

Public Health – Pan-London ARCP Evidence Checklist

Please ONLY use the document templates indicated below, and those embedded within 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 deadline (*within 10 working days*), will result in an Outcome 2 or 3 (unless the panel chair has agreed an exception). For further details on each of the ARCP outcomes, please refer to the [Gold Guide](#).

All forms requiring a signature (Registrar, ES or TPD) are indicated in the table below. These should be signed using a hand-written signature – (scanned copy acceptable).

A typed name or digitally generated signature will result in an Outcome 5.

It is your responsibility to check and update the CCT date on your portfolio using the CCT calculator. The ARCP panel will finalise. This applies to all Registrars from ST1-5.

Documentation required by ARCP panel	Location of paperwork	Annual ARCP (Incl if on MSc)	Final ARCP	OOP C/E/P/R	OOP T	ACF/CL	Parental/sick leave
Last ARCP outcome form	Registrars must retain a signed copy of their latest outcome form – please contact HET if unavailable. Upload to: Personal library	x			x	x	
All previous ARCP outcome forms	Registrars must retain a signed copy of all their outcome forms – please contact HET if unavailable. Upload to: Personal library		x				
Learning agreement form <i>(completed at the start of your current placement – to demonstrate what LOs covered during placement)</i> SIGNED by ES, TPD and SpR	Learning Agreement Form Upload to: Personal library	x (not required if on MSc)	x		x	x	
Educational Supervisors report(s)	Educational Supervisor Report Form	x	x		x	X (see col 1)	

<p>One form for every placement since last ARCP (of over one month duration) .</p> <p>SIGNED by ES and SpR <i>(for placements over one month)</i></p> <p>(ACF/ CL – not required if on an academic placement- only an academic progress form is required)</p>	<p>Upload to: Personal library</p>						
<p>Academic progress form</p> <p>SIGNED by AS, and SpR</p>	<p>Academic Progress Report Form</p> <p>Upload to: Personal library</p>					X	
<p>Pre-ARCP Report</p> <p>For reference of overview of training and wider contribution incl. citizenship</p> <p>Includes 360 date and exam evidence</p> <p>No signature required</p>	<p>Pre-ARCP Report</p> <p>Upload to: Personal library</p>	X	X		X	X	
<p>CCT calculator</p> <p>No signature required</p>	<p>CCT Calculator</p> <p>Upload to: Personal library</p>	X	X		X	X	X
<p>Form R parts A & B</p> <p><i>Registrar to add areas of work since last ARCP</i></p> <p>Submission confirms signature</p>	<p>Form R <i>(Upload completed form to your portfolio)</i></p> <p>Upload to: Personal library</p>	X	X	X	X	X	X
<p>OOP progress form</p> <p>SIGNED by Supervisor and SpR</p>	<p>OOP Update Form</p> <p>Upload to: Personal library</p>			X (Not OOPC)			
<p>360 Feedback</p>	<p>Upload to: Personal library</p>		X				