

**East of England Public Health Specialty Training Programme
Annual Review of Competence Progression
PANEL ROLES**

| Panel member | Role | Person specification |
|--------------------------------------|--|---|
| Chair | <p>Chair and process control</p> <p>Welcome, explain purpose of the panel. Check if any panel member currently involved in a registrar's training. Summarise at conclusion of discussion. Keep time.</p> <p>For each portfolio:</p> <ul style="list-style-type: none"> • Check for current educational supervisors; • Ask first assessor to brief panel based on written report; • Ask for comment from second assessor and TPD based on written reports if submitted; • Ensure all panel have opportunity for comment/question; • Ensure a decision is reached; • Complete and sign ARCP outcome form. | <ul style="list-style-type: none"> • Qualified to ensure correct process followed. • Collate views and input from up to 15 people at speed, to drive decision making; • Able to verbally and rapidly summarise multiple inputs; • Share panel members opinions - be inclusive and ensure contribution (within strict time limits); • Ensure that oral presentations stick to written evidence and that there is an evidence base for judgements. |
| TPD | <p>Supporting assessment and planning training and remediation</p> <p>Identify any anticipated unsatisfactory outcomes in advance of ARCP and ensure a meeting with registrar and educational supervisor. It may be necessary for the Training Programme Director (TPD) to provide an additional report, for example detailing events that led to a negative assessment by the registrar's educational supervisor. (eg HEEoE Form 2)</p> <p>Arrange a post-ARCP meeting with registrars with unsatisfactory outcomes to discuss further action.</p> <p>Notify HEE if an outcome 3 is anticipated.</p> <p>Coordinate communications after panel to registrars/supervisors.</p> | <ul style="list-style-type: none"> • Detailed knowledge of registrars • Detailed knowledge of programme • Detailed knowledge of faculty, deanery and GMC guidance |
| Postgraduate Dean (or Deputy) | <p>Either TPD or Postgraduate Dean (or Deputy) must be on all panels.</p> <p>The Postgraduate Dean (or Deputy) will make arrangements for a senior representative of HEE to attend the panel where it is likely or even possible that a registrar could have an outcome indicating unsatisfactory performance which will require an extension to the indicative time for completion of the training programme.</p> | <ul style="list-style-type: none"> • Nominated by HEEoE. • Qualified to ensure that the correct process is being followed with respect to responding to anticipated unsatisfactory outcomes. |

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|---------------------------------|--|---|
| Academic representative | <p>Review academic performance</p> <p>For individuals undertaking Academic Clinical Fellowship or Lectureship:- Academic panel member(s) should specifically take a view about the evidence of academic performance which is submitted.</p> | <ul style="list-style-type: none"> • Educational or Clinical supervisor in an academic post. |
| External assessor | <p>Quality assurance</p> <p>Required to review at least a random 10% of the outcomes and evidence supporting these and any recommendations from the panel about concerns over performance.</p> <p>Comment on process in feedback to panel chair. Confirm Faculty/GMC requirements adhered to.</p> <p>Provide written comment on minimum of 10% of outcomes (Take one or two competencies and explore submitted evidence for these to confirm claims.) Also comment on all those with anticipated unsatisfactory outcomes.</p> | <ul style="list-style-type: none"> • Provide impartial advice and observe for and challenge group think; • Observe panel working and provide feedback to chair; • Expertise in training to enable constructive challenge to the panel; • Qualified to give advice on training progress as external benchmark. |
| Lay member | <p>Quality assurance</p> <p>Required to review at least a random 10% of the outcomes and evidence supporting these and any recommendations from the panel about concerns over performance.</p> <p>Consider consistency of review across registrars. Offer written feedback to panel chair on process.</p> | <ul style="list-style-type: none"> • Provide impartial advice; • Observe panel working and provide feedback to chair; • Confident approach to in-panel challenge. |
| Additional panel members | <p>Assess portfolio and provide structured report to the panel on the adequacy of the evidence and documentation provided by the registrar</p> <p>To be drawn from chair of Speciality Training Committee, educational supervisors, Faculty of Public Health representative.</p> <p>Educational supervisors should withdraw from the panel while their registrar is being considered.</p> | <ul style="list-style-type: none"> • Detailed knowledge of the programme; • Detailed knowledge of e-portfolio; • Provide effective feedback to support learning and quality improvement; • Summarise effectively to support panel decision; • Critically appraise evidence and form evidence-based judgements on registrars' progress. |
| HEE ARCP team | <p>Responsible for arranging invites to registrars and panel.</p> <p>Ensure e-portfolio accessible for panel in advance and on the day.</p> <p>Provide all ARCP forms electronically. Ensure access to HEEoE files to panel. Calculate changing CCT dates. Take notes of agreed actions for feedback and follow up. Provide copies of ARCP outcome forms for FPH, TPD, MD of employer and GMC.</p> | <ul style="list-style-type: none"> • Organisation and planning to ensure panel set up and runs smoothly; • Thorough follow-up and process management to ensure outcomes are appropriately communicated; • Detailed understanding of ARCP process to enable answering queries as first point of contact. |