

# School of Ophthalmology

## ST4-6 Passport + Checklist

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

<b>Completion of Form by:</b>	
<b>Date Completed:</b>	

	ST1	ST	ST	ST	ST	ST	ST		
<b>ARCP outcome</b>									

LOGBOOK SUMMARY					
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)	

TRAINING 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 Counting to training

CV Summary Totals are for ALL years of training				
TSC Preference				
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
Is log book on eportfolio in the following formats?	<input type="checkbox"/> ESR logbook format	

<p><b>No. of cataracts performed</b>          Derogation-There are no cumulative numbers expected this year for outcome 10.1 ie covid affected opportunities</p> <p>For an outcome 1 the usual expected numbers would be required          i.e. 190 by ST4, 260 by ST5, 330 by ST6.</p> <p><b>OST4:</b> RCOPhth. derogation 50 are required for progression to OST4 (e.g. if shielding and no opportunity 10.1) would have outcome 3 if not covid related low surgical numbers)          In London for outcome 1 would need more than 190 cataracts</p> <p>OST6: No requirement for OST6 but plans must be in place to ensure the trainee will achieve targets by the end of OST7. (If less than 280 at end of ST6 consider outcome 10.2 or 3)          Where CCT target cannot be met within the existing plans, an outcome 10.2 or 3 may be necessary to extend training before the start of the TSC</p>	<p><b>Comments</b></p>	
<p><b>PC rupture rate</b></p>	<p><b>Comments</b> (explore if &gt;4%)</p>	
<p><b>Is there evidence in the logbook that trainee has managed complication of cataract surgery</b>          i.e. PC rupture and anterior vitrectomy?</p>	<p><b>Comments</b></p>	
<p><b>EPA x2 Performed and able to complete to required standard</b> (no requirement at ST4/ST5 but at ST6 arrangement should be made to secure that this is obtained by end of ST7)</p>	<p><b>Comments</b></p>	
<p><b>Has consecutive 50 case cataract audit been completed correctly?</b>          (Not mandatory for ST4-6 but needs to be completed by CCT date)</p>	<p><b>Comments</b></p>	
<p><b>Argon laser experience</b>          (40 required)</p>	<p><b>Comments</b></p>	
<p><b>Retina requirements</b>          (20 VR assist required)</p>	<p><b>Comments</b></p>	
<p><b>Plastics procedures performed</b> (minimum of 40 and assist 3 ptosis)</p>	<p><b>Comments</b></p>	
<p><b>Corneal requirements</b></p>	<p><b>Comments</b></p>	

(minimum of 6 assist)		
<b>Glaucoma requirements</b>	<b>Comments</b>	
<b>Paeds/strab requirements</b>	<b>Comments</b>	
<b>Neuro requirements</b>	<b>Comments</b>	

<b>Section 2</b>	<b>Action to be taken Yes/No</b>
<b>Eportfolio HST Competencies</b>	
<b>The relevant subspecialty WBAs are completed on e-portfolio and minimum required number of procedures are in logbook</b>	
<input type="checkbox"/> 2 x CRS1 History (CA1 – Take a focused clinical history) (x2 and those deferred from OST3/4/5 for outcome 1, this included CRSRet)  <input type="checkbox"/> CbD Case Based Discussion x 8 for outcome 10.1, maintain requirement for full coverage of special interest throughout training. No requirement to ‘catch up’ for this year. Less than 8 will get outcome 2 if lack of progress with concerns. Assessor should be a consultant and the difficulty of these cases must reflect your seniority  <input type="checkbox"/> 2 x OSATS1 Cataract (SS4 – Perform cataract surgery) x2 for outcome 1  OST4: <b>only</b> if there has been not cataract surgical opportunity (outcome 10.1). However, if SS4 was deferred from ST3 it must now be complete.  OST5: can be deferred to OST6 <b>only</b> if there has been no cataract surgical opportunity (outcome 10.1). However, if SS4 was deferred from ST4 it <b>must</b> now be complete  OST6: can be deferred to OST7 <b>only</b> if there has been no cataract surgical opportunity (outcome 10.1). However, if SS4 was deferred from ST5 it <b>must</b> now be complete.  Outcome 2 if lack of progress and concerns  <input type="checkbox"/> 2 x OSATS1 Surgical Skills (SS1 – Demonstrate a wide range of surgical skills) X2 for outcome 1  OST4: including those deferred from OST3 should be complete OST5: including those deferred from OST4 should be complete OST6: including those deferred from OST5 should be complete  Outstanding OSATS should be documented in the Action Plan to complete at the subsequent ARCP.  Less than 2 will get outcome 2	
<b>Work Based Assessments</b>	

These are minimum annual WBAs for each year ST4, ST5 and ST6. In addition, the WBAs below must all be completed by end ST6. It is expected that you will complete a third of these each year between ST4 and ST6. Which WBAs you do, depends on which firms you are attached to.

There should be evidence of **engagement with the portfolio** to sign off other OST4-7 DOPS and OSATS where there has been opportunity

**Combined OSATS and DOPS:**

For outcome 1 ST4 expect 33%, ST5 expect 66%, ST6 expect 100%  
 Below this number a 10.1 will be awarded unless concerns not related to COVID and an outcome 2 can be awarded.

OST6: Where there is significant deficit in OST4-7 DOPS and OSATS due to COVID that an action plan within the TSC cannot achieve, an outcome 10.2 will be required.

- DOPs Drugs (PS3 – Administer periocular and intraocular drugs)
- DOPs Diathermy (PS6 – Use diathermy appropriately and safely)
- DOPs Paracentesis (PS9 – Perform anterior chamber paracentesis)
- DOPs Punctal Occlusion (PS12 – Perform punctal occlusion)
- DOPs Suture Removal (PS13 - Remove sutures from the eye and adnexal tissue)
- DOPs Botox (PS15 – Administer periocular botulinum toxin injections)
- DOPs Corneal Glue (PS16 – Apply corneal glue).
- DOPs Ocular Ultrasound (PS17 – Perform ocular ultrasound)
- DOPs AC+ Vitreous Sampling (PS19 – Perform anterior chamber and vitreous sampling)
- DOPs Biopsy Sampling (PS23 – Prepare a biopsy sample for subsequent histopathological and microbiological assessment)
- DOPs Forced Duction (PS24 – Perform forced duction tests)
- 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)
- DOPs Biometry Skills (PS25 – Need to complete one if CCT after August 2016, Need to complete 2 if started training in August 2016))
- EPA Cataract surgery (Complete two)

No requirement this year but where a trainee will be embarking on a TSC in the next training year an arrangement must be secured to ensure the trainee can complete these assessments prior to the end of OST7

- OSATS1 Lid Surgery (SS7 – Undertake the surgical management of lid problems)
- OSATS1 Temporal Artery Biopsy (SS11 – Biopsy the temporal artery)
- OSATS1 Surgery raised IOP (SS5 – Undertake surgical measures to lower IOP – this cannot be outpatient laser procedure, but one can be diode laser)
- OSATS1 Repair Trauma (SS6 – Perform surgical repair of ocular and adnexal tissues after trauma, one of which must be a globe repair)
- OSATS1 Surgery for surface protection (SS8 – Undertake surgical measures for the protection of the ocular surface)
- OSATS1 Lateral Canthotomy/Cantholysis (SS9 – Perform lateral canthotomy and cantholysis)
- OSATS1 Biopsy (SS10 – Perform a biopsy of eyelids and the ocular surface)
- OSATS1 Muscle Surgery (SS12 – Perform surgery on the extraocular muscles). One surgery = one patient on one-day independent of the number of muscles operated on in that case. Muscle surgery can include removal and reattachment of muscles for radioactive plaque or trauma. Botulinum toxin is not a valid procedure for squint numbers.
- OSATS1 Removal of eye (SS13 – Remove the eye when indicated one must be evisceration and one enucleation) One of the two OSATS required in this category can be performed in a simulation setting but not both.
- OSATS1 Laser to lens capsule (SS14)  
 Can be deferred until OST4 **only** if there has been no opportunity.
- CA10 Fundus examination (CRS10a direct ophthalmoscopy)
- CRSRet Retinoscopy and subjective refraction (PA2)  
 Can be deferred to OST4 if there has been no opportunity

Subspecialty (ST3+)	Done	Need		Done	Need
Cataract	<input type="checkbox"/>		Oculoplastics	<input type="checkbox"/>	
Cornea/Ant Seg	<input type="checkbox"/>		Neuro-opth	<input type="checkbox"/>	
Glaucoma	<input type="checkbox"/>		Paediatrics	<input type="checkbox"/>	
Medical Retina	<input type="checkbox"/>		VR	<input type="checkbox"/>	

**Sub-Specialty Areas where more experience needed**

<b>Section 3</b> Audit and Research Activity <i>(including any presentations and publications)</i>		Action to be taken Yes/No
Audit (minimum of one in year 2021 is mandatory: London specific)	Comments	
Research (is there evidence of research activity on the eportfolio) Not mandatory this year	Comments	

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

<b>Section 5</b> Courses attended and other extra-departmental CPD		Action to be taken Yes/No
CPD Diary and evidence of courses attended during this training year Mandatory for outcome 1	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	

<b>Section 6</b> 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: one piece of evidence required for 2022)	Comments Comments 1 of 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"/>	

<b>Section 7 Personal Development Plan/Educational objectives</b>		<b>Action to be taken Yes/No</b>
<b>Has the last ARCP outcome form been signed off by trainee?</b>	<b>Comments</b> (please note if password protection is on document)	
<b>Is the PDP on the eportfolio?</b> Mandatory for outcome 1	<b>Comments</b>	
<b>Does the PDP include any objectives set at ARCP last year?</b>	<b>Comments</b>	

<b>Section 8 Overview of 12 month (or equivalent) requirements</b>		<b>Action to be taken Yes/No</b>
<b>CBD undertaken</b> (8 expected per ARCP period for 2021 for outcome 10.1, 10 for outcome 1)	<b>Comments</b> /8 /10	
<b>Cumulative WBAs:</b> what percentage is completed	<b>Comments</b> %	
<b>EPA</b> – two needed to be completed by ST6 or arrangement in place to complete this by end ST7	<b>Comments</b>	
<b>MSF completed</b> Mandatory for ARCP outcome 1 in 2021	<b>Comments</b> (Please specify if concerns expressed)	
<b>DOPS/ OSATS progress</b>	<b>Comments</b>	
<b>Are ES and CS reports for August to February of this training year assigned on eportfolio?</b> Need 1 ES report for each 6-month period	<b>Yes/No</b>  <b>Comments</b>	





Are exam passes uploaded to eportfolio or feedback from exams failed?	Comments:	

Section 9 Action Plan	Action completed Yes/No
<b>Action Point 1</b> Upload this completed report	
<b>Action Point 2</b>	
<b>Action Point 3</b>	
<b>Action Point 4</b>	
<b>Action Point 5</b>	
<b>Action Point 6</b>	

## REFERENCES FOR TRAINEES/TRAINERS

### Dates 2022:

**Friday 3<sup>rd</sup> June** portfolio lockdown

**Friday 17<sup>th</sup> 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<sup>th</sup> 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 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 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

Outcome 10.2 PDP to included competencies deferred until next ARCP  
 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/D7IGIA3ggXQ3ofgLuEFXy9LWrYfVvpsUZL85CeDZHxg0x4IfL9VODYz-Rc5UBHg0exJtdtIDpoS0B8gN.pACRtqn9MUHLna-b?continueMode=true&\\_x\\_zm\\_rtaid=tQybgSR3Ti6XY98RuoyURQ.1620718279198.9950a4bddf927813027e0fdd3a195480&\\_x\\_zm\\_rhtaid=279](https://us02web.zoom.us/rec/play/D7IGIA3ggXQ3ofgLuEFXy9LWrYfVvpsUZL85CeDZHxg0x4IfL9VODYz-Rc5UBHg0exJtdtIDpoS0B8gN.pACRtqn9MUHLna-b?continueMode=true&_x_zm_rtaid=tQybgSR3Ti6XY98RuoyURQ.1620718279198.9950a4bddf927813027e0fdd3a195480&_x_zm_rhtaid=279)