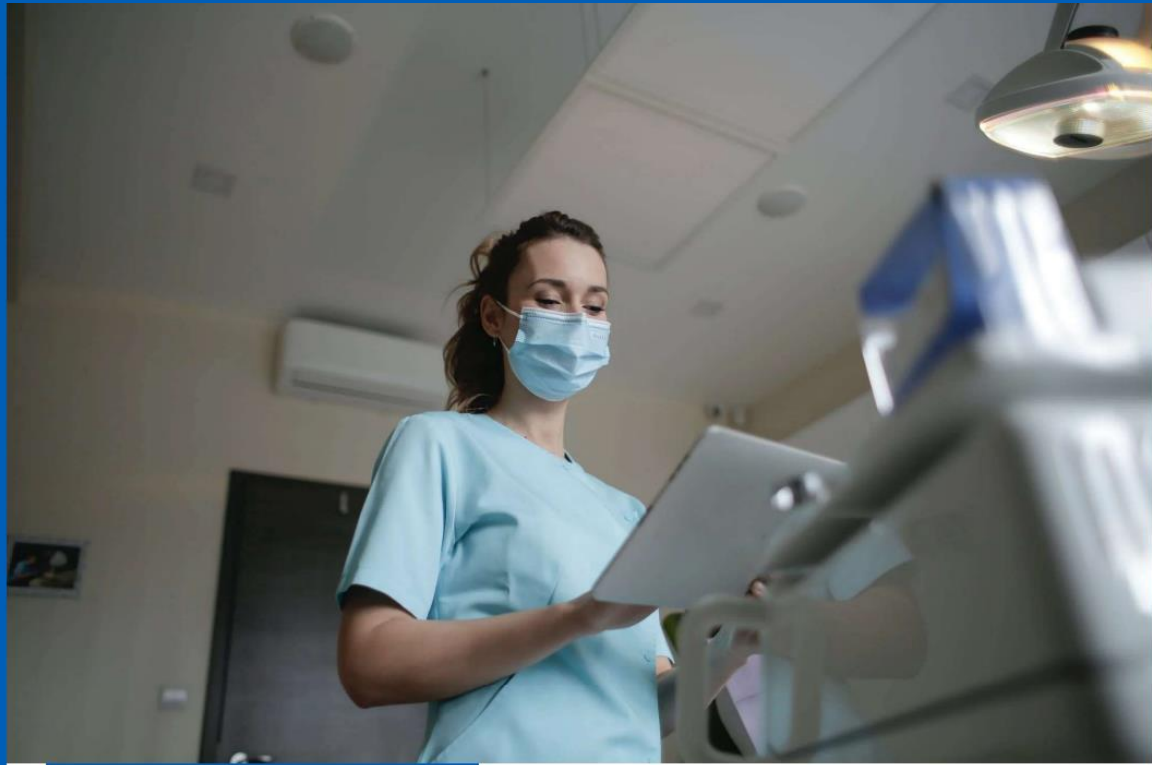


Trainee bulletin – ARCP Information

School of Anaesthetics

March 2024



Hello and welcome

In this bulletin, you will find updates on:

- [ARCP](#)

Introduction

Welcome to the March 24' edition of the London School of Anaesthesia bulletin.

Going forward we aim to circulate this bulletin every alternate month to keep all trainees and trainers informed of everything that is happening within the school ar with NHS England. However we would like to publish an interim bulleting outlining ARCP information ahead of the upcoming ARCP windows.

The content of the bulletin will vary from edition to edition depending on what is happening with the school. If you want to include any submissions, please use the following link: <https://forms.office.com/e/pQ5rYxw1GJ>, submissions via email are longer accepted.

ARCP

Dear Trainees,

With summer ARCP around the corner, we wanted to provide you some information to help you prepare. Please see email you will receive prior to your ARCP.

Dear Trainee

Subject: Annual Review of Competence Progression (ARCP) in Specialty – **on Date**

As a requirement of your training and as specified in the Gold Guide, it is necessary to undergo an annual review of competence progression (ARCP). This process includes the review of documentation that pertains to your GMC licence to practise and revalidation. Revalidation occurs every year at the point of certification/certificate of completion of training (CCT/CESR).

Preparation

To assist with the preparation for the ARCP process, refer to:

1. For more information on Revalidation please see Gold Guide / PSP / GMC
2. For more information on what an ARCP is please see Gold Guide/PSP
3. Decision Aid – for more information please see College/Faculty website
4. Checklist – for more information please see College/Faculty website/PSP

Remote Review – in absentia ARCP

Your TPD has recommended that your e-Portfolio be reviewed by the panel remotely. This way you will not need to attend your ARCP. However, to ensure the panel give you the best outcome possible you will need to make sure your e-Portfolio is up to date with all the relevant documentation. Therefore, please can you make sure your e-Portfolio is up to date by date 2 weeks before

FORM R

You will need to submit your ARCP Form R (parts A, B and Covid 19 self-declaration) using Form R, included as a core part of TSS. Please note that you will no longer submit Form Rs to TSS, if you have any issues, please contact us [via PSP](#).

1. Navigate to <https://trainee.tis-selfservice.nhs.uk/>
2. Sign-up using the email address we contacted you
3. Complete and submit your Form R parts A & B

If you need more information on the TIS Self Service system, please see our website <http://support.hee.nhs.uk/trainees/>

The Form R must cover the entire period from **the date of your last FORM R to this one.**

You must include all periods of time out of training in your TOOT declaration. This includes OOPPE, OOPR (if not being counted for training) and maternity/paternity leave. Regarding leave, please note that time off whilst using accrued annual leave should not be included, actual dates of maternity leave itself.

Please use consecutive calendar days when calculating/declaring TOOT, not just days that you were rostered to be at work.

Please note that you are required to upload your Form R onto your e-Portfolio, should you fail to do so, you will automatically receive an outcome 5 and you will be given 2 weeks to upload the missing evidence. You will also be invited to a meeting with the Postgraduate Dean (or representative of the Dean) to discuss the reason for the non-submission.

Failure again to submit a Form R within this 2-week period will result in the award of an Outcome 2, 3 or 4. Repeated failure to submit Form R will result in trainees being referred to the GMC for non-engagement with revalidation.

For more information on ARCP outcomes please see

<https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000019047-what-does-each-arcp-outcome-mean->

ESSR

Please submit one ESSR for the full period under review where the start date is the day following on from the end date set for your previous ARCP. Please clearly label this ESSR on your LLP as your 'ARCP ESSR'.

Please link all required documentation to this ESSR as not all panel members have access to your document store and if any evidence is missing and cannot be found at your ARCP, we will have to award you an outcome 5.

Please find below the following documents to assist in preparation for your ARCP. The ARCP panel will be using these documents as reference during your ARCP to decide what outcome to award you.

1. RCOA National Anaesthetic ARCP Checklist 2021 and Transition Guide
<https://rcoa.ac.uk/training-careers/training-hub/2021-curriculum-arcp-checklists-guidance>
2. RCOA National Anaesthetic 2010C ARCP Checklist
<https://www.rcoa.ac.uk/sites/default/files/documents/2020-02/RCoA%20National%20ARCP%20Checklist%20V5.pdf>
3. ACCS ARCP 2022-2023 Decision Aids
<https://rcoa.ac.uk/sites/default/files/documents/2023-03/ACCS%20ARCP%202022-23%20Decision%20Aid.pdf>
4. 2021 Curriculum for a CCT in Anaesthetics
<https://www.rcoa.ac.uk/training-careers/training-anaesthesia/training-news/2021-curriculum-cct-anaesthetics>

For those of you who are transitioning from the 2010 to 2021 Curriculum, please contact your TPD if you don't know which transition arrangement (RCOA transition guide) is relevant for your stage of training.

The RCOA has recently reviewed and updated some of these documents, so please check the documents on the training hub again, prior to your ARCP, so you are always using the latest guides. <https://www.rcoa.ac.uk/training-careers/training-hub>

Dual Trainees

Dual Trainees will have a separate ARCP in both specialties and will be awarded 2 outcomes, one for each speciality every time. For your Anaes ARCP please follow the guidance documented in this invitation.

Please be aware that only your Anaes portfolio can be accessed and reviewed at the Anaes ARCP and by the Anaes TPDs, even if you have linked evidence through from your ICM portfolio to your Anaes ESSR. Therefore, any evidence which needs to be reviewed by the Anaes ARCP Panel, needs to be loaded onto the Anaes section of the LLP too.

To support you in achieving the best outcome, it is imperative that you are provided with an ES for Anaesthetics and ICM in every trust you rotate through. Please let the college tutor and faculty tutor in Anaesthetics and ICM know that you are working in their trust so this can be organised for you, and they can help you with the relevant ARCP preparation.

Final ARCP – 2010 or 2021 Curriculum

If this is your final ARCP, to assist the panel from having to explore your entire document store, if you completed some higher and/or advanced clinical and non-clinical units of training, on the old e-portfolio platform, please include a summary of this evidence on your ARCP ESSR.

<https://www.rcoa.ac.uk/2010-curriculum>

Shielding

Trainees who have been shielding and would like to count time towards training, please contact your supervisor (ES/module lead) to review your evidence collected during this period to see how much can count to training. Further guidance on support for shielding trainees can be found here: <https://www.hee.nhs.uk/covid-19/support-displaced-or-shielding-trainees>

OOP Trainees

If you are currently on an OOP (not counting towards training), you will still need an ARCP to review this period out of programme.

If your OOP has not been recognised for training, the panel will need to receive a supervisor's report from you, please complete an OOP update form which will be attached your ARCP invite email. You can also submit an ESSR as your Supervisors report. This report should indicate what you are doing during your OOP time. Please also submit a Form R too.

If part of the year under review has included some in training time, you will need to submit an ESSR for the in-training period under review. Many trainees find it easier to then submit one ESSR that includes information about their in-programme activities and out of programme activities.

Academic Trainees

For all Academic trainees undertaking an ACF, CL or those who are currently on an OOPR, you are also required to complete the Academic Progress Report form and upload this to your portfolio. A copy of this form can be found here.

https://london.hee.nhs.uk/sites/default/files/academic_progress_report_form_2020.pdf

Once completed, please send a copy of the form to Dr Gudrun Kunst, Anaesthetics and Critical Care Academic Pan-London TPD, at least 2 weeks before your ARCP date so that she can review and include her comments as the Academic ARCP representative.

You can send the completed form to Dr Kunst at g.kunst@nhs.net, Gudrun.kunst@kcl.ac.uk.

On completion of your ARCP

You will be notified via the Lifelong Learning Platform when your outcome form has been completed by the ARCP panel. Please remember to review this form and accept it.

The date of your next ARCP is normally 12 months later, but please review your outcome form to see if the panel has suggested an ARCP in less than 12 months' time. Although we may have specified your next ARCP date as the start of a month. Please be aware this just references the month of the ARCP window you will reviewed in.

Please note any objectives that have been set by the ARCP panel. If you are unsure of any of the comments on the form or objectives that have been set, please discuss this with either your ES or TPD.

For certain outcomes, your TPD will contact you directly to discuss the outcome awarded.

Additional Available Resources

- HEE London School of Anaesthesia Website - <https://london.hee.nhs.uk/specialty-schools/anaesthesia/anaesthesia-arcps/>
- RCOA Website - <https://www.rcoa.ac.uk/training-careers>
- Gold guide v9 - <https://www.copmed.org.uk/images/docs/gold-guide-9th-edition/Gold-Guide-9th-Edition-August-2022.pdf>
- CCT date calculator - <https://www.rcoa.ac.uk/cct-date-calculator>

Should you have any queries relating to the ARCP review, please do not hesitate to contact us via PSP (link attached below)

<https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000023901-what-if-none-of-the-faqs-answer-my-question-> click the link on the page where it indicates 'If no FAQ has answered your questions. This will generate an enquiry form which you need to complete and raise your query in the "Your Enquiry" box.

If you have a query or issue related to your LLP, please contact the RCOA at lifelong@rcoa.ac.uk or call 0207 092 1556.

ARCP Window 1

Window 1 will consist of trainees of the following grades:

ACCS CT1 & CT3, Anaesthetics CT1, CT2, ST4, ST6

Date	Region
9 th May 2024	North East & North Central
14 th May 2024	North West
14 th May 2024	South West
17 th May 2024	North West
20 th May 2024	South East
21 st May 2024	North East & North Central
23 rd May 2024	South East
23 rd May 2024	North Central



24th May 2024	South West
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ARCP Window 2

Window 2 will consist of trainees of the following grades:

ACCS CT2 & CT4, Core Anaesthetics CT3, Anaesthetics ST5 &ST7

Date	Region
Stage 1 – 21st June 2024	North East, North West, North Centra
Stage 2 – 18th June 2024	North East ,North West, North Central
Stage 3 – 21st June 2024	North East, North West ,North Central
Stage 1 – 12th June 2024	South East & South West
Stage 2 – 11th June 2024	South East & South West
Stage 3 – 25th June 2024	South East & South West



If you have any questions or queries, please do get in touch with the HET team here at NHSE, either [via the PSP portal](#) or School line below.

Best wishes

Anaesthetics Specialty HET team, HoS Dr Aasifa Tredray & DHoS Carlos Kidel

Healthcare Education Team, London and Kent, Surrey and Sussex

Health Education England

KSS & LDN HEE Website: <https://kss.hee.nhs.uk/> <https://london.hee.nhs.uk/>

PGMDE support portal: <https://lasepgmdesupport.hee.nhs.uk/support/home>

School line: 0207 866 3237

HEE is part of the NHS, and we work with partners to plan, recruit, educate and train the health workforce