**Virtual Annual Review Competency Progression (ARCP) Policy**

**Definition of a virtual ARCP panel**

A virtual panel means that an ARCP Panel can still assess the trainee’s educational progression, make a comment about a trainee’s fitness to practise and award an outcome (this may also be a non-standard outcome) whilst not being in the same location, but remain quorate.

**When should a virtual ARCP panel be considered?**

There are occasions when it is not possible to hold a quorate (at least 3 Consultants/GPs) ARCP panel in a single location. This can be because of a variety of reasons, for example:

* The Specialty is a Regional Specialty
* The External Representative may be unable to travel on the required date
* The locational base of some of the panel members makes it logistically difficult to attend for assessing only one or two trainees or is crucial at short notice

Careful consideration should be given to the small number of specialties who retain paper portfolios. These specialties may potentially encounter logistical difficulties for all members of the virtual panel accessing the hard copies in totality.

**Essential requirements for a virtual panel**

* That it is done in real time
* Every panel member has access to all of the relevant evidence, including eportfolio or access to all hard copy information.
* A discussion should take place by either teleconference or video conference once the evidence has been reviewed
* The outcome decision must be communicated, in writing, to the Assessment Team at the LETB
* For any anticipated non-standard outcome an APD must be involved in the decision. The APD can contribute by means of teleconference or video conference.

***Outcome 5s***

For outcome 5s, it should be agreed at the original panel that if all the required evidence which is subsequently submitted is satisfactory, then the panel gives authority to the Chair to amend the outcome to an outcome 1 and hence there will be no need to reconvene a panel.

If the evidence is not satisfactory or received by the deadline, therefore resulting in a potential non-standard outcome, the panel should reconvene with the input of an APD and this can be done either in person or virtually as stipulated above.