**ARCP Evidence Checklist**

Please ONLY use the document templates indicated below. Please do not use previous versions of ARCP documents or document templates from the e-portfolio. Failure to do this will result in an Outcome 5, due to incomplete evidence; failure to submit the further information requested by the Outcome *5 within 10 days*, will result in an outcome 2 or 3 (unless the panel chair has agreed an exception).

The table below indicates which forms require a signature. All forms requiring a signature (whether from the registrar, ES or TPD), should be signed using a hand-written signature - either by pasting a digital scan of your signature into the form, or by printing, signing and scanning the entire form. A typed name will result in an Outcome 5.

Please upload all relevant documents outlined below to the e-portfolio. If there is no relevant section on the e portfolio for a particular document, please upload it to the CV section.

This applies to all Registrars from ST1-5.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Documentation required by ARCP panel** | **Location of paperwork** | **Annual ARCP**  **(Incl if on MSc)** | **Final ARCP** | **OOPE/**  **OOC/P/R** | **OOPT** | **ACL/ACF** | **Parental/sick leave** |
| **Last ARCP outcome form**  *To review recommendations made by previous panels* | Registrars record – if you can’t find please contact HET | x |  |  | x | x |  |
| **All previous ARCP outcome forms**  *To review recommendations made by previous panels* | Registrars record – if you can’t find please contact HET |  | x |  |  |  |  |
| **Training Record Form** | <https://www.fph.org.uk/media/3720/9-training-record-form_23.doc> |  | x |  |  |  |  |
| **Learning agreement Form** for current placement  **SIGNED by SpR, ES & TPD**  *To demonstrate what LOs will be covered during placement* | <https://www.fph.org.uk/media/1164/7-learning-agreement-form.doc> | x  (Not required if on MSc) | x |  | x | x |  |
| **Curriculum Progress Review Form**  **SIGNED by ES and SpR**  (LOSOS Summary Grid) | <https://www.fph.org.uk/media/3719/4-2015-curriculum-progress-review-form_23.doc> | x | x |  | x | x |  |
| **Educational Supervisors report (s)**  **SIGNED by ES and SpR**  One form for every placement since last ARCP. | <https://www.fph.org.uk/media/1160/2-educational-supervisor-report-form.doc> | x | x |  | x | X (not required if on an academic Placement; an academic progress form is then only required) |  |
| **Academic progress form**  **SIGNED** **by AS, AR and SpR** | <https://london.hee.nhs.uk/sites/default/files/academic_progress_report_form_2020.pdf> |  | Only ACL |  |  | x |  |
| **Pre-ARCP Report**  *Useful for reference for overview of training and wider contribution incl citizenship*  *May include discussion with TPD but not obligatory*  No signature required | <https://london.hee.nhs.uk/sites/default/files/pre-arcp_report.pdf> | x | x |  | x | x |  |
| **CCT calculator**  No signature required | <https://london.hee.nhs.uk/sites/default/files/ph_cct_calculator_template_feb_2024_final.xlsm> | x | x |  | x | x | x |
| **Form R parts A & B**  *SpR add*  *areas of work only since last ARCP*  *Panel to check for cause for concern*  **submission confirms signature** | To be submitted via TIS  <https://healtheducationyh.onlinesurveys.ac.uk/london-and-kss-form-r-and-self-assessment-202223>  If there are any problems with submission  please use this paper version  <https://london.hee.nhs.uk/sites/default/files/form_r_blank_-_ph.docx> | x | x | x | x | x | x |
| **Workplace based assessment Form**  Only one work-based assessment is required (either DoPH or CBD form)  Should include specific learning outcomes.  **SIGNED by ES and SpR** | Directly Observed Public Health Practice  **OR**  Case-based discussion form | x | x |  | x | x |  |
| **OOP progress form**  **SIGNED by Supervisor and SpR** | <https://london.hee.nhs.uk/sites/default/files/oop_update_form.pdf> |  |  | x  Not OOPC |  |  |  |