

East of England Public Health Specialty Training Programme

Annual Review of Competence Progression

INFORMATION FOR LAY AND EXTERNAL REPS

Timings

Registrars are informed of the date of their ARCP around a year in advance to enable them to begin uploading documents into their electronic portfolio throughout the year preceding their ARCP. Portfolio must be complete 4 weeks prior to the ARCP panel date and before their review meeting with their educational supervisor.

Panel process

Each registrar's portfolio is allocated to one or two panel assessors in advance of the panel day. Assessors will make a careful scrutiny of the portfolio according to set guidance and templated instructions. The lead assessor (if two are allocated) will present the registrar's portfolio and progress to the panel for final decision. External reps are asked to use the same template and guidance to review a small number of portfolios to provide an additional layer of scrutiny of the process. We identify three examples of progress to illustrate the range within our registrar group, but external reps are welcome to scrutinise more if they wish. Panel roles are clearly defined.

External and lay reps are also welcome to provide feedback to the panel chair on any aspect of the ARCP process.

Feedback to registrars

Registrars are not expected to attend the ARCP panel other than where an unsatisfactory outcome (2, 3 or 5) is anticipated, when they will be routinely invited. In these instances there should be a meeting before the ARCP panel between the registrar, their educational supervisor and the TPD prior to the panel to provide a report on progress, and a suggested plan, to the panel. This is intended as a supportive exercise and although the registrar should be aware of the contents they do not have to agree with them.

Registrars will be asked to hold a date in their diary to attend a face-to-face panel should this be needed.

On rare occasions the panel may recommend an outcome 4, (release from training). On these occasions, the registrar will have been in detailed contact with their educational supervisor in advance and will have an opportunity to discuss their progress face-to-face with a smaller panel including a representative of the postgraduate dean. This will be scheduled specifically in the timetable.

Registrars receiving an outcome 1 or 6 will receive a letter advising them of this with feedback on strengths identified from the portfolio scrutiny and some recommendations.

Additional information available:

Please see the following documents for further information on the process.

- Portfolio assessment template and guidance;
- Guidance for registrars and educational supervisors;
- Panel role descriptions.