

ARCP Evaluation 2018

Please complete a single form for **EACH PANEL**. If there are multiple panels running on one day please complete a **SEPARATE SHEET** for each one.

GENERAL INFORMATION

Specialty/Sub specialty:	Date of panel:	Assessment Panel, Feedback Panel or combined?
Venue:		
Academic ARCP? Yes / No		Electronic evidence, paper evidence or both?

PANEL (Please circle as appropriate or fill in the blank space with the required number)

Number of panel members (Excluding School Administrator/s) (Maximum is 4 for Assessment Panel and 6 for Feedback Panel)					
Full briefing on the ARCP protocol to panel by Chair or PSM/PSC?	Yes		No		
Panel Chair:	AD	HoS	TPD	Other (please state)	
If panel was chaired by "other" was the HoS or TPD available to oversee the panel if required	Yes		No		
Lay present?	Yes		No		
Role of lay:	Observation & sampling	Active Panel Member	Other (please state)		
External present?	Yes		No		
Where appropriate please provide details of academic representation (number, specialty etc)					
Member of HEE-NW Education team present:	PSM	PSC	PSO	PSAd	If other please state:
Associate Dean present at panel?	Yes		No		
FOR FEEDBACK PANEL ONLY					
If an AD was NOT present who was acting in that capacity?	HoS		Other (please state)		
If HoS was acting on the AD's behalf, was an additional Specialty School representative present?	Yes		No		
Had the HoS had prior briefing from the AD around the HEE representative role?	Yes		No		

TRAINEES

Notice period to trainee of the ARCP date (weeks, months etc)			
Trainees seen on day?	Yes	No	
Which Deanery framework was followed? (please see Deanery protocol for framework explanations)	1	2	3
<p>The following frameworks may be used during the ARCP process:</p> <ol style="list-style-type: none"> 1. Panel reviews evidence submitted and issues ARCP outcome (Assessment Panel). Trainees only seen if an outcome 2, 3 or 4 is issued (Feedback Panel). 2. Panel reviews evidence submitted and issues ARCP outcome (Assessment Panel). All trainees then invited to attend, notified of the outcome, and discussion follows (Feedback Panel). 3. Panel meets with trainee for appraisal meeting to review evidence submitted and records any additional information to assist the ARCP panel in its decision (Educational Review). A separate ARCP panel should then issue the final ARCP outcome based on its individual judgment of all the evidence submitted (Assessment Panel). The trainee may be invited back to the panel to discuss the outcome once this has been agreed (Feedback Panel). 			

ADDITIONAL DOCUMENTS AVAILABLE TO PANEL (please circle as appropriate)

Guidance on outcome forms to be issued	Guidance on exceptional extenuating circumstances when considering outcomes
FAQs: Guidance for panels when issuing outcomes	The Academy of Medical Sciences: Guidelines for monitoring clinical academic training and progress

ANY ADDITIONAL COMMENTS

Once complete, please return to Debbie Grove (debbie.grove@hee.nhs.uk)