

Peninsula School of Primary Care

INTRODUCTION TO THE RCGP E-PORTFOLIO

GPST CHECKLIST BEFORE EACH ES REVIEW

- Agree date for face-to-face review with your ES – you should get in touch with them
- Complete the self-rating for the review your ES will set up on the e-Po (do it in good time, so your ES has time to look at it before your review)
- Make sure all your evidence is in place

GENERAL POINTS

- Aim for a minimum 1-2 meaningful, reflective Learning Log entries per week
- Try to log at least 2 Significant Event Analyses per year (events where, on reflection, things could have been done differently to bring about an improved outcome, and which have been discussed and reflected on with colleagues)
- Make sure there is a good balance of clinical encounters as well as other types of log entries ([see Peninsula PGME guidance re learning log entries](#))
- In advance of your ARCP, remember to submit your completed Form R to the GP Programme Co-ordinator by the evidence submission deadline.

SPECIFIC REQUIREMENTS FOR ST1s

- You need to complete two cycles of MSF in ST1.
When you are in hospital posts, you need 5 responses, but if you spend time in a GP placement during your ST1 year, you need 10 responses (5 clinicians and 5 non-clinicians)

REQUIREMENTS FOR HOSPITAL POSTS IN ST1/2

For each 6mo you spend in hospital posts you need to log:

- Minimum 3 CbDs
- Minimum 3 Mini-CEXs
- And for each post (3, 4 or 6mo), you will need a CSR

SPECIFIC REQUIREMENTS FOR GP PLACEMENT IN ST1/2

- PSQ (minimum 40 responses)
- 6 Out of Hours sessions*
- Minimum 3 CbDs
- Minimum 3 COTs
- CEPs as appropriate. *(These need to be completed by the end of the 3 years of training. You can evidence these using CEPs forms, through your learning logs and via COTs and Mini-CEX*

assessments. There is no set number of CEPs to perform, but there needs to be enough to demonstrate your competence in clinical examinations, and show progression over the course of your reviews. **There are some particular examinations that need to be specifically included. These are breast examinations, rectal and prostate examinations, and the examinations of male and female genitalia)**

- Quality improvement activity (for more info see <http://primarycare.peninsuladeanery.nhs.uk/about-us/gp-specialty-trainees/professional-skills-development/leadership-project/introduction-to-the-leadership-project/>)
- ESR (you don't need a CSR if in GP)

*Out of Hours sessions should be tagged as such on your Learning Log, and don't forget to upload the completed OOH record form to the log entry once it's been signed by your supervisor. Do not put in your personal library, as this is not visible to anyone other than you. Blank forms can be found at <http://primarycare.peninsuladeanery.nhs.uk/about-us/gp-specialty-trainees/out-of-hours-training/>

ADDITIONAL REQUIREMENTS FOR ST3

Before you can be signed off at your final ARCP as having "gained all the required competences for the completion of training", in addition to completing your required OOH shifts & WPBAs, you also need to obtain:

- Level 3 certification in Child Safeguarding
- Valid CPR & AED certification

SUMMARY

	Required over course of each year	
	ST1/2	ST3
CbDs	Minimum 6	Minimum 12
COTs/Mini-CEX	Minimum 6	Minimum 12
MSF	2 during ST1	2 during ST3
PSQ	1 if GP placement	1 during ST3
CSR	Each hospital placement	
OOH	6 if in GP	12
Quality Improvement Form R	1 x if in GP placement	1 x Change Management Project
L3 Child Safeguarding	SUBMIT BY ARCP EVIDENCE DEADLINE	
CPR & AED Certification	Recommended	Submit by final ARCP evidence deadline
		Submit by final ARCP evidence deadline

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