCP panel

You have been referred to the ARCP panel. Below is some information, so that you will know what to expect.

The panel members are:

Chair – Usually: Dr Mike Davies, Dr Tara George, Dr Anica Gavrilocic or Mr Pete Wells

At least two other panel members who will be: APDs, PDs or trainers.

A lay partner may be present. Their role is to ensure fairness and that the panel follow the Gold Guide (see below).

There is sometimes an external representative from the RCGP as part of the national Quality assurance process.

The trainee needs to submit any confidential information, additional to the e-portfolio, **2 weeks before the ARCP panel meet**. This information should be something the trainee thinks is relevant to their training and has impacted on their work.

On the day of the ARCP panel:

The panel members will read through the trainee's e-portfolio and any other confidential submitted information, in great detail during the morning. Other information includes:

Occupational Health reports, PSU reports and information submitted by the trainee.

They will be guided by The Gold Guide which sets out the standards for postgraduate training: <http://www.copmed.org.uk/publications/the-gold-guide>

The trainee will have received an appointment to meet the panel, usually in the afternoon.

The trainee will be invited into a room at the HEEM building in Leicester (Westbridge Place 1 Westbridge Close, Leicester LE3 5DR) unless an alternative venue is specified of which you would be informed in advance. The meeting is, generally, short and is primarily to inform the trainee of the panel's decision. The Chair will inform the trainee of the decision. This decision is reached using the e-portfolio and the other information mentioned above. The panel will then listen to any trainee concerns. It is important to remember that this is not a discussion and the decision of the panel cannot be altered at this time.

It is also helpful to remember that the ARCP panel have the trainee's best interests at heart.

After the ARCP panel:

The panel will write a report, which will be up loaded onto the trainee's e-portfolio, usually within 48 hours.

The trainee is required to accept the report electronically as soon as possible and, if an outcome 2 or 3 has been given by the panel, they should arrange a meeting with their ES and PD as soon as they can do, to discuss the recommendations.

This page helps to explain the meaning of the different possible outcomes:

<https://www.eastmidlandsdeanery.nhs.uk/page.php?id=952>