School of Ophthalmology
ST1   Passport Front Sheet

Trainee Name	
Trainee Level	
Trust	
Educational supervisor	
CCT Date	
Exams	Part 1☐ Refraction☐ Part 2 Written☐ Part2 Clinical☐

	ST1	ST	ST	ST	ST	ST	ST		
ARCP outcome									

Please include previous outcome if completed ST1 in another region

LOGBOOK Summary (you can assign to higher years if you get the opportunity to complete parts of these area)					
Cataracts	**No**	**Others**	**No**		**No**
Total P/PS (350)		Squints (20)		Graft assist (6)	
PC Rupture % (last year)		Lids (40)		VR assist (20)	
Manage vit loss		Ptosis (3)		Ret Laser (?6/40)	
Sup Juniors		Glaucoma (30)			
Cataract Audit (1)		Cornea Glue (2)		Trauma inc >/=1 corneo-scleral (2)	
Evisc + Enuc (2)		TAB (2)		Manage List (2)	

Timeline						
Start date Day/mth/yr	**End date Day/mth/yr**	**Period Type Clinical training/Stat leave/OOPC/OOPR/OOPE/Additional training time/ shielding/ redeployed**	**Location/ Trust**	**WTE (%)**	**Months**	**Months Credit**

NHS

Health Education North Central and East London
Health Education North West London
Health Education South London

CV Summary Totals are for ALL training					
OOPR Plans	**Yes/No**	**Details**			
Any Training Targets to meet curriculum/ yearly requirements	**Yes/No**	**Details**			
Total Prizes		**Total Case Reports**		**Total Papers**	
Total Presentations		**Teaching/Leadership Qualifications**		**Other**	
Leadership in 8 domains	managing self ☐ team management ☐ financial ☐ project management ☐ medico-legal ☐ confidentiality and data protection ☐ risk management ☐ management training ☐				

NHS

Health Education North Central and East London
Health Education North West London
Health Education South London

Trainees should complete Sections 1-7 prior to the ES meeting.
Your Educational Supervisor will fill in the Yes/No column of sections 1-7, and sections 8-9

Section 1 **Surgical Log Book Review**		Action to be taken Yes/No
No of cataracts performed/ steps performed, (For London it is usually expected that ST1 trainees will have completed 10 whole cataract operations by end of ST1 to achieve outcome 1. In 2022 we would accept 8 parts to complete case or complete cases for 1 this year, if <8 complete or partial cases would be 2/10.1 on circumstances)	**Comments** Please record all the steps or parts of cataract surgery you perform.	
PC rupture rate/ recent audit A cataract complication log should be kept for cases	**Comments**	
YAG/ Argon laser experience	**Comments**	

Section 2 **Eportfolio BST Competencies**		Action to be taken Yes/No
Are traffic lights for ST1 Green	**Comments** (number completed)	
The relevant subspecialty WBAs are completed on e-portfolio and minimum required number of procedures are in logbook		
☐ CRS1 History (Learning Outcome CA1 – take a focused clinical history) ☐ CRS2 Vision (CA2 – Assess vision)		

☐ CRS3 Visual Fields (CA3 – Assess and interpret visual fields by confrontation)

☐ CRS4 Amsler (CA4 - Demonstrate and teach the appropriate use of the Amsler chart to patients)

☐ CRS5 External Eye (CA5 - Perform a complete external eye examination of both eyes)

☐ CRS6 Pupil (CA6 - Examine the pupils and perform diagnostic pharmacological tests)

☐ CRS8 IOP (CA8 - Measure IOP using applanation tonometry)

☐ CRS9 Slit Lamp (CA9 - Perform slit lamp biomicroscopy of the anterior segment using appropriate illumination techniques and stains, and diagnostic contact lenses)

☐ DOPs Cannulation (PS4 - Perform venesection, cannulation and set-up intravenous infusions)

☐ DOPs Blood Samples (PS20 - Take samples for blood culture)

☐ DOPs Hand Hygiene (PS21 - Perform the correct hand hygiene technique)

☐ DOPs Ocular Surface (PS11 - Remove Ocular Surface foreign bodies)

☐ DOPs Irrigation (PS22 - Carry out irrigation and debridement of ocular contaminants)

☐ DOPs Biometry (Bi – Direct Observation of procedural skills for biometry (derogation can be deferred to OST2 and have outcome 1)

☐ OSATS Operating Microscope (SS2 – Using the operating microscope) (must be complete and can be assessed in simulated environment)

☐ OSATS Aseptic Technique (SS3 – Use aseptic operating technique)

Section 3 Audit and Research Activity *(including any presentations and publications)*		Action to be taken Yes/No
Audit (London specific minimum of one per year is mandatory)	**Comments**	
Research (is there evidence of research activity on the eportfolio optional for 2022)	**Comments**	

Section 4		Action to be taken Yes/No
Involvement in teaching *(including any feedback)*		
Evidence of teaching and any feedback received	**Comments**	

Section 5		Action to be taken Yes/No
Courses attended and other extra-departmental CPD		
CPD Diary and evidence of courses attended during this training year	**Comments** ☐ Certificate of completion of ST1 Cataract Simulation Training at Moorfields ☐ Certificate of completion of GCP ☐ Certificate of completion of Trust Mandatory training in protection of children and vulnerable adults	

Section 6		Action to be taken Yes/No
Leadership and reflective practice		
2 pieces of evidence relating to projects from Leadership curriculum for each year of training (derogation 1 piece required for year 2022)	**Comments**	

Section 7		Action to be taken Yes/No
Personal Development Plan/Educational objectives		
Is the PDP on the eportfolio? Mandatory for outcome 1	**Comments**	

Section 8 Overview	Action to be taken Yes/No

CBD undertaken (8 expected per ARCP period for 2022 for outcome 10.1, 10 for outcome 1)	**Comments** /8 /10	
MSF completed Mandatory for ARCP outcome 1 in 2022	**Comments** (Please specify if concerns expressed)	
DOPS/ OSATS progress	**Any Comments**	
Are ES and CS reports for August to February and if applicable Feb-June of this training year assigned on eportfolio? Need 1 ES report every 6 months and CS report for each CS works with	**Yes/No** **Comments**	
Are the above ES and CS reports all satisfactory?	**Yes/No** **Comments** (Please specify if concerns expressed) Please upload the annual ESR logbook summary grid for every procedure for this year. **Yes/ No**	
E Portfolio	**Is the ARCP open for the correct period with cut-off date 3rd June?** **Are the work history details entered correctly?** **CCT Date: does it need recalculation - need to upload calculator if LTFT, OOP, statutory leave etc?** **Have you uploaded form R and completed correctly?** Mandatory for ARCP outcome 1 in 2022 **SUI Reports/Complaints (anonymised) with reflection on each incident and complaint concentrating on lessons learnt?** Omitting a complaint/SI can indicate a lack of probity and not providing a reflection with lessons learnt can indicate a lack of insight. This is very serious and an outcome 3 should be considered with escalation to the appropriate Dean, whom is the trainee's responsible officer.	
Part 1 Exam progress (trainees must pass Part 1 FRCOphth by the	**Comments** (Please state if trainee has passed exam and uploaded evidence OR will be sitting the exam) **Note the college has not updated the exam section, so if not uploaded your exam feedback or pass letter to**	

end of ST2 for outcome 1)	additional evidence and labelled we will assume you have not tried or not passed as applicable	
New Curriculum 2024 Checklist ST1-3	**Upload a completed curriculum checklist (for gap analysis), to be completed with ES**	

| **Section 9** | |
| **Action Plan** *(to be completed at meeting by ES)* | |
| **Action Point 1** |
| Upload this completed form |
| **Action Point 2** |
| Upload completed Curriculum 2024 checklist (see RCOphth website) |
| **Action Point 3** |
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| **Action Point 4** |
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| **Action Point 5** |
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| **Action Point 6** |
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| **Action Point 7** |
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| **Action Point 8** |
| |

Completion of Form by:	
Date Completed:	

REFERENCES FOR TRAINEES/ TRAINERS
Dates 2022:
Friday 3rd June   portfolio lockdown (cut-off date)
Friday 17th June   ARCP in absentia
                 (Ensure your ARCP period does not run beyond this date, as otherwise the panel will not be able to complete the form electronically, so you will not know your result on the day)
Monday 4th July   remote ARCP one to one discussion for all trainees not receiving outcome 1 or 10.1

Outcomes

Outcome 1	Progress to next stage training if full time (n.b. if derogation applies for 2022 can still be awarded outcome 1 without certain competencies).
	If less than full time may not be able to progress to next stage despite satisfactory if not completed time for training. In these cases, CCT calculator important
	e.g. can get outcome 1 when completed 36 months as 0.6 LTFT i.e. 21.6 month full time equivalent but near end of ST2 and only progresses to ST3 when completed 24 months full time equivalent
Outcome 2	Development specific competencies NO additional training time (Includes lack of engagement e.g. those on OOP not entering paperwork, incomplete CS forms, WBAs)
Outcome 3	Inadequate training progress– ADDitional training time
Outcome 4	Released from training
Outcome 5	For 2 weeks – only for form R/exam results
Outcome 6	Awarded CCT
Outcome N	Not assessed e.g. statutory leave
Outcome 8	On OOP

Covid outcomes	**These will only be awarded if evidence shows the trainee was progressing appropriately and there was a lack of opportunity to complete the competencies due to Covid e.g. redeployment affecting ability to complete exam, unable to complete procedures due to surgery being suspended.**
Outcome 10.1	Was progressing appropriately, opportunities to complete competencies was affected due to COVID
	NO additional training time
	PDP to included competencies deferred until next ARCP
Outcome 10.2	Was progressing appropriately, critical progression not achieved. ADDitional training time

FAQs on curriculum requirements can be found on RCOphth website: https://www.rcophth.ac.uk/wp-content/uploads/2019/05/RCOphth-Curriculum-FAQs.pdf

Link to college Covid-19 guidance for 2022 https://www.rcophth.ac.uk/standards-and-guidance/covid-19-resources/covid-19-and-training/

Link to College decision aid for 2022: https://www.rcophth.ac.uk/wp-content/uploads/2022/04/RCOphth-ARCP-Guide-2022-decision-aid-GMC-approved.pdf

Link to videos on ARCP:
https://us02web.zoom.us/rec/play/D7IGIA3gqXQ3ofgLuEFXy9LWrYfVvpsUZL85CeDZHxg0x4IfL9VODYz-Rc5UBHg0exJtdtlDpoS0B8gN.pACRtqn9MUHLna-b?continueMode=true&_x_zm_rtaid=tQybgSR3Ti6XY98RuoyURQ.1620718279198.9950a4bddf927813027e0fdd3a195480&_x_zm_rhtaid=279