

TPD update session on ARCPs

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On behalf of ARCP Working Group



ARCP Summer Dates

❖ Window 1

Thursday 12th May – Friday 27th May

❖ Window 2

Monday 6th June – Friday 24th June

❖ Window 3

Thursday 14th July – Friday 29th July



Annual Review of Competency Progression (ARCP)

- Reviews the trainee's engagement with the e-portfolio and decides whether they can continue on the programme (go up a grade) or complete the programme.
- Usually occur annually towards the end of the training year
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- **All ARCPs are conducted in Absentia via MS Teams.** Some trainees will then be invited to attend a post-ARCP discussion regarding their outcome and receive feedback from the panel. Trainees should not be present for the actual ARCP.
- HET creates the schedules, complete logistics and support panels on the day

Trainee ARCP Documentation

- Educational Supervisor Reports & Form R are still key
- Form R Completion
 - Via the link in the ARCP invite, downloaded by trainees (limited time) uploaded onto eportfolios.
 - Missing Form R – alert Officer as can download a copy if trainee has completed electronic link
- Self Declaration Form (part of Form R process)
- ARCP Decision Aids produced by Colleges/Faculties providing the minimum dataset
 - The minimum data set required
 - Acceptable compensatory evidence that ARCP panels could consider where normal evidence is not available.



ARCP Panellists

Panel Constitution

- As per the Gold Guide, the chair must be either the Postgraduate Dean (or their nominated deputy), the Head of School, Deputy Head of School or a TPD.
- Consist of at least three panel members
- Where it is possible that a trainee could have an ARCP Outcome 3 or 4. The Head of School normally attends as a rep of the PG Dean.

Appropriate panel members can compromise of the following:

- The Chair of the Specialty Training Committee
- TPDs
- College/Faculty representatives (e.g. from the Specialty Advisory Committee)
- Educational Supervisors
- Associate Directors/Associate Deans

If Panel membership is not compliant, it could potentially open us up to litigation if it is challenged should a trainee appeal a decision or query this on their completed ARCP form.

EMS – Events Management System

- EMS is used to register panel members and send out invites to trainees. It is the only mechanism we have that ensures there are enough panel members and that each panel is compliant with the Gold Guide. Panels should be signed up approx. 12 weeks in advance
- The system has several built-in reports to help with tracking. Through EMS, the HET team can report on panel members, build in set reminders for panelists, and report on attendance for individual Trusts.
- On the day of the ARCP, Specialty Officers will register panel members and ensure EMS is updated, so that each panel members receives a certificate of attendance.

Pre- ARCP

- Specialty allocation to Window
- Set ARCPs dates in conjunction with TPDS
- Create EMS links for panel members to register
- Create timetables
- Trainee invitations sent at least 6 weeks in advance
- Set up ARCP event using MS Team
- Trainee must upload all documents no later than 2 weeks prior (portfolio will be locked down)

On the Day

- Panel runs from 9.00 am -5.00pm, Briefing 09.00 am – 09.30 am
- Admin support via MS teams with escalation points in place.
- Clinical support from HoS, escalation to Deputy Dean
- End of day de-brief with panel members and HET Officer to ensure actions from the day are clear.
- HET admin will create bulk upload of outcomes, checked by officers, uploaded at end of day or immediately the next day.
- Post ARCP Feedback should be provided to all trainees in a timely and supportive manner

ARCP Outcome 1

- Satisfactory Progress
- The panel should provide meaningful feedback to the trainee:

ARCP Outcome 2

- Development of specific competencies required – **no additional training time**
- This outcome is **not** intended to be punitive
- Ensure that clear reasons are provided as to why the outcome is being given
- SMART targets are stipulated on the outcome form
- Trainee should be provided with information to explain the outcome and their right to have the outcome reviewed

ARCP Outcome 3

- Development of specific competencies required – additional training time given
- Ensure that clear reasons are provided as to why the outcome is being given
- Stipulate SMART targets on the outcome form, date of next review & additional training time issued.
- This outcome will extend the CCT date – please note on outcome form.
- Trainee should be signposted to support services, including PSU
- For all Outcome 3s (except exam failure only) an Officer should attend the panel

ARCP Outcome 4

- Released from training
- Usually Head of School part of panel as nominated rep of PG Dean.
- Very clear reasons why ARCP Outcome 4 was the only appropriate option should be stipulated on the Outcome form
- The panel should discuss and agreed how feedback will be provided
- Trainee should be provided with documentation on the right to appeal

- When a trainee resigns from the programme, we **do not** issue them with an outcome 4.

Outcome 4 and PG Deans involvement

- If panels are issuing an ARCP Outcome 4 this **must be** ratified by a PG Dean
- The Officer/OM attending will produce a report based on the panels deliberations as a recommendation to the PG Dean
- The panel should make the trainee aware that they are only making a recommendation to the PG Dean and that this will need to be ratified.

Outcome 5s

- **Outcome 5:** is used as a “holding outcome” where there is insufficient evidence (including exam result), and an assessment of progression cannot be made at that time.
- Usual expectation around allowing 2 weeks for further evidence to be submitted
- Outcome 5s are time limited up to max of 8 weeks from ARCP (GG8:4.91).
- If at ARCP, the review of progression is dependent on an exam result which would be known within 8-10 weeks of the ARCP then O5 could legitimately be used.
- Review evidence and agree likely appropriate outcomes to be enacted at O5 review by Panel Chair
- The outcome 5 and new outcome should be recorded separately. It is **not** a conversion. A new ARCP form should be created and dated the date of the outcome 5 review.

ARCP Outcome 6

- Completion of training
- Specialty Officer should be made aware to ensure that they bring forward the trainee's revalidation date to align with the CCT date

ARCP - Continued

Out of Programme Outcomes:

- OOPS for research, experience, or career break receive an Outcome 8
- OOPs for Training will receive Outcomes 1-5
- Sick Leave - Code N1 needs to be ticked on page 4
- Mat Leave – Code N2 needs to be ticked on page 4
- Resignations – Not assessed needs code N21



ARCP Outcome 10 (COVID)



- As much as possible we need to continue using the normal outcomes.
- The Outcome 10 acknowledges that progress overall has been satisfactory, but acquisition of some capabilities has been affected by COVID and additional training might be required.

How to use Outcome 10.1

- Outcome 10.1 is a “no fault outcome” similar to outcome 2
- It can be used for trainees who have not been able to demonstrate required capabilities (because of COVID) which can be made up at the next stage in training.
- Trainees on an Outcome 10.1 can progress to next stage in training.
- **Does not issue any extension to training.**
- Additional training may subsequently be required and would be assessed at the next scheduled ARCP.
- *Outcome 10.1 is subject to a “review” similar to an outcome 2.*

How to use Outcome 10.2

- Outcome 10.2 is a “no fault outcome” similar to *Outcome 3*
- It can be used for trainees who have not been able to demonstrate required capabilities (because of COVID) which cannot be made up at the next stage in training because they are at critical progression points
- Trainees on an Outcome 10.2 cannot progress to next stage in training and will require additional training
- Outcome 10.2 should be used for trainees at CCT point but cannot get CCT because a mandated capability cannot be demonstrated due to COVID
- *Outcome 10.2 is subject to the appeal process like an Outcome 3*

C Codes

- The GMC have introduced additional supplementary **C codes** for ARCP outcomes in response to COVID.
- **The C codes** record why the training has been disrupted and the impact COVID has had on the training.
- Panellists should use as many C codes as they need to describe the reasons.

Outcome 3 and 10.2 continued *Health Education England*

What happens if the trainee has used up all of their additional training time?

- If this is the case, the panel can make a recommendation to the Postgraduate Dean to consider exceptional circumstances and make a derogation from the Gold Guide (GG8:1.12), that request should be made by the panel **before** finalizing the ARCP Outcome.
- This should be managed outside of the ARCP. If the Panel realise this during the ARCP then the ARCP should be put on hold and the trainee should be told it has been delayed.
- **DO NOT GIVE AN OUTCOME 5 HERE**

Programme	Extension to training time	Exceptional additional training time ¹	Total
Foundation training	As in paragraph 4.104, normally limited to 1 year	Not normally extended due to short duration of programme	1 year
Core training	6 months	6 months	12 months
Higher Training	1 year	1 year	2 years
Run-through Training	1 year	1 year	2 years
General Practice Training	1 year	6 months	18 months

Trainee Feedback

- All ARCP panel decisions will be made in absentia.
- If adverse outcome feedback is provided on the day, trainees should not dial in to the main panel
- Post-ARCP feedback, should be provided to trainees in a timely and supportive manner. They should have a different Teams link where the nominated panel member can discuss with them confidentially.
- All other satisfactory feedback can be provided at local level (e.g. Educational Supervisors)

Revalidation

- The mechanism for revalidation is the Form R
- Trainees have been asked to upload their Form R to their e-portfolio so that the panel can access this
- If not uploaded onto Eportfolio, HET staff can check for trainee submission and download for the panel
- Where trainees have not provided a Form R, they should be issued an Outcome 5 and asked to provide this
- Trainees must declare their full scope of practice i.e anywhere they have undertaken a role as a licensed doctor (voluntary or paid)

Cause for Concern

ARCP Panel must complete the Revalidation/Cause for Concern section of the ARCP outcome form so that this can be escalated to the Responsible Officer

“A **cause for concern** is any significant issue which may call into question a doctor’s **fitness to practice**”

Includes

- Unresolved SIs/ SUIs
- Unresolved complaints
- Significant or recurrent breaches of GMC standards of professionalism

Does not Include

- Issues with training progression
- Failure to pass exams

it's
Q & A
TIME!

