

TPD update session on ARCPs

Graeme Muir

On behalf of ARCP Working Group



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Changes to Gold Guide

Update to Gold Guide published August 2022

- Promoting emphasis on positive language. “inadequate progress” & “shortcomings” to be replaced with targeted development towards specific competences.
- open discussion between the trainee and their educational supervisor prior to the ARCP around an expected outcome. The content of that open discussion should also be referenced in the educational supervisor report prior to the panel
- Outcome 5 review
- Outcome 10.1 & 10.2 – Force Majeure
- Trainee who are planning to resign need to engage with ARCPs due to revalidation
- Will include published update in chat

COVID Derogations

- Remain in place until September 2023
- Amended decision aids / curricula requirements. O10.1 and O10.2 still options

HOWEVER

- Continue to expect 3 person panels as minimum
- Seeking lay / external reps to review approx. 10% of ARCPs in summer windows

ARCP Summer Dates

❖ Window 1

Thursday 11th May – Friday 26th May

❖ Window 2

Monday 5th June – Friday 23rd June

❖ Window 3

Thursday 13th July – Friday 28th July



ARCP Summer Dates

Window	EMS invites to panel members	Escalation to Trusts	Aim for complete panels	Final reminder to trainees	Portfolios complete by
One	16/12/2022	09/02/2023	16/02/2023	30/03/2023	27/04/2023
Two	16/01/2023	27/02/2023	13/03/2023	24/04/2023	22/05/2023
Three	23/02/2023	06/04/2023	20/04/2023	01/06/2023	29/06/2023

Panel Constitution

- As per the Gold Guide, the chair must be either the Postgraduate Dean (or their nominated deputy), the Head of School, Deputy Head of School or a TPD.
- Consist of at least three panel members

Appropriate panel members can comprise of the following:

- The Chair of the Specialty Training Committee
- TPDs
- College/Faculty representatives (e.g. from the Specialty Advisory Committee)
- Educational Supervisors

If Panel membership is not compliant, it could potentially open us up to litigation if it is challenged should a trainee appeal a decision or query this on their completed ARCP form.

Panel members should have completed ARCP training and be compliant with EDI mandatory training

On the Day

- Panel runs from 9.00 am -5.00pm, Briefing 09.00 am – 09.30 am
- Admin support via MS teams with escalation points in place.
- Clinical support from HoS, escalation to Deputy Dean
- End of day de-brief with panel members and HET Officer to ensure actions from the day are clear.
- HET admin will create bulk upload of outcomes, checked by officers, uploaded at end of day or immediately the next day.
- Post ARCP Feedback should be provided to all trainees in a timely and supportive manner

On the Day – Lay reps

- Panel introductions
- Lay rep responsibilities (checklist)
 - Panel referring to decision aids
 - ES report heavily referenced & considered
 - Form R reviewed and notes on outcome form if appropriate
 - Proper process for non straightforward outcomes followed
 - SMART feedback
- Consider checking in with lay reps throughout the day to check they are following the process

Trainee ARCP Documentation

- Form R Completion
 - Via TIS self service, uploaded into eportfolios.
 - HET team can check for current Form R completion on TIS in run up to ARCP panel
 - If missing – alert admin support as can show content
- No Form R
 - O5 and called to support meeting for non-submission
 - Review after 2 weeks. No form = O2/O3/O4. Note on outcome about no Form R
 - Repeat offenders = referred to GMC for non-engagement with revalidation



ARCP Outcome 3

- Ensure that clear feedback is provided as to why the outcome is being given
- Stipulate SMART targets on the outcome form, date of next review, mid point local review & additional training time issued.
- This outcome will extend the CCT date – please note on outcome form.
- Trainee should be signposted to support services, including PSU
- For all Outcome 3s (except exam failure only) an Officer should attend the panel
- Officer to check TIS for previous extension(s) and to ensure they are recorded correctly, so that the panel know how much additional time they can issue.

Outcome 3 / 10.2 extensions

What happens if the trainee has used up all of their additional training time?

- If this is the case, the panel can make a recommendation to the Postgraduate Dean to consider exceptional circumstances and make a derogation from the Gold Guide (GG8:1.12), that request should be made by the panel **before** finalizing the ARCP Outcome.
- This should be managed outside of the ARCP.
- **DO NOT GIVE AN OUTCOME 5 HERE!**

Programme	Extension to training time	Exceptional additional training time (dean only approved)	Total ATT incl exceptional ATT
Foundation training	As in paragraph 4.105, normally limited to 1 year	Not normally extended due to short duration of programme	1 year
Core training	6 months	6 months	12 months
Higher Training	1 year (includes an ATT in core in uncoupled programmes)	1 year	2 years
Run-through Training	1 year	1 year	2 years
General Practice Training	1 year	6 months	18 months

ARCP Outcome 4

- Usually Head of School part of panel as nominated rep of PG Dean.
- Very clear reasons why ARCP Outcome 4 was the only appropriate option should be stipulated on the Outcome form
- The panel should discuss and agreed how feedback will be provided. Officer to take notes for exam failure only. Operations Manager for all other reasons
- The Officer/OM attending will produce a report based on the panels deliberations as a recommendation to the PG Dean
- When a trainee resigns from the programme, we **do not** issue them with an outcome 4.

Outcome 4 and PG Deans involvement

- The panel should make the trainee aware that they are only making a recommendation to the PG Dean and that this will need to be ratified.
- The Officer/OM has 5 working days in which to write the report and send it to the Case Management Team for the PG Dean to consider.
- Only once the recommendation has been upheld by the PG Deans would you then send them the outcome 4 trainee handout and information advising them what to do should they wish to appeal the decision.

Outcome 5s

- **Outcome 5:** is used as a “holding outcome” where there is insufficient evidence (including exam result), and an assessment of progression cannot be made at that time.
- Usual expectation around allowing 2 weeks for further evidence to be submitted
- Outcome 5s are time limited up to max of 8 weeks from ARCP only for exam results (GG8:4.91).
- If at ARCP, the review of progression is dependent on an exam result which would be known within 8 weeks of the ARCP then O5 could legitimately be used.
- Review evidence and agree likely appropriate outcomes to be enacted at O5 review by Panel Chair
- The outcome 5 and new outcome should be recorded separately. It is **not** a conversion. A new ARCP form should be created and dated with the date of the outcome 5 review.

Trainee Feedback

- All ARCP panel decisions will be made in absentia.
- If adverse outcome feedback is provided on the day, trainees should not dial in to the main panel
- Post-ARCP feedback, should be provided to trainees in a timely and supportive manner.
- If this is to be from a panel, they should have a different Teams link where the nominated panel member can discuss with them confidentially.
- All other satisfactory feedback can be provided at local level (e.g. Educational Supervisors)

Cause for Concern

ARCP Panel must complete the Revalidation/Cause for Concern section of the ARCP outcome form so that this can be escalated to the Responsible Officer

“A **cause for concern** is any significant issue which may call into question a doctor’s **fitness to practice**”

Includes

- Unresolved SIs/ SUIs
- Unresolved complaints
- Significant or recurrent breaches of GMC standards of professionalism

Does not Include

- Issues with training progression
- Failure to pass exams

Outcome 2 or 10.1 - reviews

- Trainees with ARCP Outcome 2 or Outcome 10.1 will **only** be entitled to a review by the original panel. There is **no right to appeal**.
- The original panel will be required to reconvene virtually within 15 working days
- If trainee presents mitigating circumstances, e.g., as part of the feedback process, this can only be formally considered through the Review process.
- Only evidence available at the time of the panel should be considered.

Outcome 3, 4 or 10.2 - appeals

- Trainees with O3, O4 or O10.2 have the right to a **review** (original panel) and an **appeal** (independent panel)
- Trainees have 10 **working days** to appeal from the date they are notified of panel decision or PG Deans decision to uphold recommendation of O4
- Appeal panels should be composed of the following:
 - minimum of three individuals, including the Postgraduate Dean or their nominated deputy and at least two others from the following list:
 - An external college/faculty adviser (dependent on capacity)
 - A senior doctor from the same specialty
 - Lay representative
 - HR support/representative
 - Trainee representative



it's
Q & A
TIME!

