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| Date | Action | Responsibility |
| T – 3-6/12 | Agree date(s) and venue; book venue | Admin Team  TPDs |
| T – 3-6/12 | Invite external and lay representatives as soon as date(s) agreed | Admin Team |
| T – 3-6/12 | Start to recruit other members of panels as soon as date(s) agreed | Admin Team  TPD |
| T – 4/12 | College Tutors review portfolios of their trainees, give advice on compliance with requirements of forthcoming ARCP and make record in ePortfolio as an interim review | RCP Tutors |
| T – 8/52 | Inform trainees of proposed date(s) and ask them to ensure that they are available so that they can be seen face-to-face if needed (all CT2s and likely outcome 2 for CT1), explaining that they will be seen in absentia if likely outcome 1 (for CT1only) | Admin team  Trainees |
| T – 8/52 | Confirm panel members and ensure panel members have time booked | Admin team  Panel members |
| T – 8-6/52 | ESs to review portfolios with trainees and write comprehensive ES reports which clearly identify progress against decision aid | ESs  Trainees |
| T – 6/52 | Review portfolios, generate draft ARCP forms, email those trainees close to meeting decision aid with a “to do” list, and inform admin team of any trainees who have already met the decision aid or are out of programme and can be reviewed in absentia; these trainees to be informed that they do not need to attend face-to-face ARCP (but can make a specific request to be seen) | TPDs and other senior members of training committee who are fully trained in current ARCP processes |
| T – 6/52 | If likely outcome 3s and 4s identified, inform admin team who will ask senior HEEoE representative (e.g. Head of School, Deputy Dean) to join panel | TPDs  Admin team |
| T – 4/52 | Send out Form Rs | Admin Team |
| T – 2/52 | Review portfolios again and update draft ARCP forms; inform admin team of any trainees not previously identified who have already met the decision aid or are out of programme and can be reviewed in absentia; these trainees to be informed that they do not need to attend face-to-face ARCP (but can make a specific request to be seen) | TPDs and other senior members of training committee who are fully trained in current ARCP processes |
| T – 2/52 | Draw up a timetable of face-to-face and non-face-to-face ARCPs and circulate to Panel Members  (Unless otherwise instructed, allow 20 mins for face-to-face ARCP and 10 mins for non-face-to-face ARCP; the face-to-face ARCPs should precede the non-face-to-face ones) | Admin Team |
| T – 2/52 | Invite face-to-face trainees with appointment times | Admin Team |
| T - 0 | ARCP panel meets, completes face-to-face and ARCPS and non-face-to-face ARCPs and finalises outcomes | Panel Members |
| T - 0 | Collect Form Rs | Admin Team |
| T + 2/52 | Feedback to College Tutors on quality of ES reports and any evidence of poor educational supervision in their Trusts | Panel Chairs |
| T + 2-6/52 | Review Outcome 5s and complete new ARCP form | TPDs and other senior members of training committee who are fully trained in current ARCP processes |
| T + 4-6/52 | Complete all admin processes | Admin Team |
| T + 4-6/52 | Ensure action plans in place for trainees with unfavourable outcomes | Panel Members  Admin Team |