

ISCP Action List for ARCP – St1-3

The checklist below is intended as a summary guide to ensure all the correct information is recorded on the ISCP for both interim ARCPs, usually conducted in March and the final ARCPs which are usually carried out in September.

This takes time and it is wise for StRs to allow at least 30 minutes every week to update their ISCP. This 'Action List' not intended as a substitute for the ISCP Guidelines so please refer to these for more details. It is not possible to add details to ISCP until the fee has been paid.

Section of ISCP		Action by trainee	Action by TPD	Action by AES
Trainee History Timeline	Record any changes to level of training or TPD	Update annually	Validate	
Profile	Photograph CV	Add Update annually		
Placement	Choose main hospital base and then 'Other hospital/location' to add DGH. Only have one placement per year. Add names of all your Clinical Supervisors to allow them to add comments.	Add	Validate	
Timetable (Rota)	Sessions should indicate whether they are a Clinical / Non-Clinical session eg study, research, audit, admin etc. The drop down boxes are not very descriptive for the clinical sessions so choose 'Other' and give nature of clinic eg Personal treatment; New patients; Review clinic; MDT clinic etc.	Record in detail in Rota section	Review	Review
Global Objectives (GO)			Add	
Learning Agreement (LA)	This will include: <ul style="list-style-type: none"> Objective setting Recording topics Actions required to meet learning objectives Topics selected should be relevant to each year of training. Use the 2013 version of the curriculum.	Create for each placement Log progress	Review	Create for each placement Log progress
AES Meetings	Record dates and details of all meetings with a minimum number of 3 meetings per placement. The final meeting is to be undertaken just prior to the yearly ARCP (for a one year placement).	Record minutes of every AES meeting	Review	Confirm minutes of every meeting

AES Report (include concerns)	This is the first area the ARCP panel will review to understand how a trainee is progressing. For interim ARCPs this will be viewed by the ARCP panel in the LA of the Trainee Progress report. For final ARCPs a report will be generated via ISCP for the AES to complete date is confirmed.	Discuss with AES prior to ARCP	Review	Complete and discuss with StR Write interim report and final report in parallel with LA to allow progress against the LA to be monitored
Work based assessment & spread	Year 1: 6 DOPS 2 CEX 2 CBD 1 MSF (must complete at least 4 satisfactory WBA including MSF by interim ARCP) Year 2: 4 DOPs 3 CEX 3 CBD 1 MSF (must complete at least 50% satisfactory WBA including MSF by interim ARCP) Year 3: 4 DOPs 3 CEX 3 CBD 1 MSF (must complete at least 50% satisfactory WBA including MSF by interim ARCP) The recommendation is that no more than 2 WBA should be assessed by a post-CCST trainee per trainee per year of training. No more than 2 WBAs undertaken in a simulated setting should be counted per year.	Set up at least 1 WBA per month with a range of supervisors WBAs should not be only clustered around ARCPs.	Need to be aware of problems in achieving competencies especially prior to signing examination forms	Check WBA progress every three months Carefully monitor Year 3 WBA to ensure progress appropriate for timing of exams
Multi-source feedback (MSF)	Multi-source feedback should be conducted in readiness for the first interim ARCP at 6 months into training and then annually. 12 raters, who are able to make objective judgements about the performance of the StR, should be chosen. The raters should include the AES, + 2 consultants, 3 senior nurses, 3 other trainees (senior and junior) and 3 different types of health care professionals or administrators. Choose the raters spread between training sites (DH and DGH)	Plan list of 12 raters with AES and ensure approved list Invite raters and remind as necessary Arrange to discuss findings with AES	Review	Review suggested list of raters and approve Complete MSF Review MSF and discuss findings
Observation of teaching	Teaching may be observed in a variety of settings such as one-to-one, tutorials, lectures or workshops.	Invite another teacher to attend teaching session Complete assessment of teaching form		Review

Audit	There should be a minimum of one completed audit project per year. The completed presentation with outcomes should be uploaded on ISCP. Aim to have an 'Assessment of Audit' WBA as evidence.	Record all ongoing projects in Evidence section. Upload audit presentation Request feedback Complete assessment of audit form	Review	Review planned audits and progress
Exam Results	This is particularly important in Orthodontics as the number of minimum WBA is low compared to other specialties but this is due to the inclusion of other assessments throughout the 3- year period of training.	Record all academic assessments and exam results in 'Other Evidence' section.		Review and discuss findings
Research Report	A progress report by the research supervisor should be available for both the interim and final ARCP.	Record details of research study in 'Other Evidence' section. Upload SAC Research Report with research supervisor at least 1 month before both interim and final ARCP	Review	
Log Book Summary	This word document has been developed by the SAC. Please use the correct StR form. It should be completed and uploaded to the other evidence section of Evidence.	Complete word document in full and send to AES prior to meetings Complete and upload to Evidence for both interim and final ARCPs	Review	Review at each meeting Review for ARCP
Clinical supervisor comments and concerns	It is essential that the Clinical Supervisors comment on their training on a regular basis. A final AES report will not be able to be generated until sufficient comments are available.	Remind clinical supervisors to record any comments on the StR's training and progress	Review	Review and discuss findings
Other evidence	Details of awards, prizes, courses attended, e-learning, exams, external conferences, meetings attended or chaired, internal meetings attended, teaching e.g. seminar programme, patient feedback, positions of responsibility, presentations, projects, publications and research, teaching sessions, records of critical or significant events are useful evidence to give the ARCP panel a broader picture of	Upload evidence to the relevant section each month		Review evidence section at meetings and discuss findings

	the training that has been undertaken and the opportunities that have been provided.			
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