

## General instructions for ARCP reviewers

### 1. Before the ARCP session

ARCP sessions will be delivered by videoconference using the Zoom platform.

The Specialty Training Manager will send the ARCP panel two meeting packs that will normally contain the following documents:

Pack 1	Pack 2 (normally on Dropbox)
<ul style="list-style-type: none"> <li>- Part A and B agendas</li> <li>- ARCP notes</li> <li>- General instructions for ARCP reviewers</li> <li>- ARCP reviewer checklist</li> <li>- Table of ARCP outcomes</li> </ul>	<ul style="list-style-type: none"> <li>- Form R Part Bs</li> <li>- Covid-19 trainee self-assessment forms</li> <li>- Wider scope of practice forms</li> <li>- CVs</li> </ul>

We designed the ARCP panel checklist to help ARCP panel member's review trainees' e-portfolios and documentation. The checklist is for the reviewer's personal use, and they should not share their completed checklist with other panel members or with the Specialty Training Manager unless requested to do that.

Each reviewer will be allocated one or more trainees to review. The reviewer's allocations will normally be listed on the Part A agenda. The reviewer must inform the panel chair as soon as possible if there any conflicts of interest between them and their allocated trainee.

Reviewers must inform the Specialty Training Manager as soon as possible if they are unable to access the papers for the session or a trainee's e-portfolio.

The reviewer is responsible for:

- recommending to the panel chair the trainee's ARCP outcome for the year under review;
- setting the trainee's mandatory and recommended targets during their next year of training;
- leading the discussion with the trainee about their progress, provide constructive feedback and explain the ARCP outcome decision if necessary (i.e. if the trainee has been issued an outcome 2, 3 or 4).

### 2. At the ARCP session

It is the reviewer's responsibility to make sure that the permission/security settings on their computer, tablet or smartphone are enabled so that their camera and microphone are operational when they join the Zoom meeting. Reviewers can search the internet for instructional videos and guides if they need help setting up their device for a Zoom meeting.

Reviewers should aim to join the Zoom meeting at least five minutes before the start of the session.

## 2.1 Part A meeting (panel only)

ARCP panel members must attend this meeting, which is normally one hour in duration. The purpose of the meeting is for each ARCP reviewer to:

- i) report on their review of their trainee's e-portfolio;
- ii) confirm which module items or capabilities in practice (CiPs) have been completed;
- iii) confirm which module items or CiPs are incomplete;
- iv) report on the number of workplace-based assessments (WPBAs) the trainee's completed;
- v) provide general feedback on the quality of the trainee's evidence and reflections;
- vi) recommend the trainee's ARCP outcome for the year under review; and
- vii) set the trainee's targets to complete during their next year of training.

## 2.2 Part B meeting (panel's meeting with trainees)

ARCP panel members must attend the panel briefing. Reviewers can leave the session after the panel briefing if their trainee is not scheduled to meet the panel. If a reviewer has a trainee scheduled to meet the panel, then they can leave the Zoom meeting after the briefing and re-join for their trainee's meeting. The reviewer will normally be expected to lead the panel's discussion with the trainee and:

- confirm the ARCP outcome decision;
- explain the reason(s) for the decision;
- provide the trainee with general feedback (e.g. insufficient number of WPBAs completed); and
- inform the trainee of their targets during their next year of training.

## 3. After the ARCP session

ARCP panel members must delete any files stored on their device that they downloaded from their trainee's e-portfolio. If reviewers want to use their attendance at the ARCP session as supporting information for their revalidation e-portfolio, they must redact all the personal data of third parties on any documents that they want to upload on to their e-portfolio.

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