School of Ophthalmology
ST3   ARCP Checklist Front Sheet

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

Completion by:	
Date Completed:	

	ST1	ST	ST
ARCP outcome			

Please include previous outcome if completed ST1 in another region

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

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

NHS

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

Section 1 Surgical Log Book Review		**Complete Yes/No**
No of cataracts performed (For London 100 minimum at this stage and a total of 130 by end of ST3 for outcome 1, Award outcome 10.1 only if there has been inadequate cataract surgical opportunity. Less than 130 may be applicable for outcome 10.1, less than 50 outcome 10.2 or 3 as 50 cataracts are required for progression to ST4)	**Comments**	
PC rupture rate/ cataract complications log	**Comments**	

LOGBOOK Summary (cumulative numbers required to end of ST7					
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)		YAG / Argon laser experience	
Cataract Audit (1)		Cornea Glue (2)		Trauma inc >/=1 corneo-scleral (2)	
Evisc + Enuc (2)		TAB (2)		Manage List (2)	

Section 2
Sub-Specialty Areas EPortfolio Competencies

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

☐ CRS from ST2 complete for outcome 1, derogation CRS10a can be deferred to ST4 give outcome 10.1

☐ CRSret Cycloplegic Refraction (PS2 – Perform a refractive assessment and provide an optical prescription)- derogation can be deferred until ST4 outcome 10.1

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

☐ DOPs from ST2 complete for outcome 1, derogation DOPS PS13 (suture removal) can be deferred to ST4 give outcome 10.1

☐ 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) derogation can be deferred to ST4 give outcome 10.1

☐ 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)

☐ OSATS 7 (SS7 lid surgery) derogation can be deferred to ST4 give outcome 10.1

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

☐ OSATS1 (SS4 – Perform Cataract surgery) derogation defer to ST4 give outcome 10.1 only if no cataract surgery available- not expected for London trainee unless shielding and may require 10.2 in these circumstances

Subspecialty (ST3+)	Done	Need		Done	Need
Cataract	☐		Oculoplastics	☐	
Cornea/Ant Seg	☐		Neuro-ophth	☐	
Glaucoma	☐		Paediatrics	☐	
Medical Retina	☐		VR	☐	

Sub-Specialty Areas where more experience needed

Section 3		Complete Yes/No
Audit and Research Activity (including any presentations and publications)		
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**	optional

Section 4		Complete Yes/No
Involvement in teaching *(including any feedback)*		
Evidence of teaching and any feedback received	Comments	optional

Section 5		Complete Yes/No
Courses attended and other extra-departmental CPD		
CPD Diary and evidence of courses attended during this training year (Mandatory for outcome 1)	Comments ☐ Certificate of completion of GCP ☐ Certificate of completion of Trust Mandatory training in protection of children and vulnerable adults	

Section 6		Complete Yes/No
Leadership and reflective practice		
Two pieces of evidence relating to projects from Leadership curriculum for each year of training. (derogation only 1 piece of evidence required in 2022)	**Comments** **1 of 8 domains** **managing self ☐ team management ☐ financial ☐ project management ☐** **medico-legal ☐ confidentiality and data protection ☐ risk management ☐ management training ☐**	

Section 7		Complete Yes/No
Personal Development Plan/Educational objectives		
Are the ARCP outcome form from ST2 visible?	**Comments**	
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 2021	**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 year assigned on eportfolio? Need 1 ES report for each 6 months and CS report from all CSs	**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**	
FRCOphth part 1 (may have been deferred to ST3)	**Mandatory to progress to ST4, outcome 3 if not passed**	
Refraction Exam progress (has trainee passed exam)	**Outcome 1 if has passed, derogation can defer to ST4 as outcome 10.1 and added to action plan**	
E Portfolio	**Is the ARCP open for the correct period with cut-off 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 2021	

	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.	
Other achievements (roles/ outside work or going above and beyond to recognise)		
Any concerns		

Section 9
Action Plan *(suggestions/ SMART objectives by panel member to ARCP panel)*
Action Point 1
Upload this report
Action Point 2
Upload the curriculum 2024 checklist on RCOphth website
Action Point 3
Action Point 4
Action Point 5

REFERENCES FOR TRAINEES/ TRAINERS

Dates 2022:

Friday 3rd June   portfolio lockdown

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 - if derogation applies for 2021 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 -e.g.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 eg 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/D7IGIA3gqXQ3ofgLuEFXy9LWrYfVvpsUZL85CeD ZHxg0x4IfL9VODYz-Rc5UBHg0exJtdtlDpoS0B8gN.pACRtqn9MUHLna-b?continueMode=true&_x_zm_rtaid=tQybgSR3Ti6XY98RuoyURQ.1620718279198. 9950a4bddf927813027e0fdd3a195480&_x_zm_rhtaid=279