ARCP Form

Select Your Role

ARCP Panel Member

Educational Supervisor

Version 2018 - 4

Feedback to: nicholas.boeckx@hee.nhs.uk

Educational Supervisor

The educational supervisor feedback section is highlighted in yellow.

This is the only part of the form you need to view.

Click here to view the Educational Supervisor Feedback

ARCP Panel Member

This form is designed to be used with the Adobe PDF Reader

application. Other PDF readers may not support the form filling

functions necessary.

Click Here for A Guide on Downloading Adobe PDF Reader For Your Device

Click Here for A Guide to Saving and Submitting the Form

How to Fill in the Form

This form is designed to be completed electronically (comment boxes will expand if necessary). In addition, comments from previous ARCP's, relevant educator's notes can be pasted in to sections.

The right hand column **MUST** be marked in the relevant gaps to indicate each item has been checked and assessed as either satisfactory or unsatisfactory
If an area is unsatisfactory areas then comments **MUST** be added. In **ST3-Final**, the **bold blue** points must have been completed to award a satisfactory outcome. ES Feedback boxes are highlighted yellow.

Full Pre-Screening should be completed (i.e. the whole form) for ST1 & ST3s. Also complete full pre screeening where areas of concern exist i.e. ST1s/2s with unsatisfactory CSR & ESR, educators notes.

Abbreviated Pre-Screening should be completed for ST2 trainees. Only complete the sections with red bookmarks (see the example below)

Likely date of ARCP	Date of ESR *NOTE: ESR must be within 8w prior to anticipated ARCP.*	Review Stage Choose

Trainee Name:

GMC Number:

Likely date of ARCP		Date of ESR *NOTE: ESR must be within 8w prior to anticipated ARCP.*		Review Stage	
Date of pre-screening		ESR Outcome		Working Hours	

Comments Include any requirements from the **last ARCP form.** Remember to check the additional comments box	

Preparation	*This is an over-view of the e-Portfolio so that reviewing the most recent ESR more effective and efficient*		
e-Portfolio Heading	**Expectation**	**Comments:**	
Posts	*For ST3; as there been 18m in GP? If not 18m, document on ST3 ARCP form "We are satisfied that this trainee has met the full range of required competencies despite completing less than 18 months training in a GP practice."*		
Educators' Notes	Are there any significant educators' notes?		
ATCF Trainee Accelerated Training	Yes	ATCF trainees must have a satisfactory core training ARCP form from the qualify speciality uploaded to their learning log to Complete training	Core Training ARCP form present in learning log	

Evidence						
	Assessments should exceed minimum for the review period and for the ST year, (check evidence supports grading)					
	Full pre-screening should be completed if the CS report is unsatisfactory					
	Check ST3-Final candidates exceed the minimum required evidence					

Evidence Type	ST1	ST2	ST3	Totals (Expected Minimum)	Totals (Actual)
COT/ mini CEX	3 + 3 +	3 + 3 +	6 + 6 +	24	
CBD	3 + 3 +	3 + 3 +	6 + 6 +	24	
PSQ	1 in GP (min 40 responses per PSQ)	1 in GP (min 40 responses per PSQ)	1 (min 40 responses per PSQ)	2	
MSF	1 + 1 + (5 clinical)	MSF **NOT** Required in ST2	1 + 1 + (5 clinical + 5 non clinical)	4	
CSR	1/job	1/job	CSR **NOT** Required in ST3	4 For a trainee rotation of 4 hospital posts	

PDP	
	PDP present with minimum 1 entry per attachment
	PDP entries derived from learning log
	Entries with appropriate SMART objectives
	PDP resulting in new learning logs
	Evidence of personal learning needs being identified,
	Evidence of planned learning and successful outcomes

Log Entries		
Specific Evidence	**These should be completed by ST3-Final**	Comments:
Audit	**This should be ideally relevant to primary care and should involve audit or a quality improvement activity**	
Sig Event Analysis	**This should be an appropriate discussion looking at a significant event**	
Safeguarding (level 3) plus reflection	**Should be shown under Course /Certificates or under Children and Young People Curriculum Heading**	
OOH sessions	**6 in ST2, 12 in ST3, 18 sessions in total, >108hrs total, 90+hrs clinical contact**	
CPR/AED (valid beyond VTS exit date)	**Certificate should be uploaded as a log entry**	
Placement Planning Meeting *(good practice not mandatory)*	Should be present at start of each post under PPM section of log.	

Log Entries	**Evidence from Learning Log**			
	Log entries should be regularly added, *Clinical encounters should be regularly added* *Wide variety of learning activities* *Entries should be linked to curriculum appropriately* *ES should be linking to competences appropriately* *Entries should show personal reflection* *Entries should show learning needs.* *Log entries can also lead to PDP entries.*			

ESR	*Ensure that you are looking at the most recent ESR. Any problems with dates/numbering is the of the trainee to discuss and correct with e-Portfolio administrators*		

Page	Area	Expectation	Comments:	
Page 1 **Personal Details**	Declarations:	These must be signed by trainee & countersigned by ES when appropriate. **Imperative by ST3-Final**.		
	Competence Areas By ST3 final all areas must be graded Excellent or Competent for Licensing for a Satisfactory outcome	Self-Rating: Evidence appropriately referenced		
		ES Feedback: Evidence should be robust & justify rating. Is there evidence of progress?		
Page 2 **Curriculum Coverage**	By ST3 Evidence of adequate coverage to demonstrate competency in each area.			
Page 3 **Skills Log**	**CEPs** Assessed by appropriate person **By ST3 Final self-assessment should be Confident to Perform Unsupervised** **Mandatory CEPs complete** (breast, rectal, prostate, female & male genital)			
Page 4 **Work Place Based Assessment**	**Naturally Occurring Evidence**	Match NOE to the competences. Is there sufficient evidence to demonstrate competence? Linkage of Log Entries to Competence Area **By end of ST3, every area must have sufficient evidence**		
Progress to Certification	**AKT**	**If not yet passed then document past scores and low scoring areas**		
	CSA	**If not yet passed then document past scores and areas of 4 or more deficiencies.**		
Feedback on Areas for Development		Is there feedback on how trainee could develop? Are the suggestions appropriate and have they been heeded by the trainee?		
Ed Supervisor **Recommendation**	Recommendation	ESR Comments; please state any relevant comments If the ES recommendation is NOT satisfactory full pre-screening is required	Comments:	

Educational Supervisor Feedback

Select the Name of the Educational Supervisor

Search by forename, if address not found check by surname. or manually enter the email.

Educational Supervisor Feedback is

Feedback will not be given if the trainee is suitable for 'lighter prescreening'.

Missing Details? Help update the ES list. Enter the ES name & area and email assessments.wm@hee.nhs.uk In the subject of the email enter 'Missing ES Email'

ES Name: Training Area:

Judgments are referenced to evidence available in the portfolio. *(e.g MSF, COT, Reports*		
All relevant competency areas on eportfolio have been signed off by the Educational Supervisor		
Suggestions for the trainees development are made.		
Areas of good practice are identified		
Areas for trainees development or that are unsatisfactory have been identified.		
The ES report provides a thorough and comprehensive summary of the training period being reviewed.		
Suggested outcome		
ARCP Actual outcome		
	Outcome 1	Achieving progress and competences at the expected rate (clinical/academic) (Satisfactory progress for ST1 and ST2)
	Outcome 2	Development of specific competences required - additional training time not required
	Outcome 3	Inadequate progress by the trainee - additional training time required. Trainees on extensions are expected to complete evidence pro rata (OOH etc.) Please inform trainees that failure to meet panel requirements may result in exit from training at their subsequent panel.
	Outcome 4	Released from training programme with or without specified competences
	Outcome 5	Incomplete evidence presented - additional training time may be required (Omission of evidence for Final ARCP). Please inform trainees that failure requirements may result in an adverse outcome at their subsequent ARCP.
	Outcome 6 ST3 final	Has gained all the required competences for the completion of training (clinical/academic) (satisfactory for CCT)

Additional Comments

SAVE BEFORE YOU SEND

The SUBMIT buttons will only work if you have a desktop email client e.g outlook / mail

Windows computers should use Outlook. NB Install outlook and add your email address and password to add your NHS or HEE email account. No other setup is required. Please ask if you get stuck. Apple computers should use Mail.

When you press the submit button a prepared email will open in outlook/mail. Press the send button. If an email window does not appear you have not sent the form. You can email the form as an attachment if you wish (but it's easier with the buttons!)

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Panel Member Submission to HEE Administration

Before Submission: Check you have saved the form and selected the email addresses of the Educational Supervisor marked

Press submit to email your form to Administration Chair (if you prefer save and send manually).
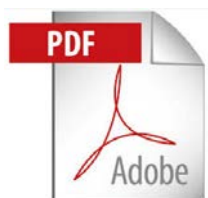**Please submit all forms before leaving panel** to enable the panel chair to submit forms to the Educational Supervisors for Feedback.

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Final Submission to the Educational Supervisor

Help Section ❓

Installing Adobe PDF Reader

- Click on the link below to download the current version of Adobe Reader

- https://get.adobe.com/uk/reader/

- This link works for Android, Apple and Windows operating systems.

Saving and Submitting the Form

1. Click on the save button (or share button).
2. Choose a secure location to save to (ensure your computer or USB stick is password protected).
3. Rename the document so you can identify the trainee it refers to e.g with the trainee name
4. Press the Submit to Deanery button when the panel decision has been documented and the form is complete.