

School of Ophthalmology

ST2 Passport + Checklist

Trainee Name	
Trainee Level	
Trust	
Educational supervisor	
CCT Date	
Exams	Part 1 <input type="checkbox"/> Refraction <input type="checkbox"/> Part 2 Written <input type="checkbox"/> Part2 Clinical <input type="checkbox"/>

	ST1	ST	ST	ST
ARCP outcome				

Please include previous outcome if completed ST1 in another region

Completion of Form by:	
Date Completed:	

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 + Enucl (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

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 <input type="checkbox"/> team management <input type="checkbox"/> financial <input type="checkbox"/> project management <input type="checkbox"/> medico-legal <input type="checkbox"/> confidentiality and data protection <input type="checkbox"/> risk management <input type="checkbox"/> management training <input type="checkbox"/>				

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 ST2 trainees must complete a minimum of 50 cataracts by end of ST2 for outcome 1, if less than 50 maybe applicable for outcome 10.1 or 2)	Comments	
PC rupture rate/ recent audit	Comments	
YAG/ Argon laser experience	Comments	

Section 2 Eportfolio BST Competencies		Action to be taken Yes/No
Are traffic lights for ST2 Green	Comments (number completed)	
The relevant subspecialty WBAs are completed on e-portfolio and minimum required number of procedures are in logbook		
<input type="checkbox"/> Outstanding CRS, OSATS and DOPS deferred from ST1 should all be complete <input type="checkbox"/> CRS1 History (CA1 – Take a focused clinical history) <input type="checkbox"/> CRS7 Ocular Motility (CA7 – Perform a cover test and assess ocular motility) <input type="checkbox"/> CRS10 Fundus (CA10 – Examine the fundus using appropriate techniques) (CRS10a – direct ophthalmoscope, derogation can be deferred to OST3 and have outcome 1)		

<input type="checkbox"/> CbD Case Based Discussion (Indicative requirement of 10 usually expected per ARCP period, performed regularly approx. one per month; assessors should be a consultant or senior trainee) (Derogation: 8 expected per ARCP period for 2022 for outcome 10.1, 10 for outcome 1)	
<input type="checkbox"/> DOPs Lacrimal Function (PS8 – Assess lacrimal function)	
<input type="checkbox"/> DOPs Corneal Scrape (PS10 – Perform a corneal scrape)	
<input type="checkbox"/> DOPs Suture Removal (PS13 – Remove sutures from eye and adnexa) (derogation can be deferred to OST3 and have outcome 1)	
<input type="checkbox"/> DOPs Lid Hygiene (PS18 – Demonstrate lid hygiene from a patient)	
<input type="checkbox"/> OSATS1 Surgical Skills (SS1 – Demonstrate a wide range of surgical skills) (derogation can be deferred to OST3 and have outcome 1)	
<input type="checkbox"/> OSATS1 Lid Surgery (SS7 – Undertake the surgical management of lid problems) (derogation can be deferred to OST3 and have outcome 1)	
<input type="checkbox"/> DOPs Biometry (Bi – Direct Observation of procedural skills for biometry (Usually complete OST1, if deferred to OST2 is required for outcome 1)	

Section 3		Action to be taken
Audit and Research Activity (including any presentations and publications)		Yes/No
Audit (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
Involvement in teaching (including any feedback)		Yes/No
Evidence of teaching and any feedback received	Comments	

Section 5		Action to be taken
Courses attended and other extra-departmental CPD		Yes/No
CPD Diary and evidence of courses attended during this training year	Comments <input type="checkbox"/> Certificate of completion of GCP	

	<input type="checkbox"/> Certificate of completion of Trust Mandatory training in protection of children and vulnerable adults	
--	--	--

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

Section 7 Personal Development Plan/Educational objectives		Action to be taken Yes/No
Has the ARCP visible from ST1?	Comments (please note if password protection is on document)	
Is the PDP on the eportfolio? Mandatory for outcome 1	Comments	
Does the PDP include any objectives set at ARCP last year?	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	Comments	
Are ES and CS reports for August to February and if applicable Feb-June of this training	Yes/No Comments	

<p>year assigned on eportfolio? Need 1 ES report for each 6 months and CS report for every CS works for.</p>		
<p>Are the above ES and CS reports all satisfactory?</p>	<p>Yes/No</p> <p>Comments (Please specify if concerns expressed)</p> <p>Please upload the annual ESR logbook summary grid for every procedure for this year. Yes/ No</p>	
<p>E Portfolio</p>	<p>Is the ARCP open for the correct period with cut-off date 3rd June?</p> <p>Are the work history details entered correctly?</p> <p>CCT Date: does it need recalculation - need to upload calculator if LTFT, OOP, statutory leave etc?</p> <p>Have you uploaded form R and completed correctly? Mandatory for ARCP outcome 1 in 2022</p> <p>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.</p>	
<p>Part 1 Exam progress (trainees must pass Part 1 FRCOphth by the end of ST2 for outcome 1, outcome 10.1 can be awarded if not achieved and added to Action Plan)</p>	<p>Comments (Please state if trainee has passed exam and uploaded evidence OR will be sitting the exam)</p> <p>Note the college may not updated the exam section, so if not uploaded your exam feedback or pass letter to additional evidence and labelled we will assume you have not tried or not passed as applicable)</p>	
<p>Refraction Exam progress (refraction certificate has been deferred to OST3 in 2022)</p>	<p>Comments (Please state if trainee has passed exam and uploaded evidence OR will be sitting the exam)</p> <p>Note the college has not updated the exam section, so if not uploaded your exam feedback or pass letter to additional evidence and labelled we will assume you have not tried or not passed as applicable)</p>	
<p>Curriculum 2024 Checklist ST1-3</p>	<p>Upload the curriculum 2024 checklist (on RCOphth website) for gap analysis – go through with your ES</p>	

Section 8 Action Plan
Action Point 1 Upload this report
Action Point 2 Upload the curriculum 2024 checklist on RCOphth website
Action Point 3
Action Point 4

REFERENCES FOR TRAINEES/TRAINERS

Dates 2022:

Friday 3 rd June	portfolio lockdown
Friday 17 th 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 4 th 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

