**East of England School of Public Health**

**KA10 panel – guidance for panel members**

**July 2021**

**Approach**

The panel may be seen as a precursor to the consultant appraisal process post-CCT and used as an opportunity to prepare the registrar for this and to have a “critical friend” style of supportive yet challenging conversation. The objectives for each registrar will be different and should be explored at the start of the panel.

The panel outcome forms evidence for the ES to support their sign off of KA10 learning outcomes.

The KA10 panel is not consultant interview practice which should be arranged separately, by the registrar, if required or obtained as part of a leadership development course.

**Preparation**

* You should receive the registrar’s reflective notes, MSF reflections and the ES form in enough time to read before the panel
* The ES form will include comments from CSs where these are necessary – this may be based on previous ARCPs or discussions or sought specifically for this panel
* It is worth meeting as a panel for 10-15 minutes before the registrar appears to agree areas identified that you would like to question

**Starting the panel**

* Explain the consultant appraisal process and that the approach to be taken will be similar to this with the panel acting as critical friend
* Agree registrar-specific objectives and tailor the conversation accordingly. For example this may be a focus on:
  + Consultant interview preparation – how to go about this
  + Gaps in learning outcomes to be filled
  + Career aspirations and next steps
  + Learning and approaches to ongoing CPD as a consultant
  + Placement choices in ST5

**During the panel**

* A coaching style may be helpful, using open questions and seeking from the registrar their own solutions.
* Ask challenging but supportive questions
* Retain a focus on the registrar’s identified outcomes

**At the end of the panel**

* Ask the registrar to summarise the actions they will take following the discussion and ask them to email these to at least one of the panel members
* The panel should summarise an outcome in a few sentences (think of it like the summary of a consultant appraisal session)

**Follow up**

* Registrar emails action list to panel members (see appx for potential template)
* Panel adds the agreed summary and emails to PHSchool
* PHSchool email completed panel outcome to registrar and their ES
* PHSchool sends registrar a short evaluation for feedback via quality processes

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**KA10 panel – example outcome template**

**July 2021**

|  |  |
| --- | --- |
| **Date** |  |
| **Registrar** |  |
| **Educational supervisor** |  |
| **Panel members** |  |

**REGISTRAR TO COMPLETE**

**Actions agreed**

|  |  |
| --- | --- |
| **Action** | **Timescale** |
|  |  |
|  |  |
|  |  |

**PANEL TO COMPLETE**

**KA10 summary of panel outcome**

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