A Guide to The ARCPs

What is an ARCP?
An 'Annual Review of Competence Progression'
All trainees registered on the training programme, whether actively in programme or out of programme must have an ARCP annually with a maximum interval of no more than 15 months.

What are the Purposes of the ARCP (The GMC Gold Guide Spill!)
The ARCP is a 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/capabilities required are being gained at an appropriate rate and through appropriate experience.

-It provides an effective mechanism for reviewing and recording the evidence related to a trainee's performance in the training programme or in a recognised training post *-It must incorporate a review of the trainee's educational portfolio including a structured report from the educational supervisor(s), documented assessments and examinations (as required by the specialty curriculum) and achievements to provide a coherent record of a trainee's progress*.
As long as adequate documentation has been presented, it makes judgements about the competences/capabilities acquired by trainees and their suitability to progress to the next stage of training.
An ARCP results in an 'Outcome' following evaluation of the written evidence of progress and determines the next steps for the trainee. A satisfactory outcome confirms that the required competences/capabilities, together with on-going conformance with the GMC's standards in Good Medical Practice, have been achieved.
For trainees at the end of their training, the ARCP provides a final statement of their successful attainment of the curriculum competences/capabilities including fulfilment of the GMC's standards in the Generic Professional Capabilities (GPC) Framework and thereby the completion of the training programme, enabling the Postgraduate Dean (PGD) to present evidence to the relevant College/Faculty so that it can recommend the trainee to the GMC for award of a Certificate of Completion of Training (CCT).

-The ARCP provides an effective mechanism for the review of out of programme experience and recording its contribution (where approved) to progress. It considers any time out of training during the assessment period and from entry to the programme and determines whether the training duration needs to be extended.

-The ARCP provides advice to the RO (PGD) about revalidation of the trainee across their full scope of work to enable the RO to make a recommendation to the GMC when required and ensures that any unresolved concerns about fitness to practise are acted on.

-Where applicable, the ARCP can provide comment and feedback on the quality of the structured educational supervisor trainer's report (ESTR).

Format of the ARCP:
All ARCPs take place in-absentia. Trainees are not required to attend.
The ARCP panel reviews the trainee's eportfolio and issues the appropriate outcome.
The panel also reviews the duration of training and adjusts the CCT date based on actual and predicted progress.

Preparing for an ARCP Panel Review

The Progress Curriculum is a capability based curriculum focusing on outcomes and not tick-boxes. The ARCP panel look for evidence of good progression over the course of a year (or intervening periods between ARCPs).

Trainees are encouraged to use their eportfolio beyond providing a snapshot, and becoming more of a journey-through reflections on a range of topics, undertaking quality WBPAs; tagging and ensuring that all entries have value.
Use the MSF report to identify areas where performance is higher than the expected standard, and less high, through reflection in order to identify key areas for development.
The key is quality over quantity but there needs to be a good spread of evidence over the training period.
Trainees should self-appraise: 'What does my eportfolio say about my training journey and where I am along that journey? Does it say that it say that I am an good trainee, utilising and taking good advantage of training opportunities available to me?'

Progression

Trainees progress through levels.
The ARCP panel looks for evidence of adequate progression with regards to learning outcomes in the 11 domains of the Progress Curriculum is what is looked for by the ARCP panel.
The curricular requirements are per training levels, therefore, there are no specific requirements for each training year; the exception being during level 1 training when the MRCPCH exams are undertaken.

The Role of the Educational Supervisor in the ARCP Process

The Educational Supervisor is key to providing evidence of a trainee's progress and highlighting any training needs as well as any issues that may have affected training.
The ES report should provide clear assessment of where the trainee is relevant to their level of training and whether the trainee can progress to the next level if training (or completion of training) when relevant. This is particularly vital if the trainee wants to accelerate training.

Educational Supervision Trainer's Report (ESTR)
This is trainee-led and focuses on the completion or journey towards completion of learning outcome goals for relevant to the level of training.
For ARCP, every post completed within the assessment period must have an Educational Supervisor Trainer's Report (in addition to a clinical supervisor report if the trainee has a separate CS).
Use the form titled "Supervisor Report (all options) from the 'Create New Event' menu on Eportfolio and select "Educational Supervisor Report for ARCP".

Completion of Learning Outcomes
All learning outcomes across the 11 curricular domains for the relevant level must be marked as having been achieved for the trainee to progress to the next level.

Trainees only need to be marked as achieved at the end of a level of training to progress on to the next level:
- End of ST3 going into level 2
- End of ST5 going into level 3
- End of ST8 going for CCT

How to complete the learning outcomes as achieved from the educational supervisor report form:
(This option requires the ESTR form to be in draft still).
The form takes a little while to load from supervisor view:

1. Supervisor needs to go to red bell (to do list)
2. Click on supervision form as needed
3. IMPORTANT – in the trainee part of the form, where the curriculum coverage section exists, you can click "preview" against each domain
4. This brings up a "dialog box" linking to the goal.
5. There is a blue box with "Mark goal as" which needs clicking on
6. When open, mark the goals and add comment then click the green button
7. Repeat by "preview" for each domain and specialty learning outcome
8. When all goals are marked as achieved, in the supervisor part of the same form (after scrolling down) you'll see:
9. Click on generate report for each one and it should reveal "achieved" against each domain.
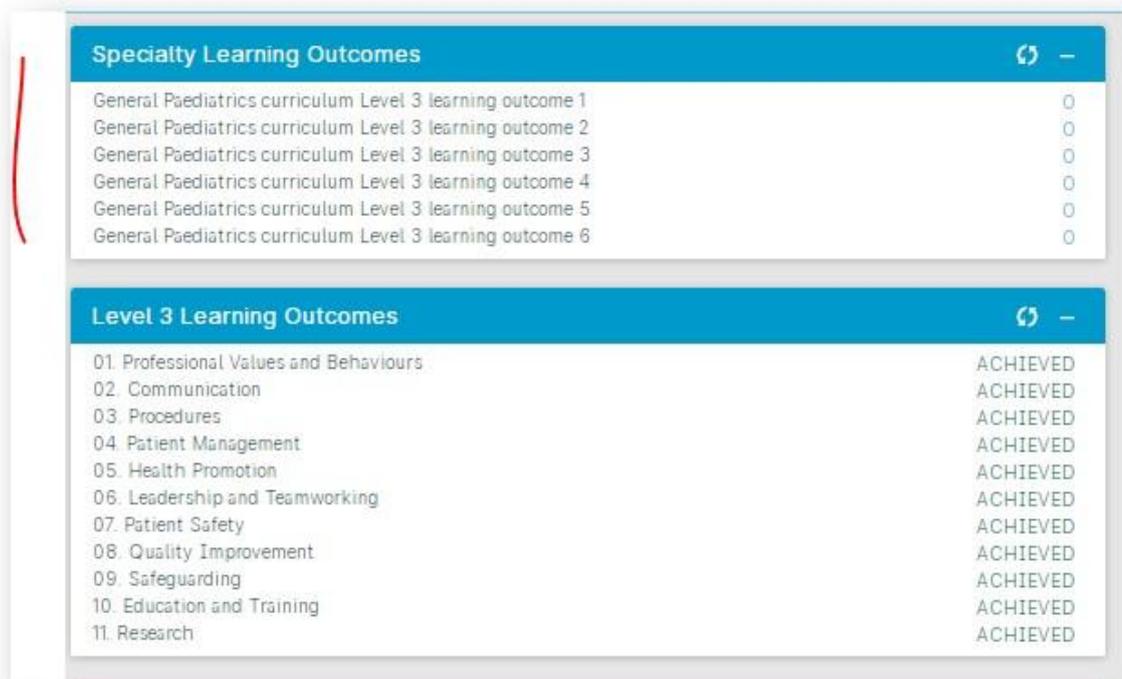
Specialty Learning Outcomes	
General Paediatrics curriculum Level 3 learning outcome 1	0
General Paediatrics curriculum Level 3 learning outcome 2	0
General Paediatrics curriculum Level 3 learning outcome 3	0
General Paediatrics curriculum Level 3 learning outcome 4	0
General Paediatrics curriculum Level 3 learning outcome 5	0
General Paediatrics curriculum Level 3 learning outcome 6	0

Level 3 Learning Outcomes	
01. Professional Values and Behaviours	ACHIEVED
02. Communication	ACHIEVED
03. Procedures	ACHIEVED
04. Patient Management	ACHIEVED
05. Health Promotion	ACHIEVED
06. Leadership and Teamworking	ACHIEVED
07. Patient Safety	ACHIEVED
08. Quality Improvement	ACHIEVED
09. Safeguarding	ACHIEVED
10. Education and Training	ACHIEVED
11. Research	ACHIEVED

Covid-19 minimum evidence requirements

Level	Level 1			Level 2		Level 3		
Grade	ST1	ST2	ST3	ST4	ST5	ST6	ST7	ST8
SLEs	Safeguarding CBD minimum 2 per training level Minimum 1 Handover Assessment Tool (HAT) by end of ST3			Safeguarding CBD minimum 1 per training level Minimum 1 ACAT observed by supervising clinician 1 HAT per level 1 LEADER per level		Safeguarding CBD minimum 2 per training level 2 LEADER per level		
	1x MSF during ST1	1x MSF during ST2 or ST3		1x MSF during level 2		2x MSF during level 3		
AoP	Minimum 1 satisfactory DOPS for compulsory procedures							
Life support	Valid life support evidence, APLS, NLS, EPALS or equivalent by end of ST3			Continued valid life support evidence, APLS, NLS, EPALS or equivalent		Continued relevant valid life support evidence		

Level	Level 1	Level 2	Level 3
Exams and other assessments	ST1-2 = none mandatory ST3 = need all theory exams by end of ST3 ST3 can progress to ST4 without full MRCPCH* (will need by end of ST4)	N/A	Completion of and reflection from RCPCH START assessment
Trainer's report	Satisfactory Educational supervisor report for each training year ST3 can progress without MRCPCH as long as ES report explicitly states suitability (will require covid outcome 10.1)	Satisfactory Educational Supervisor report for each training year	Satisfactory Educational Supervisor report for each training year

<u>What are the requirements for Less than Full-time trainees?</u>

Trainees who work LTFT must still complete an annual assessment and should still follow the standard checklist. They should complete a pro-rata number of WPBAs according to the % WTE worked.

<u>ST2 Trainees</u>
Due to the disruption to examinations caused by the Covid pandemic, ST2 trainees will progress to ST3 in this ARCP round even if they have not passed two written examinations.

ST3 Trainees due to progress to ST4

The RCPCH curriculum usually requires ST3 trainees to have passed all parts of the MRCPCH to progress to ST4. In this ARCP round, ST3 trainees will move to ST4 as long as their eportfolio and educational supervisor report support their suitability to move to level 2, taking into account the compensatory evidence described by the RCPCH guidance for ARCP in the Covid-era (guidance document link enclosed).

They will be issued with a Covid outcome 10.1 and will then have one year in which to pass all parts of clinical membership examinations.

*This does not apply to trainees wishing to fast-track through level 1 who will need to have passed the MRCPH clinical exam.

Trainees coming to the end of training

Trainees at the point of completion of training and intending to CCT must have undertaken the START assessment with evidence of remediation if required completed and clearly documented on Eportfolio in a sub-folder entitled 'START Reflection and Remediation' which should be placed in the ARCP Winter 2021 folder.

Please refer to the RCPCH standards for satisfactory completion of level 3 for more details.

The educational supervisor trainer's report from the current post must specifically state that the trainee is ready to progress to being a consultant.

Grid Trainees

In addition to the educational supervisor report, grid trainees should also ensure that they have a CSAC progression report on Kaizen that has been completed within 6 months of the date of the ARCP. **This is required annually for sub-specialty trainees**.

Grid trainees will receive two separate ARCP outcomes – one for their general paediatric training and one for their sub-specialty training.

ARCP Outcomes

Outcome 1

Satisfactory progress-achieving progress and the development of competencies at the expected rate

Outcome 2

Development of specific competencies required-Additional training time not required

Outcome 3

Inadequate progress-Additional training time required. The duration of the additional training time should be specified

Outcome 4

Released from training programme-With or without specified competencies

Outcome 5

Incomplete evidence presented-Additional training time may be required. Trainees are given two weeks to present outstanding evidence, failing which, an outcome 2 or 3 may be issued.

Outcome 6

Gained all required competencies-will be recommended as having completed the training programme and recommended for the award of a CCT

<u>Outcome 8</u>
Out of Programme for clinical experience (OOPE) research (OOPR) or a career break (OOPC)

Covid Outcomes

In addition to the usual outcomes above, there are 2 Covid-19 specific outcomes:
An outcome 10 will be considered by the ARCP panel only when the trainee has been unable to evidence components of the assessment pathway that are mandatory for progression to the next level of training because of COVID-19.

Outcomes 10.1 and 10.2 recognise that the progress of the trainee has been satisfactory and acquisition of capabilities by the trainees has been delayed by COVID-19 disruption. These are therefore <u>'no-fault'</u> outcomes.

<u>Outcome 10.1</u>
Clinical progress is satisfactory but the acquisition of competencies/capabilities has been delayed by Covid-19 disruption. The trainee is <u>not at a critical progression point</u> in their programme and can progress to the next stage of their training but will be reviewed at the next ARCP and may require additional training time following that review.

<u>Outcome 10.2</u>
Clinical progress is satisfactory but the acquisition of competencies/capabilities has been delayed by Covid-19 disruption. The trainee is at <u>a critical progression point</u> in their programme and additional training time is required.

<u>N Codes</u>
No Outcome issued as trainee is not actively in the training programme (parental leave or other statutory leave)

<u>Why do some trainees get two Outcomes?</u>

-Grid trainees receive two outcomes for each assessment round – one for generic paediatric training and one for subspecialty training.

-If Trainees have spent any part of the year (or at any time during the period being reviewed at ARCP) out of Programme (OOP), they will receive an outcome 8 for the portion of the year spent OOP and a separate outcome for the time spent in clinical training.

-If an Outcome 5 is issued, this will always be followed by a final outcome (e.g. outcome 1, 2 or 3) at a later date. However, the Outcome 5 will remain on the trainee's Eportfolio.

Form R and Revalidation

The Form R is required every year for revalidation and to ensure that HEE records of trainee personal information details are up to date.
The Form R has now been combined with a Self-assessment and declaration section.
In the self-assessment section, trainees are asked to
-assess their progress up to the point of Covid-19
-comment on whether their training may have been impacted by Covid-19
-indicate if they would like to have a discussion about their training and if they have concerns about their training and/or wellbeing
-indicate any changes to their placements as a result of Covid-19

TOOT (Time out of Training)
Time out of training should reflect days absent from the training programme since your last ARCP or since initial registration to the programme. This is considered by the ARCP panel in recalculation of the date you should end your current training programme. This is a requirement of the GMC if you have taken more than 14 days' absence when you would normally be at work.

TOOT should include:
- short- and long-term sickness absence
- unpaid/unauthorised leave
- maternity/paternity leave
- compassionate paid/unpaid leave
- jury service
- career breaks within a programme (OOPC) and non-training placements for experience (OOPE)

TOOT should not include:
- study leave
- paid annual leave
- prospectively approved Out of Programme Training/Research (OOPT / OOPR)
- periods of time between training programmes (e.g. between core and higher training)

Trainees on OOP

All trainees on OOP (except OOPC) must complete an "Out of Programme Trainee Update Form for ARCP Panel" indicating the type of OOP they are on with a summary of current OOP activity. The form must be signed by their current supervisor in order to demonstrate adequate progress (or not) during the time on OOP.

Trainees on **OOPT** will be assessed as per a clinical ARCP and should therefore submit everything outlined in the clinical ARCP checklist, along with a completed "OOP update form for ARCP".

Trainees on **OOPR**

An academic supervisor report is necessary to document your academic progress through the year. If any time has been agreed to count toward your training and CCT, please state this and upload the approval letter from the Regional Adviser.

All trainees on **OOPE, OOPR and OOPT** should also complete the Form R and CCT calculator as well as the Exams & Courses Pro Forma.

Trainees on **Paternity leave/ long-term sick leave/OOPC.**
Trainees who are not currently actively in the programme due to Paternity leave/ long-term sick leave are not required to maintain their eportfolio or participate in the ARCP process. They are still required to submit a Form R.
An Outcome 0 will be issued with the relevant 'N' code to indicate why the trainee did not have an ARCP review.

CCT (Certificate of Completion of Training) Date
The ARCP panel will review and revise the indicative CCT date based on the CCT calculator and post-proforma submitted and an assessment of curricular progress as evidenced in the eportfolio.
The CCT date may then be changed as a result.

*Please note that CCT dates can only be changed at ARCP as mandated by the GMC Gold Guide.

Helpful References

https://www.rcpch.ac.uk/news-events/news/rcpch-eportfolio-updates-layout-late-october

https://www.rcpch.ac.uk/resources/rcpch-eportfolio-kaizen-guidance-trainees

https://www.rcpch.ac.uk/resources/assessment-guide

https://www.rcpch.ac.uk/resources/training-guide

https://pgme.info/wp-content/uploads/2020/03/Gold-Guide-8th-Edition-March-2020.pdf