Annual Reviews in Ophthalmology

Trainee Checklist ST3

As well as completing your enhanced Form R (available on synapse), you must ensure that you provide the following evidence on Eportfolio at your ARCP. Please note that the panel will be unable to review your progress if you fail to update Eportfolio appropriately, which will result in you receiving an unsatisfactory outcome. Please ensure that any document you wish to submit as evidence is assigned to an appropriate ARCP period.

Expected learning outcomes are listed below in parentheses.

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

☐ CRS1 History (CA1 – Take a focused clinical history)

☐ CRSret Cycloplegic Refraction (PS2 – Perform a refractive assessment and provide an optical prescription)

☐ CbD Case Based Discussion x10 (Assessor should be a consultant or senior trainer)

☐ DOPs Local Anaesthesia (PS5 – achieve appropriate local anaesthesia, and recognise the possible complications)

☐ DOPs Bandage Contact Lens (PS14 – Fit a bandage contact lens)

☐ DOPs Laser lens capsule (SS14 – Apply appropriate laser for the management of the lens capsule)

☐ DOPs Laser IOP (SS15 - Apply appropriate laser for the management of raised intraocular pressure)

☐ DOPs Laser Retina (SS16 - Apply appropriate laser for the management of retinal problems)

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☐ OSATS1 (SS1 – Demonstrate a wide range of surgical skills)

☐ OSATS1 (SS4 – Perform Cataract surgery)

☐ MSF – 15 assessors must be approved by your Educational Supervisor, 11 respondents are required for the result to be released. Result of MSF must be discussed with ES with reflection on any adverse comments

☐ Educational Supervisors Report (a report to cover 6 months Aug 2017- Feb 2018 of this training year and a second report which covers Feb 2018– June 2018 of this year.)
The ES report should ensure the log of surgical procedures is completed for each six months of training and include the posterior capsule rupture rate for each six months. Percentage takeover is the number of PC ruptures which were taken over by your supervisor. At ST1-2 level it is expected that takeover would be 100% but that by ST7 trainees will manage their own PC ruptures and so the percentage takeover will be close to 0%

☐ Clinical Supervisors Report (one for a CS you have worked with to cover each patient directed session on your timetable i.e. each consultant/senior supervisor who supervises you in each clinic, theatre or casualty)

☐ Logbook (on Eportfolio) with Cataract numbers – it is expected that in year ST3 you will complete 130 cataract operations in total. Please upload the annual logbook summary for this year of training and the cumulative ESR logbook summary grid for all of your training

☐ A cataract complication log should be kept for cases from 2014 onwards. Where retrospective collection of outcomes is not possible there must be a reasonable explanation endorsed by your ES in their report. Template: https://www.rcophth.ac.uk/wp-content/uploads/2018/04/Continuous-cataract-complications-audit-synopsis-template.pdf

☐ Outcome form(s) from last ARCP (remove any password). If you had more than one outcome e.g. 5 then1 or 2 then1 you must upload all outcome forms and any interim review forms you have received. PDP for this year which should incorporate any advice given by the ARCP panel.

☐ SUI Reports/Complaints (anonymised) and a reflective piece on each incident and complaint

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☐ Evidence of exam sittings and results. You must pass Refraction exam by the end of ST3; failure to do so will lengthen your training time. Upload evidence of exam pass or if failed upload feedback from RCOphth re your performance.

Also upload the following evidence:
☐ Upload an up to date PDP and complete e portfolio PDP

☐ Recent Interim Review

☐ Audit completed in current year (minimum of one per year is mandatory).

☐ Evidence of teaching and any feedback received

☐ Any publication in this training year

☐ Certificate of completion of GCP

☐ Certificate of completion of Trust mandatory training in protecting children and vulnerable adults.

☐ Two pieces of evidence relating to projects from Leadership curriculum for London trainees in each year of training, with reflection on learning

☐ CPD Diary and evidence of courses attended during this training year

☐ Any other evidence of performance (Thank you letters etc)

☐ CCT calculator if applicable ie. LTFT or statutory leave etc.

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