

Dear All,

Mr Kevelighan, Mr Leeson and myself have just done the first set of ARCPs with the new portfolio. The new Educational Supervisor (ESR) form is good when it works and has been completed properly. It makes the process for the educational supervisor and the ARCP assessors much easier. The process does require the trainee to initiate it!

First do the CiP assessments. The trainee should submit the assessment for confirmation by the educational supervisor (ES).

To create the TO2: The system will automatically send a message to the logged ES once there are sufficient numbers of TO1s for the TO2 to be created. If you attempt to create a TO2 before this, it messes up the system!

Then the trainee starts the ESR. There are 5 sections. 1-3 are filled in by the trainee, 4 by both, 5 by the ES but confirmed by the trainee.

Section 1: General.

a). The trainee fills in this information making sure the dates, months towards CCT are accurate. They should list any requirements following their last ARCP.

Section 2: CiPs & Procedure summary.

a). The CiPs will self-populate as soon as the CiPs are signed by the trainee and confirmed by the consultant. This function is not fully working but will with time.

b). OSATS. New OSATS – trainees do not need to do these for previous years (eg smear OSATS not required for ST2 and above – just confirm competency achieved). See new matrix attached.

The trainee fills in the numbers of COMPETENT, summative OSATS carried out in previous years under the old portfolio. These numbers should be available from the previous ESR and summary sheets if these were done correctly before. The numbers of competent summative OSATS done with the new portfolio should self-populate but this is not fully functional yet so please check and complete by hand. The 3rd box is the number of competent summative OSATS signed by a consultant supervisor (who must be substantive, not a locum or associate specialist). This may take some digging in the old portfolio for senior trainees. There should be evidence of at least 1.

Section 3: Matrix requirements

a). MiniCex/CBDs/NOTTs/reflections: Click on the “link assessments” button and select/check the relevant assessments. They will then upload automatically.

b). TO2 check yes or no. These can't be uploaded.

c). “Other evidence” if relevant (ie an assessment of 12 months of training across the new and old portfolio) this could be the PDFs for the part of the year on the old portfolio, certificates, list of training days, MDT attendance, audit etc.

Section 4: Form R.

The first part the trainee fills in and the second the ES.

Section 5: Global Judgement

The ES fills this in. Please justify if the performance is not up to standard providing specific reasons and give clear guidance about what is required.

Please confirm that you recommend the trainee proceeds to the next year of training. If not, clearly state why. The trainee should not be surprised by an adverse outcome. However, the ARCP will evaluate the evidence provided and if the matrix requirements have not been met, they may reverse a decision recommended by the ES.

Please provide future recommendations for all trainees, using SMART objectives. The trainee confirms if they agree, if not they need to specify why.

If you have problems accessing the eportfolio or your trainee – please contact the RCOG portfolio team (details on the login page).

If you have any queries about filling the ESR in – let me know!

Please circulate this to all your educational supervisors,

Good Luck,

Ms Goddard
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