

## ARCP GUIDANCE - APRIL 2010

The ARCP panel summer season will soon be upon us. Here are a few guidelines that should help the process run smoothly.

- All Educational Supervisor's Reports (ESRs) must be completed before the GPR passes to the next ST year. Last year we allowed 1 month after the Gateway date. This has now been stopped by the RCGP.
- All ESRs must be completed within 2 months of the ARCP panels. So, in effect the August gateways or finishers should have their end of year or final review in May or June.

### ST3s

- For those who have already passed the AKT and CSA we would recommend that the final review is carried out in May immediately when all WPBA, OOH etc are completed. It should be then checked by the PD and the Deanery informed as soon as possible. This allows the Deanery to check and sort out any problems before the ARCP panel. We hope all these GPRs will be signed off by the 10<sup>th</sup> June giving the Certification Unit in London the maximum amount of time to ensure any problems are sorted and so the CCT can be issued before the end of training.
- For those August finishers who are waiting for the results of the AKT (published 25<sup>th</sup> May) or the CSA (published 3<sup>rd</sup> June) we would also recommend that the end of training review is carried out in May when all the WPBA, OOH are completed. However, the ESR should be saved and not submitted. Once the results are released, if the GPR has passed and is eligible for CCT, then it is a simple matter of adding a few comments and submitting the form. Again it is hoped that these GPRs will be signed off by the ARCP panel on the 9<sup>th</sup> or 10<sup>th</sup> June.
- If the GPR has not passed then the final review will need to be updated with reference to the latest exam result. The ESR should provide the ARCP panel with evidence as to why the GPR might need additional training time and with a proposed educational plan. Please email Lisa Kemp for further details on how to complete the ESR.

### ST1s & ST2s

- ST1 & 2 GPRs will need their ESR completing in May or June and will be reviewed in July. If there are any concerns regarding the GPRs progress please email Lisa Kemp to provide further information.

All the panel dates are available on the website -

<http://www.eastmidlandsdeanery.nhs.uk/page.php?id=952>