

ARCP and ESRs
A Practical Guide for GPSTs (and Trainers) due to CCT this
Summer
May 2021



Purpose of this guide

- This guide aims to provide help for GPSTs (and their Trainers) who are due to CCT in preparing for their ESR and Summer ARCP Panel
- Please read in conjunction with the
 1. Attached checklists
 2. Gold Guide <https://www.copmed.org.uk/gold-guide-8th-edition/>
 3. RCGP <https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/arcp-for-workplace-based-assessment.aspx>
 4. 14fish <https://www.fourteenfish.com/>

ARCP Panel Process

- **Formal process** that **reviews the evidence** presented by the trainee and their educational supervisor relating to the **trainee's progress** in the training programme.
- It enables the trainee, the Postgraduate Dean and employers to document that the **competences** required are being gained at an **appropriate rate** and through **appropriate experience**.

4 main functions of the ARCP process

- Review GPST progress and award an Outcome
- Provides a final statement of the trainee's successful attainment of the curriculum capabilities for CCT
- Provides advice to the RO about revalidation of the trainee across their full scope of work
- Provides comment and feedback on the quality of the structured educational supervisor's report.

Functions of the ARCP

- **Review evidence and arrive at a judgement (known as an outcome) of progress.**
- Reviewing and recording the evidence related to a trainee's performance
- Record of WPBA and AKT/CSA
- Record of time out of training
- Judgements about the competences acquired and suitability to progress to the next stage of training

Trainees responsibilities

- Maintain a portfolio of information and evidence
- Reflect regularly on their standards of medical practice
- Take part in clinical audit and/or quality improvement
- Respond constructively to the outcome of audit, appraisals and the ARCP process
- Engage with systems of quality management and quality improvement in their clinical work and training

Trainee responsibilities

- Participate in discussion and any investigation around serious incidents in the workplace, and record reflection of those in their educational portfolio
- Inform their Postgraduate Dean/RO if they self-report to the GMC and if they receive a criminal or civil conviction, or a police caution

Pre-ARCP

- **It is up to the trainee to ensure that the documentary evidence that is submitted, including their educational portfolio, is complete**
- 6 weeks notice for Trainee and Trainer
- Email from HEE includes details of required evidence
- Educational portfolio must be made available at least 2 weeks before the date of the ARCP panel
- **Must include an ESR, this is a key part that informs the ARCP process**
- **Must include Form R and Trainee Self-Declaration**

ESR Deadlines

- 31st May 2021: ST3's who are due to complete CCT on or before 3rd August 2021
- 18th June 2021:the rest

ESR

- Completed within 8 weeks of the ARCP Panel
- Both Trainer and Trainee signed off

Competencies/capabilities

- For satisfactory completion of training there needs to be:
- Trainee has completed self-rating for all capabilities
- Trainee to add 3 linked pieces of evidence to support each capability
- Trainer rated all 13 capabilities as either competent or excellent
- For a satisfactory trainee who has rated himself or herself as competent for licensing in all 13 capabilities with 3 relevant pieces of tagged evidence the ES is only required to affirm the trainee evidence.

Curriculum Coverage/clinical experience groups

- To complete WPBA satisfactorily by the end of ST3 **all clinical experience groups** should be evidenced by linkage to relevant entries in the Learning Log.

New v Old WPBA requirements

- Started 5.8.20
- All STs starting training year 5.8.20 on new
- All on new by 05.8.22
- Move to new when change training years
- If passed mid point of training year 5.8.20 remain on old e.g. LTFT/OOP
- Most extensions on old requirements
- Need to ensure Trainees know if old or new
- Can document this in the ePortfolio

Work Placed Based Assessments

- Need to determine whether Trainee on 'old' or 'new' WPBA requirements
 1. New. <https://www.rcgp.org.uk/training-exams/training/new-wpba/assessment-requirements.aspx>
 2. Old. (most trainees who are CURRENTLY in extension)
<https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/old-programme-requirements.aspx>
- Check completed the minimum number of each assessment. See tables below
- Remember WPBA requirements suspended between 1st March 20 and 4th August 20 but restarted from 5th August 2020

New WPBA requirements

	ST1	ST2	ST3
Mini CEX/COT	4	4	7
CBD/CAT	4 CBD	4 CBD	5 CAT
MSF	1 with 10 responses	1 with 10 responses	1 +1 leadership MSF
CSR	1 per post	1 per post	1 per post
PSQ	0	0	1
CEPS	Ongoing	Ongoing	5+ range of others
Learning logs	36 case reviews	36 case reviews	36 case reviews
Placement planning meeting	1 per post	1 per post	1 per post
QIP	1 in GP	1 in GP if not done ST1	0
Quality improvement activity	At least once/year	At least once/year	At least once/year
Significant Event	Only if GMC threshold	Only if GMC threshold	Only if GMC threshold
Learning event analysis	1	1	1
Prescribing review	0	0	1
Leadership	0	0	1
Interim ESR	1	1	1
ESR	1	1	1

PDP

- Minimum 1 PDP per year with evidence of completing SMART objectives.
- The PDP should be a personal, reflective 'living document' with a mixture of open and completed entries. It should contain a mixture of entries generated personally by the trainee and from meetings with their ES.
- The PDP should not only be a list of mandatory training requirements

CEPS

- All 5 mandatory intimate examinations. A suitably trained professional will need to observe and document your performance on a CEPS evidence form.
- Remember a female genital examination needs to include a speculum and bimanual examination
- A range of non-mandatory CEPS relevant to General Practice documented in learning logs throughout training/to show progress as with other capabilities

CSR

- 1 CSR per post
- CSR to be completed in a primary care post if any of the following apply:
The clinical supervisor in practice is a different person from the educational supervisor. The evidence in the ePortfolio does not give a full enough picture of the trainee and information in the CSR would provide this missing information, and either the trainee or supervisor feel it is appropriate.

BLS and AED

- ES to 'tick' met in ESR
- CPR and AED training valid at CCT date
- Upload and attach a valid certificate of competence into the Mandatory Passport/learning log
- **It is essential AED is documented**
- The Course can be eLearning
- A valid ALS certificate 'trumps' BLS/AED but the certificate must be visible to the ARCP Panel

OOH/UUC

- Sufficient experience across a range of settings to be able to meet the required capabilities (can be Primary and Secondary Care posts)
- GP trainees will need significant opportunities to develop these capabilities in primary care based Urgent and Unscheduled care / Out of Hours provider organisations.
- It is the responsibility of the ES to ensure that they are satisfied that these have been met (it would be helpful if the Trainer confirms this in the ESR or Educator Note)

OOH/UUC

- Note some OOH providers have not provided sessions for 1 year due to COVID. If this is the case there needs to be compensatory evidence from Practice related activities and an Ed Note confirming provider issues.
- Also need to explain why if no sessions recorded in ST2 if primary care post undertaken Aug 19 - Feb 20 ie pre covid

Child/Adult safeguarding

- ES to 'tick' met in ESR
- Level 3 Adult and Child Safeguarding training valid at CCT
- Upload and attach a valid certificate into the Mandatory Passport/learning log
- Evidence of:
 1. Annual knowledge update for both
 2. Practical application and reflection for both

Last ARCP

- Ensure Trainee has accepted/signed off last ARCP
- If the Trainee was awarded an unsatisfactory Outcome at last ARCP please check/ensure the recommendations have been achieved?

Health and Probity Declarations

- Trainee signed

Revalidation

- Ensure any formal complaints, GMC, SUIs, SEAs that reach the GMC threshold are recorded on Form R.
- Exception report completed and sent to exception.nw@hee.nhs.uk **
- Trainee to write a reflective log entry and confirm if resolved/unresolved?
- Trainer to add a comment to this log entry again to confirm if resolved/unresolved?

Form R and COVID Self Declaration

- **Both are mandatory!**
- A fully completed Form R completed within 8 weeks of each panel
- **Please please please check?**

Form R and COVID Self Declaration

- All posts listed and correct dates since last ARCP
- Include all work as a doctor e.g. locum, voluntary, redeployment due to COVID
- Time out of training completed in days for each area and total box((1 week = 7 days, Friday 3 days)
- All sections/declarations 'ticked' and completed appropriately
- Declare all formal complaints, GMC, SUIs, SEAs that reach the GMC threshold
- Signed and dated

Possibility of an unsatisfactory outcome

- Where the TPD, educational supervisor has indicated that there may be an unsatisfactory outcome through the ARCP process (Outcomes 2, 3 or 4), the trainee should normally be informed of the possible outcome prior to the panel meeting.
- After the panel has considered the evidence and made its judgement, if an unsatisfactory outcome is recommended, the trainee must meet with either the ARCP panel or a senior educator involved in their training
- The purpose of this meeting is to discuss the recommendations for focused or additional remedial training if these are required.

COVID queries

- The WPBA requirements are the same for all trainees:
- Redeployed
- Shielding
- Remote work
- Self isolating
- If the ARCP panel feel there is evidence of the trainee developing capabilities against curriculum requirements, these posts should count towards training. This can include non-clinical work e.g. QIP, educational projects leadership and management