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| **Name of Document**  | **Principles for Training of ARCP and Appeal Panel** **Members and Chairs**  |
| **Category**  | Standard Operating Procedure (SOP) **This SOP is applicable to medical and dental training within NHS England.** |
| **Purpose**  | This document is one of a suite of Standard Operating Procedures to support the management of trainees across England. This SOP is aligned to the principles of ‘A Reference Guide for Postgraduate Foundation and Specialty Training in the UK’ (The Gold Guide) and ‘A Reference Guide for Postgraduate Dental Core and Specialty Training’ (The Dental Gold Guide). Please refer to the most recent versions.Since 2020, Foundation Training is embedded within the Gold Guide. Therefore, the NHS England suite of SOPs applies to all doctors in training, including Foundation, unless specified otherwise. Please note that Foundation-specific differences are highlighted in purple font in the Gold Guide.Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the NHS England English Dean/Postgraduate Dean or their nominated representative who will be responsible for managing the process on their behalf. Throughout the document, unless otherwise stated, the term ‘trainee’ refers to postgraduate doctors in training and also applies to postgraduate dentists in training and public health trainees with a medical or non-medical qualification.Within this SOP whenever reference is made to ARCP, in relation to dentistry this also refers to Review of Competency Progression (RCP). This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of training, there will be occasions where Postgraduate Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).  English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.This suite of SOPs will be routinely screened against relevant Equality and Diversity documentation.  |
| **Authorised by**  | Health Education England Deans (HEEDs), now English Deans  |
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| **Document Author**  | English Deans and Senior Managers Group (formerly HEED & HEED Senior Managers Group) |
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| 1  | 27/06/2017  | HEED | Document signed off at HEED  |
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| 3 | 17/09/2019 | HEED | Document signed off at HEED |
| 4 | 28/04/2021 | HEED | Document signed off at HEED |
| 5 | 02/07/2021 | HEED | Amendments – trainees raising concerns |
| 6 | 11/10/2022 | HEED | Document signed off at HEED |
| 7 | 19/07/2023 | HEED | Document signed off at PGMDE Operational Oversight Group |

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| Related Documents * *Gold Guide 9th Edition: A Reference Guide for Postgraduate Foundation and Specialty Training in the UK:* <https://www.copmed.org.uk/gold-guide/gold-guide-9th-edition>

 * *Dental Gold Guide: A Reference Guide for Postgraduate Dental Core and Specialty Training in the UK:*<https://www.copdend.org/downloads-list/dental-gold-guide-2021-edition-copy/>
* *Standard Operating Procedures: ARCP SOP and Appeals SOP:*[*https://www.hee.nhs.uk/our-work/doctors-training/standard-operating-procedures*](https://www.hee.nhs.uk/our-work/doctors-training/standard-operating-procedures)
* *ARCP Process Video:*<https://specialtytraining.hee.nhs.uk/ARCP>
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# 1. Introduction

English Deans endeavour to achieve consistency of decision-making in order that the outcome of Annual Review of Competence Progression (ARCP) and Appeals are as consistent as possible on a like for like basis.

This Standard Operating Procedure (SOP) details the principles for training requirements for individuals fulfilling the roles of ARCP Panel Member, Appeal Panel Member, ARCP Panel Chair and Appeals Panel Chair.

This document details the SOP that all NHS England Postgraduate Deans should follow. The SOP is aligned to the principles outlined within the “The Gold Guide: A Reference Guide for Postgraduate Foundation and Specialty Training in the UK” and ‘A Reference Guide for Postgraduate Dental Core and Specialty Training’ (The Dental Gold Guide). Please refer to the most recent versions.

# 2. National context to training requirements

The ARCP provides a formal process which uses the evidence gathered by the trainee, relating to their progress in the training programme. It enables the trainee, the Postgraduate Dean and faculty of trainers to document that the competences required are being gained at an appropriate rate and through appropriate experience.

The Postgraduate Dean has the responsibility for ensuring appropriate management and administration of ARCP and demonstrating that ARCPs meet the standards required of an effective assessment process. All involved must commit to supporting high quality ARCP processes with:

* effective systems and documentation
* written guidance containing requirements and recommendations in relation to the trainee
* clear responsibility and accountability
* support for faculty development

Training for panel members and chairs is a key method in delivering these functions.

# 3. ARCP Panel Member and Appeals Panel Member Training

In line with Gold Guide requirements, all ARCP panel members (including lay and external advisors) must be trained for their role. This training should be kept up to date (e.g., in response to curricula or process changes) and refreshed normally every three years.

Postgraduate Deans will ensure relevant panel member training is delivered locally or otherwise suitable training provision is made accessible to individuals. To complement locally delivered training, all members of the panel are recommended to watch the ARCP process video, as referenced above in the ‘Related Documents’ section.

Where possible, an individual should observe an ARCP panel prior to participating as a full member.

All panel members must have knowledge of the ARCP principles contained within:

* GMC Promoting Excellence: Standards for medical education and training
* GDC: Standards for Education
* The relevant Gold Guide
* Policies and procedures relating to ARCP, appeals and revalidation

# Equality, Diversity and Inclusion

All panel members must be trained appropriately in Equality, Diversity and Inclusion which can be as completed for statutory and mandatory training in their employment (e.g. within an NHS Trust). This training must be refreshed every three years. Panel members are expected to confirm the date of their last training and may be asked to provide evidence of completion of training.

The constitution of the panel should, as far as practicable, reflect the protected characteristics of the profession it serves.

In addition, it is recommended that unconscious bias awareness is included in panel member training.

Complaints, ARCP, and fitness to practice outcomes will be monitored and fed into training in future years as appropriate.

# Clinical members of the ARCP or Appeal panel

At least one clinical member of the panel must have a detailed knowledge of the relevant curriculum and the required level of competence for trainee(s) in scope.

# 4. ARCP Panel Chair and Appeals Panel Chair Training

The role of the chair is vital; overseeing the conduct of the panel, regulating the behaviour of all participants and the actions before and after. Each Postgraduate Dean must ensure training for chairs is provided locally.

In addition to the specific chair training, where possible, an ARCP panel/Appeal panel should be observed by an individual prior to chairing for the first time.

Chairs must acquire the knowledge and complete appropriate Equality

Diversity and Inclusion training as described above for panel members. In addition, it is recommended that unconscious bias awareness is included in training.

Chair Training delivered locally should cover the responsibilities of the role as detailed in the NHS England SOPs specifically for ARCP and Appeals.