Annual Review of Competency Progression *(ARCP)*

– step by step guide

Training Matrix: https://www.rcog.org.uk/media/wcjd0udi/matrix-of-progression_curriuclum-2024_2025-2026_final-2.pdf

What is needed for the ARCP?

1) Competencies as per year of training = At least 3 summative OSATS confirming competence by more than one assessor. At least one OSATS confirming competence should be supervised by a consultant (for ST1 this is Cervical Smear)
    a. Simulation OSATs can no longer be submitted as summative, they should be uploaded as a formative OSAT. For sign off on any skill, 3 competent summative OSATSs will be required on patients.
2) Formative OSATS (optional but encouraged)
3) Mini-CEXs (officially only 1 needed, but aim for more)
4) CBDs (officially only 1 needed, but aim for more)
5) Reflective practice (written as per the Gibbs Reflective Cycle) (officially only 1 needed, but aim for more)
6) NOTSS – 1x Gynae & 1x Obs, completed by senior registrar/consultant
7) Two separate TO1's and TO2's (one in December/January and one in April/May)
8) Mandatory courses:
    a. CTG training e.g. IFS Wales CTG Training (this needs to be done yearly)
    b. Mandatory training Obstetric simulation course (e.g. PROMPT/ ALSO/other)
    c. Mandatory courses per training level e.g. Basic Practical Skills in Obstetrics and Gynaecology in ST1
9) CiP progress appropriate to level of training (e.g ST1 at level 1) as per the CiP guides and matrix of entrustability levels – ensure all CiPs are signed off by supervisor prior to ESR. Aim to send these to supervisor for signoff off as soon as you have collected enough evidence rather than sending them all at the end of the year. You can still continue to link evidence, even if a CiP is signed off.
    a. For those undertaking SITMs, please ensure a SITM CIP assessment is undertaken every year prior to ARCP in addition to the core curriculum CIPs.
10) Yearly QuIP/Audit
11) Completed PDP

12) Attendance at >60% of deanery teaching (upload this under 'other evidence', titled for example "Deanery Teaching, ST1")

13) Evidence of attending Clinical Governance Days/Risk Management/Local Teaching (upload this under 'other evidence', titled for example "…, ST1")

14) Evidence of EDT time and how it was utilised (upload this under 'other evidence', titled for example "EDT, ST1")

15) Sickness record if >14 days

16) TEF form (this will be sent to you by email, save a copy of the certificate to upload to portfolio under 'other evidence')

17) GMC survey (this will be sent to you by email, save a copy of the certificate to upload to portfolio under 'other evidence')

18) CCT calculator (e.g https://www.jrcptb.org.uk/training-certification/less-full-time-training) (upload this under 'other evidence', titled for example "CCT calculator, ST1")

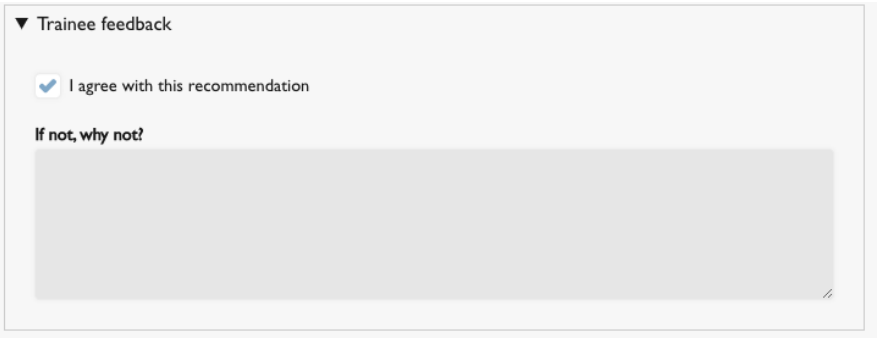
19) Form R (this form is on Codi, do not need to upload this by make sure it is completed)

20) Evidence acquired from pre-entry into the training programme can only be used at the first ARCP after joining the programme. From this point onwards, only evidence gained during the training programme can be linked.

Educational Supervisor Report (ESR) Document

- Aim to have this all submitted 10 days prior to the ARCP date.
- For ARCP purposes please link to the ESR any evidence that you wish to be considered at the ARCP. The panel may not be able to see/find evidence that is not linked which may lead to a developmental outcome being issued unnecessarily.

1) Section 1 - General: complete all details, including CCT date (this is where the CCT calculator becomes useful, especially if LTFT or had time out)
2) Section 2 – CiPs: here you can populate it with you CiPs once they have been signed off. Remember, once they are linked to your ESR, they can no longer be edited.
3) Section 3 – Matrix Requirements:
    a. when linking assessment to the 'Matrix Requirements', aim to link 4-5 pieces of evidence for each. Aim to link highest quality pieces.
    b. Under 'Other Evidence' you can link your GMC survey, TEF survey, CCT calculator, EDT time, teaching attendance, QuIPs, mandatory courses etc
4) Section 4 – Revalidation: answer questions relevant to the Form R
5) Section 5 – Global Judgement: this is completed by your Educational Supervisor. Aim to meet with them a few weeks before the ARCP date so they can review your ESR prior to submission. Once they have completed it and ticked to sign off the global judgement section, a box will appear at the bottom that you as the trainee needs to tick:



After you have completed this section, you can then sign off the ESR document as complete and it will be submitted to the panel.

Using AI

3. For future ARCPs the panel require an AI declaration where it has been used. Please see link to HEIW AI policy. heiw.nhs.wales/files/medical-deanery-statement-on-ai-dec-2025-kathryn-rogerson-dav-1-pdf/