2017 ARCP Guidance for Core Psychiatry Training

Introduction

The ARCP process is the summative judgement of a period of training. This is a judgement based on all the evidence available. A number of absolute minimum standards are applied to provide consistency and so trainees and Educational Supervisors know what evidence they are expected to provide.

All trainees must use the ePortfolio. Ensure that your TPD and Head of School are allowed access to your ePortfolio in advance of the ARCP date. Your TPD will inform you of the date by which you should have your ePortfolio ready for assessment. However, make sure you print off and sign two copies of your Annual Structured Report for this date also.

To receive an outcome 1 (or Outcome 6 for CT3 doctors) at the ARCP, trainees must fulfil the following requirements:

Workplace Based Assessments

These must be completed in line with the College recommendations. The core curriculum (P112) states suggested numbers totalling 16 as a minimum for all years. The WPBAs should include a mixture of clinical (Case Based Discussions, ACE or Mini ACE, Mini PATs), non-clinical (DONCS) assessments and enough satisfactory SAPEs to demonstrate competence, as specified in the curriculum (http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx).
There should be an absolute minimum of 10 satisfactory clinical WPBA.
A satisfactory Mini-PAT requires a minimum of six respondents from at least eight nominations, including your consultant supervisor and at least one other senior colleague.
There should be TWO mini-PATs completed for a full time trainee (normally one for each six month placement).

Trainees commencing training from 2015 onwards must ensure that they demonstrate the requirements specified for stage of training as detailed in the '2015 Core Trainees – Competency Checklist' (http://www.yorksandhumberdeanery.nhs.uk/media/542620/2015_core_trainees_-_competency_checklist.pdf).

Any assessments done since the date of the last ARCP will qualify.

The curriculum describes a suggested minimum but documenting more than this is encouraged as much of the benefit from WPBAs comes from their formative nature. Having a number of assessments that score as "less than satisfactory" will not necessarily result in an adverse ARCP outcome. Trainees should use feedback to guide their learning and be able to demonstrate this through progression in their WPBAs.

Trainees should choose a range of assessors and it is recommended that assessments are mainly done by medical staff, especially consultants (who are likely to have had training in WPBAs). Where a non-medical member of staff is used as the assessor please make sure that they are band 7 or above (this does not apply to mini-PAT). Sometimes, the most useful feedback might not be from a band 7 or above. Trainees are encouraged to request feedback from a wider range of sources to enable a holistic view, but should note that such feedback will be in addition to the required number from assessors of the required grades.

It is much more likely that your ePortfolio will be scrutinised in greater detail where numbers of WPBA are low!

Educational and Clinical Supervisor's Reports

Trainees will be expected to have a Clinical Supervisor's Report from both of their six-month placement as well as an Annual Structured Report done in their second placement. Both reports should score the trainee as competent or excellent in the vast majority of domains and not express undue concerns. WPBAs should demonstrate the requirements specified for stage of training as detailed in the '2015 Core Trainees – Competency Checklist'.

Quality Improvement (Including Audit)

Trainees are expected to have a minimum of one completed Quality Improvement in any twelve month period. For trainees in CT2 and CT3, there is an expectation that the Quality Improvement will have been presented and evidence of this should be in the ePortfolio. The trainee must also complete an audit reflection form and this should be available to view.

Psychotherapy Competences

All CT1 trainees should be attending a Case Based Discussion (Balint) Group and show evidence of satisfactory attendance and engagement with this. All CT2 and CT3 trainees should be in a Psychotherapy Case Based Discussion group and trainees at CT3 must have completed two supervised therapy cases with evidence of such in their ePortfolio (SAPE and PACE), in at least two modalities and two durations, short and long (please see Psychotherapy Charter).

Examinations

There is an expectation that all trainees will have passed at least one part of the MRCPsych written exam by the end of CT2. Trainees who have not achieved this will automatically be given an outcome 3 at the ARCP.

Reflective Practice

All trainees should have evidence that they utilise Reflective Practice in their every day work – especially in relation to any Serious Incidents (Sis), complaints etc.

ePorfolio Format

The following standard document names must be used and saved in 'Supervision' with the following format:
ASR (DD/MM/YYYY)
Special Interest Feedback (DD/MM/YYYY)
Research Session Feedback (DD/MM/YYYY)

Less Than Full Time Training

Less than full time training trainees should complete a pro rata number of Workplace Based Assessments and other requirements equivalent to full time trainees e.g. one whole Quality Improvement is still necessary.

The First Stage Process (Preliminary ARCP Panel)

ePortfolios will be processed by a local panel with a composition as per 'A Reference Guide for Postgraduate Specialty Training (The Gold Guide)'.
Initially, Educational Supervisor's Reports, Form Rs and the Annual Structured Report will be reviewed for each trainee. The ePortfolio will be scrutinised in more detail where any concerns are highlighted. Trainees will either then be given:

- Outcome 1
- Outcome 5 (with short deadline to remediate minor issues)
- Outcome 6
- Non-Assessment N Outcome

Local panels will meet in mid-June so all documentation must be completed by the beginning of July (or early January for Winter ARCP).
Trainees will have ARCP Outcome forms completed electronically on the day of the panel and will appear in the eportfolio by the end of that day (unless referred to Central Panel).

The Second Stage Process (Central Panel)

Those who have not been given any of the above ARCP outcomes by the local panels will be seen face to face by a central panel chaired by the Head of School (or another senior member of School educational faculty). Trainees experiencing difficulties with their training should be aware of this process and an invitation to attend a panel should not be unexpected.

December 2016
Dr Paul Rowlands   Head of School