School of Ophthalmology
ST7   Passport Front Sheet

NHS

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

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

Completion of Form by:	
Date Completed:	

	ST1	ST	ST	ST	ST	ST	ST		
ARCP outcome									

LOGBOOK Summary

Cataracts	No	Others	No		No
Total P/PS (350)		Squints (20, 10 may be sim derogation 20201)		Graft assist (2 derogation 2021)	
PC Rupture % (last year)		Lids (40)		VR assist (20)	
Manage vit loss		Ptosis (2 derogation 2021)		Ret Laser (40)	
Sup Juniors (20 can be 10 sim)		Glaucoma (30)			
Cataract Audit (1)No refractive outcome derogation London specific 2021		Cornea Glue (2 may both be sim derogation 2021)		Trauma inc >/=1 corneo-scleral (2)	
Evisc + Enuc (2)		TAB (1 derogation 2021)		Manage List (2 or derogation 2021 1+ testimonial)	

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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

CV Summary Totals are for ALL training

TSC				
Any Training Targets to meet curriculum/ yearly requirements	Yes/No	Details		
Total Prizes		Total Case Reports		
Total Presentations		Teaching/Leadership Qualifications		Total Papers
Leadership in 8 domains	managing self ☐ team management ☐ financial ☐ project management ☐	medico-legal ☐ confidentiality and data protection ☐ risk management ☐ management training ☐		

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	☐ Procedures organised by subspecialty ☐ Procedures organised by date ☐ Has trainee supervised juniors? (min 20, can be any type of procedure including lasers and 10 sim- evidence of cases in logbook)	
No of cataracts performed (min 350)	**Comments**	
What is PC rupture rate?	**Comments** (explore if > 4%)	
Is there evidence in the logbook that trainee has managed complication of cataract surgery **i.e. PC rupture and anterior vitrectomy?**	**Comments**	
Retina requirements (min 20 assisted VR)	**Comments**	
Plastics requirements (min 40 and min 40 and assist at 2 not 3 ptosis procedures, derogation 2022)	**Comments**	
Corneal requirements (min assist at 2 not 6 graft derogation 2022)	**Comments**	
Glaucoma requirements (min 30 glaucoma procedures inc lasers)	**Comments**	
Paeds/strab requirements (min 20 squint procedures, one procedure = one patient no matter how many muscles operated on. Derogation: up to 10 cases of the indicative 10 can be simulation acceptable 2022)	**Comments**	
Neuro requirements (are there 2 temporal artery biopsies: derogation 1 TAB is acceptable 2022 and 2 eviscerations or enucleations in log book)	**Comments**	

Difficult to acquire competencies can have one simulated procedure counted. These are corneal gluing, PS16, one must be performed in vivo.

Section 2 **Eportfolio HST Competencies**		**Action to be taken Yes/No**
Are traffic lights for ST6 Green	**Comments** (number completed)	
The relevant subspecialty WBAs are completed on e-portfolio and minimum required number of procedures are in logbook		
☐ 2 x CRS1 History (CA1 – Take a focused clinical history) ☐ CbD Case Based Discussion (derogation 8 expected per ARCP period 2022, not bunched but performed and dated at rate of one per month. Assessor should be a consultant and the difficulty of these cases must reflect your seniority) ☐ 2 x OSATS1 Cataract (SS4 – Perform cataract surgery) ☐ 2 x OSATS1 Surgical Skills (SS1 – Demonstrate a wide range of surgical skills) ☐ 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 punctual occlusion) ☐ DOPs Botox (PS15 – Administer periocular botulinum toxin injections) ☐ DOPs Corneal Glue (PS16 – Apply corneal glue). Derogation 2022: One of the two DOPS required can be performed in a simulation setting ☐ 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)		

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☐ 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 (Two are preferred for an outcome 6. Flexible derogation 2022 one can be formally completed with a testimonial form CS, if neither performed an extension is required)

☐ OSATS1 Lid Surgery (SS7 – Undertake the surgical management of lid problems)

☐ OSATS1 Temporal Artery Biopsy (SS11 – Biopsy the temporal artery) Derogation 2022: 1 is acceptable

☐ 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. Derogation 2022 – where it is agreed it is difficult to attain locally, up to 10 cases of the indicative 20 can be undertaken in supervised simulation)

☐ 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.

Section 3		**Action to be taken Yes/No**
Audit and Research Activity *(including any presentations and publications)*		
Audit (minimum of one in year 2022 is mandatory: London specific)	**Comments**	
Research (is there evidence of research activity)	**Comments**	
Has personal **cataract audit** been completed (50 consecutive cases with no cases omitted with results - acuity, complications. London specific - Refractive outcomes not required in 2022 if covid affected collection of data, to be judged by the ARCP panel) Both a discussion of results including references to national standards and raw data		

from log book must be included in this audit **- this is essential - please highlight to TPD and Head of School if not uploaded.**
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 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		
Two pieces of evidence relating to projects from Leadership curriculum (derogation: only one piece of evidence required for 2022)	**Comments**	

Section 7		Action to be taken Yes/No
Personal Development Plan/Educational objectives		
Has the last ARCP outcome form been uploaded?	**Comments** (may not be needed if electronic form, please note if password protection is on document,)	
Is the PDP on the eportfolio? Mandatory for ARCP outcome 6 in 2022	**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 6)	Comments /8	
OSATs in cataract surgery ST7 level satisfactory?	Comments	
EPA – has EPA in managing a list x 2 been completed to required standard, derogation 1 is acceptable in 2022 if testimonial from CS compensates for second)	Comments	
Cumulative WBAs: what percentage completed (All need to be complete for outcome 6 with indicated derogations)	Comments	
MSF completed Mandatory for outcome 6	Comments (Please specify if concerns expressed)	
Are ES and CS reports for February to August and Aug-Nov of this training year assigned on eportfolio? Need 1 ES report for each 6-month period in 2022 and CS reports from all CSs	Yes/No Comments (may not be done if review is in December)	
Are the above ES and CS reports all satisfactory?	Yes/No Comments (Please specify if concerns expressed)	

Part 2 Exam progress (evidence of pass in Part 2 FRCOphth written and practical?)	**Comments** (Please state if trainee has passed exam and uploaded evidence OR will be sitting the exam) **Final fellowship exam, RCOphth Part 2 written and clinical are required for outcome 6. Where not achieved because of COVID-19, an outcome 10.2 should be awarded to allow time to take the examinations at the next sitting.** If the trainee has not passed PART 2 FRCOphth, Please highlight to TPD and Heads of School if exam cannot be passed asap.	
Are exam passes uploaded to eportfolio or feedback from exam fail?	**Comments**	
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 6 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. **Have you uploaded the cumulative form signed by a TPD?** Mandatory for ARCP outcome 6 in 2022	

Section 9

Action Plan *(to be completed at review meeting)*

This should specify what additional evidence needs to be uploaded to e-portfolio by cut off period in order for a satisfactory outcome to be issued by the ARCP panel

Action Point 1

Upload this completed report

Action Point 2

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 (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.**

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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.pACRtgn9MUHLna-
b?continueMode=true&_x_zm_rtaid=tQybgSR3Ti6XY98RuoyURQ.1620718279198.
9950a4bddf927813027e0fdd3a195480&_x_zm_rhtaid=279