E Portfolio training - ARCP

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TPD

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What is ARCP?

- Annual Review of Competence Progression

- Once a year (3 months before or after) and at progression between years

- LTFT's / Paternity leave / Sick leave have more

- Formal assessment of the year's training

- Determines Progression to next year of training

ARCP

- Main ARCP's held in January and June

- Panel's
  - Members of STC including College Tutors
  - External Assessor
  - Lay representative
  - Deanery Representative

- One ES at each ARCP from each HB welcome to attend

ARCP

- 6 weeks notice given, submit information 10 days before

- All CiP's to be signed off once **every academic year**

- Get your **second round** of TO1's if required (Required from Aug 22)

- Look at the latest Training Matrix (2021-2022)

- Complete ESR

ARCP Process

- All ARCP's to be held virtually

- Panels review evidence and then Outcome agreed in group discussion

- Trainee can check Outcome on E Portfolio – within 72 hours

- Member of the ARCP panel will also make contact especially where less than optimum Outcome – within 10 working days

Educational Supervisor Report

- Forms the basis of assessment for ARCP

- Start to work on this few weeks before ARCP

- Please ensure the first page is updated and completed accurately

- Global judgement should predict an outcome

- Outcome should not be unexpected for the trainee

ARCP Outcomes

1.	• Achieving progress and competency at expected rate
2.	• Development of specific competencies required – additional time not required
3.	• Inadequate progress by trainee – additional training time required. Referral to Professional Support Unit
4.	• Released from programme – 12 months of outcome 3 with no improvement
5.	• Inadequate evidence – to be supplied within 10 days
6	• Certificate of Completion of Training

Other outcomes

- **OOP Outcomes**
  - Outcome 8

- **Covid Outcomes**
  - 10.1 – Progresses to next year. Outstanding competencies could not be achieved because of Covid

  - 10.2 – Not progressing to next year. Outstanding issues delayed because of Covid. Time in addition to 1 year of Outcome 3 in programme

No ARCP – N codes

- N1 – Sick leave
- N2 – Maternity / paternity leave
- N3 – Trainee not in post long enough (Less than 3 months)
- N4 – Trainee fell outside reporting period (GMC reporting period August to August)
- N5 – Trainee post CCT
- N6 - Trainee missed review
- N7 – Trainee Inter Deanery Transfer
- N8 – Review by another deanery
- N9 – Trainee contract termination
- N10 – Trainee on suspension of gross misconduct
- N11 – Trainee on suspension – other reason

Outcome 1

- Satisfactory progress – Achieving progress and the development of competences/ capabilities at the expected rate

- Satisfactory progress is defined as achieving the competences/capabilities in the curriculum approved by the GMC at the rate required.

Examples of Outcome 1

- Exams required for the stage of training
- Good evidence in CiP's for the level of training
- Met all requirements in Matrix if at Way point
- Good quality reflective practice – please check these through the year
- Adequate OSAT's required - one signed by consultant
- Evidence collected throughout the year
- TO2 / NOTSS / Form R
- Completion of surveys - GMC/ TEF
- CTG update/ Teaching attendance/ QuIP/ PDP /Presentations/Publications

Outcome 2

- Development of specific competences/capabilities required - Additional training time not required

- The trainee's progress has been acceptable overall but there are some competences/ capabilities that have not been fully achieved and need to be further developed. It is not expected that the rate of overall progress will be delayed or that the prospective date for completion of training will need to be extended or that a period of additional remedial training will be required

Examples of Outcome 2 (not exhaustive)

- Poor reflective practice
- Inadequate/Inappropriate evidence in CiP's (unless at Way point)
- Poor utilisation of various WBA's for evidence
- Evidence not collected throughout the year
- Inadequate progress of ATSM's in ST6
- Less than optimum multisource feedback

- Referral to PSU is recommended

Outcome 3

- Inadequate progress – Additional training time required

- The panel has identified that a formal additional period of training is required that will extend the duration of the training programme – CCT date

Examples of Outcome 3 (not exhaustive)

- Inadequate progress according to Matrix requirements at Way points

- Exam Failures

- Poor Multisource feedback

- Referral to PSU for support

Outcome 5

- Incomplete evidence presented

- Additional training time may be required The panel can make no statement about progress or otherwise where either no information or incomplete information has been supplied and/or is available to the ARCP panel. The panel should agree what outstanding evidence is required from the trainee and the timescale in which it must be provided to be able to issue an outcome.
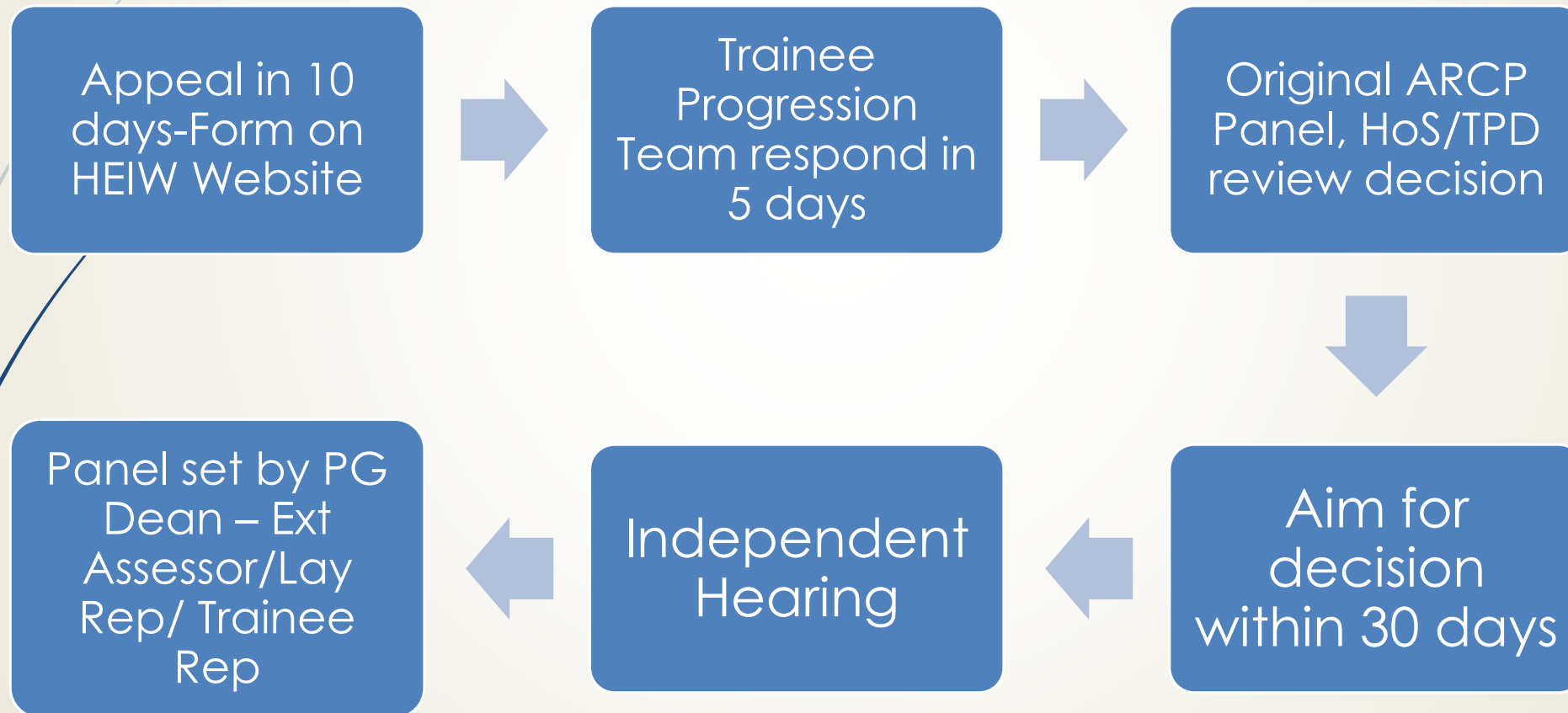
Examples of Outcome 5 (not exhaustive)

- Form R not completed
- CCT not calculated and inadequate information for panel
- All CiP's not signed by ES
- Missing or incomplete ESR
- Inadequate number of OSAT's at waypoints
- Inadequate Multisource feedback

ARCP Appeals Process

Appeal in 10 days-Form on HEIW Website → Trainee Progression Team respond in 5 days → Original ARCP Panel, HoS/TPD review decision

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Panel set by PG Dean – Ext Assessor/Lay Rep/ Trainee Rep ← Independent Hearing ← Aim for decision within 30 days

Questions

&

Answers