

## **HEENW – WEST SECTOR T&O ARCP DOCUMENTATION – SEPTEMBER 2017 ONWARDS**

ARCP takes place at the end of each year of training. It is a summative assessment of a full year's training. For full-time trainees it is held once year, for part-time trainees it may be longer. An ARCP takes place every year, whether you are in rotation or on OOP or OOPR.

Trainees will usually have an interim ARCP in November/December and an annual ARCP in May/June every year. This will be the case for most trainees, as their start period is usually August. There are, however, a handful of trainees who will have their annual assessment in November/December and their interim in May/June – these will be the February starters.

### **Interim ARCP**

The interim ARCP will be face-to-face for all trainees. Most interim ARCPs are formative (you get guidance), but occasionally are summative if there are special circumstances.

### **Annual ARCP**

The annual ARCPs are summative. They are usually carried out once a year. This will be **non-face-to-face from May/June 2017** for most of you. However, the following will have face-to-face ARCPs:

- Trainees with ARCP outcome 2, 3, 4 and 6.
- Trainees requiring additional support.
- Final year pre-CCT trainees.
- TPD's discretion.

Your ARCP outcome will be made purely on the information you provide on ISCP, even with face-to-face assessments. The face-to-face meeting is to clarify details on ISCP and provide guidance. It is very important that your documentation is up-to-date and accurate. The responsibility for this lies with the trainee. At the end of your ARCP you will be issued with an outcome:

ARCP 1 Satisfactory

ARCP 2 Development of specific competencies required, CCT stays the same

ARCP 3 Additional training time required, CCT put back

ARCP 4 Released from programme

ARCP 5 Incomplete evidence, CCT may be put back

ARCP 6 Recommendation for satisfactory completion of training

ARCP 7 7.1/7.2/7.3/7.4 is for LATs

ARCP 8 For trainees out of programme where the time does not count to CCT  
(such as maternity leave, OOPR, OOPE, OOPC)

ARCP 9 Doctors undertaking top-up training for CESR

### **Panel B ARCP**

The full deanery ARCP panel meets a few weeks after the orthopaedic panel and reviews 10% of the orthopaedic panel's ARCP recommendations. Any trainee with an outcome ARCP 2, 3, 4, sometimes 5 will be invited to panel B, so that a supportive framework can be outlined for the trainee.

## Documentation

It is the responsibility of the trainee to have up-to-date documentation available for the panel.

The panel will cover the following:

### ANNUAL REVIEW OF COMPETENCE PROGRESSION - PANEL A PROFORMA - REVIEW OF EVIDENCE

PANEL DETAILS				
Date:		Deanery Admin:		
TRAINEE DETAILS				
Trainee:		Training Number:		
Specialty:		Training Grade:		
CCT Date:		LTFT? (Yes / No)		
CESR or CCT (Check Form R)	IF CESR please inform the relevant SSM			
MANDATORY PAPERWORK		Yes	No	
Educational Supervisor's Report Post 1				
Educational Supervisor's Report Post 2				
Educational Supervisor's Report Post 3				
Evidence of Completion of GMC Survey				
Report on Academic Progress (Academic trainees)				
Report from Research Supervisor (OOPR trainees)				
REVALIDATION PAPERWORK		No Concerns	Concerns	
Enhanced Form R				
Revalidation Confirmation from ESSR				
LEO & Host Trust Exit Reports				
CCT DATE		Yes (give date)	No	
Does CCT date need to change due to absence from training?				
CLINICAL & EDUCATIONAL SUPERVISOR COURSE - OUTCOME 6 ONLY			Passed	
PGCert in Workplace Based Postgraduate Medical Education - Module 1				
PGCert in Workplace Based Postgraduate Medical Education - Module 2				
SPECIALTY SPECIFIC PAPERWORK		Satisfactory	Unsatisfactory	Not Present
Audit				
Courses Attended				
External Conferences & Meetings				
Internal Meetings				
Patient Feedback				
Presentations & Posters				
Projects				
Publications				
Research				
Teaching (Given, not attended)				
Timetable				
Management Experience				
Reflective Learning				
Updated CV				
Teaching Attendance (Minimum 70%)				
WPBAs REVIEWED				
WPBA	Minimum	Number	Satisfactory (If not state why)	
CBD	10			
CEX	10			
DOPs/PBAs	40			
MSF	1			
Were 50% of WPBAs completed with an AES/other consultants?		YES	NO	
Were WPBAs carried out in a variety of settings?		YES	NO	
Examination Details		Date Due to Sit	Attempt	Date Passed
FRCS (T&O)				

- Your CCT date (information from ISCP).
- The purpose of the current panel review (yearly or interim) and what we are reviewing.
- A review of your placement with respect to your clinical and professional practice.
- Educational activities (courses and meetings, locally, regionally or nationally, and will include things like journal clubs, M&M meetings, in each post). Evidence (ISCP site, CV).
- Teaching attendance - at least 70% attendance at Friday afternoon teaching (**or** approved and validated other educational activity – provide evidence such as logbook, etc).
- WBAs. You will be expected to have done in each year **at least 40 PBAs, 10 CBDs, 10 mini-CEXs and 1 MSF** (with at least 13/15 respondents) or equivalent. This equates to a PBA a week and 1 CBD and mini-CEX per month. The panel expect these to be spread over the attachment, to be appropriate, to show development, and to contain extensive free text comment by the trainer and reflection by the trainee. Low PBA numbers can be made up with extra CBDs. Note the curriculum requirement for “critical condition” CBDs.
- Logbooks. The panel will need to be satisfied on the amount of **supervised** operating.
- Learning agreements.
- Supervisors’ reports (CS and AES reports – comprehensive reports mandatory).
- Curriculum Vitae.
- Audit. You must be doing an audit every 6 months, demonstrating **Quality Improvement**.
- Research – including publications, presentations. **Note: required for CCT.**
- SAC indicative numbers progress.
- For completion of training ARCP (ARCP 6) we need, in addition, evidence of attendance at a management course, up-to-date ATLS, evidence of having passed the FRCSOrth (bring your certificates), Training the Trainers (or similar) and GCP course.
- The posts themselves – we will scrutinise posts for educational and training content
- PDP for the next year. This will include training recommendations and, more specific, aims and objectives for the coming year from us and an opportunity to tell us of any plans you have.
- Revalidation – enhanced Form-R.
- A completed HEENW checklist.

## Documentation Check List

<b>Documentation</b>	<b>Interim ARCP</b>	<b>Annual ARCP</b>
Enhanced Form R	N/A	Complete, email to the deanery and declare on ISCP.
HEENW CCT check list	Complete: bring paper copy and save on ISCP under evidence.	Complete and save on ISCP under evidence, email to deanery.
JCST Post-Evaluation Form	N/A	Complete and email to deanery.
Waypoint Form or Penultimate year check list	Complete on ISCP and bring paper copy.	Complete on ISCP.
Up-to-date CV	Bring paper copy and upload to ISCP	Upload to ISCP.
Learning Agreements (signed for each placement)	Completed on ISCP.	Completed on ISCP.
Interim Meeting with AES for each placement	Completed on ISCP.	Completed on ISCP.
Final Meeting with AES for each placement with supervisors report	Not required.	Completed on ISCP. If the assessment is mid-way in the placement, then AES should write a report on ISCP on progression to-date. Final meeting can take place later.
Report on Academic Progress (only for academic trainees)	Saved on ISCP under "other evidences" and email copy to deanery and TPD.	Saved on ISCP under "other evidences" and email copy to deanery and TPD.
Report from Research Supervisor (OOPR trainees)	Saved on ISCP under "other evidences" and email copy to deanery and TPD.	Saved on ISCP under "other evidences" and email copy to deanery and TPD.
<b>WBAs:</b> 20 PBAs, 5 CBDs and 5 mini-CEXs	Should be on track for placement. Evidence required on ISCP.	Should be on track for placement. Evidence required on ISCP.
Critical Condition CBDs	Evidence required on ISCP.	Evidence required on ISCP.
MSF	N/A – unless set in trainee's objectives.	1 completed and signed off MSF per year. Evidence required on ISCP.
Logbook	Evidence required on ISCP.	Evidence required on ISCP.
PDP	Evidence required on ISCP and bring paper copy. Please look at the PDP guidelines.	Evidence required on ISCP. Please look at the PDP guidelines.
Audit/Quality Improvement	Evidence required on ISCP.	Evidence required on ISCP.
Job Plans	N/A	Evidence required on ISCP.
Full use of all sections on ISCP e-portfolio	Evidence required on ISCP.	Evidence required on ISCP.
Research profile	Evidence required on ISCP.	Evidence required on ISCP.
Teaching/Training	Evidence of OOT required on ISCP.	Evidence of OOT required on ISCP.
Courses Attended	Evidence required on ISCP.	Evidence required on ISCP.
Meetings Attended	Evidence required on ISCP.	Evidence required on ISCP.
Timetable	Evidence required on ISCP.	Evidence required on ISCP.
Reflective learning	Evidence required on ISCP.	Evidence required on ISCP.
Teaching attendance	Evidence required on ISCP.	Evidence required on ISCP.
Passing FRCS T&O	Evidence required on ISCP.	Evidence required on ISCP.