2016-17 ARCP Guidance for Higher 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.

To receive an outcome 1 at the ARCP, trainees must fulfill the following requirements:

Workplace Based Assessments

These must be completed in line with the College recommendations. For example, currently the General Adult curriculum states suggested numbers: these are 18 in ST4 and 14 in ST5 and ST6, including Mini-PATs. This is a broad recommendation that should apply across all the higher sub specialty curricula if not otherwise explicitly stated.

The WPBAs should include a mixture of clinical (Case Based Discussions, ACE or Mini ACE), non-clinical (DONCS) assessments and enough satisfactory SAPEs to demonstrate the competences developed in core training, as specified in the sub specialty curricula (http://www.rcpsych.ac.uk/traininpsychiatry/corespecialtytraining/curricula.aspx).

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. For ARCPs in June, assessments from the previous July and August that were not used in the last year's ARCP can count.

Assessments should be spread evenly through the training year. It is to be expected that the early assessments will score less well than those completed towards the end of training year. Later assessments should be scoring "meets expected standard" or above for the part of the assessment that refers to the level of training.

As much of the benefit from WPBAs comes from their formative nature, having a number of assessments that score less than this will not necessarily result in an adverse ARCP outcome. However, trainees should use feedback to guide their learning and be able to demonstrate this through progression in the score of their WPBAs.

Trainees should choose a range of assessors (at least two different assessors of an appropriate seniority as specified in the College guidelines). It is recommended that assessments are mainly done by medical staff, especially consultants, who are more likely to have had training in Workplace Based Assessments. Where a non-medical member of staff is used as the assessor please make sure that they are band 8 or above. Sometimes, the most useful feedback might not be from a band 8 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 Supervisors Report

Trainees will usually be expected to have an Educational Supervisor's Report from their previous placement to capture the period from June – September (where appropriate) as well as an Annual Structured Report (ASR) done in their main placement. Both reports should score the trainee as competent or excellent in the vast majority of domains and not express undue concerns. Any resolved minor concerns should be recorded with details.

If Educational Supervisors are unsure how serious a problem is, they should discuss with the TPD. Trainees need to be aware that the discussion is taking place and informed of the outcome.

Quality Improvement (Including Audit)

It is expected that higher trainees will actively participate in local clinical governance activity. Trainees are expected to have a minimum of one completed Audit or Quality Improvement Initiative in any twelve month period. This can include leading a project that mobilises other more junior trainees. It is expected that this will be written up, presented (at a local, regional or national level) and disseminated. Evidence of this should be in the ePortfolio.

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. Any SIs and complaints should be summarised in the ASR and included in the ePortfolio. Exception reports are submitted by the Trust.

Personal Development Sessions

The trainee should clearly demonstrate how they have spent the two sessions available for Academic / Special Interest. The ASR will include a report from the supervisors of the relevant sessions including details on objectives and targets. Trainees will ensure their PDP is complete and up to date after going through this with their Educational Supervisor.

Annual Structured Report

The Annual Structured Report must be present. It must be completed electronically, then printed off and signed by the relevant people.

The Enhanced Form R must be completed in good time.

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. eight WBPA and one whole Audit.

The First Stage Process

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 assessed for each trainee. The ePortfolio will be scrutinised in more detail where any concerns are highlighted. Trainees will either then be given:

- Outcome 1 : Satisfactory progress – Achieving progress and the development of competences at the expected rate

- Outcome 2 : Development of specific competences required – Additional training time not required

- Outcome 5 : Incomplete evidence presented – Additional training time may be required (with short deadline to remediate minor issues)

- Outcome 6 : Gained all required competences – Will be recommended as having completed the training programme and if in a run-through training programme or higher training programme, will be recommended for award of a CCT

- Non-Assessment Outcome

Local panels will meet in mid-June so all documentation must be completed by the beginning of June.

The Second Stage Process

Those who have not been given any of the above ARCP outcomes by the local panels will be seen by a central panel chaired by the Head of School.

Trainees with problems should be aware of this process and an invitation to attend a panel should not come as a surprise.

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