

2018-19 ARCP Timetable for F2s. Completion of Foundation Training

Date	Action
Friday 14 th June 2019	<ul style="list-style-type: none"> • Horus ePortfolio virtual Lock Down for F2 Trainees.
By Friday 21 st June 2019	<ul style="list-style-type: none"> • Educational Supervisors to complete End of Year Report. • Foundation Trainees to complete Foundation Form R as part of the ARCP / revalidation process. Form R to be saved on Horus ePortfolio and a copy provided to local Foundation Administrator. • Local ARCP panels are established / convened.
Friday 21 st June 2019 to Friday 5 th July 2019 It is recommended that trainees who may receive an adverse outcome should be seen in early June.	<ul style="list-style-type: none"> • Local ARCP Panels to review the Horus ePortfolio and any additional ARCP evidence submitted. • FTPD assigns an ARCP outcome to the trainee via the F2 ARCP outcome form on Horus ePortfolio. <p>NB// Dates for period covered on ARCP outcome form is 01/08/2018 to 06/08/2019.</p> <ul style="list-style-type: none"> • Trainee to sign the F2 ARCP outcome form via Horus ePortfolio within 10 working days of the ARCP panel meeting. • Foundation Administrator to return the Checklist of Evidence for F2s to the Foundation School by post. <p>Any anticipated adverse outcomes (3 or 4) are to be seen at a central panel.</p> <p>An outcome 5 can be given, but if not complete after the allotted timeframe has passed is to be discussed with FSD/Deputy with the possibility of attendance at a central panel.</p>
Friday 28 th June 2019	Aim for 50% to be completed
Friday 5 th July 2019	Aim for 100% to be completed
By Friday 5 th July 2019	<ul style="list-style-type: none"> • FSD/Deputy to review the ARCP panel's recommendation. • FSD/Deputy will sign the F2 ARCP outcome form on ePortfolio for those trainees awarded with an Outcome 6 (if satisfied) • Programme Support Team issues the "Foundation Achievement of Competency Document" (FACD) to confirm successful completion of the F2 year.
Central Panels Monday 24th June to Monday 15th July 2019	NYEC <ul style="list-style-type: none"> • Monday 24th June 2019 • Tuesday 25th June 2019 • Monday 1st July 2019 • Tuesday 9th July 2019 (mop ups) SY <ul style="list-style-type: none"> • Thursday 27th June 2019 • Tuesday 2nd July 2019

Date	Action
	<ul style="list-style-type: none"> • Monday 8th July 2019 • Friday 12th July 2019 – PM only (mop ups) <p>WY</p> <ul style="list-style-type: none"> • Wednesday 26th June 2019 • Thursday 27th June 2019 • Wednesday 3rd July 2019 • Thursday 4th July 2019 (mop ups) <p>NB// Trainees wishing to appeal the outcome of the ARCP Panel must do so in writing, to the Postgraduate Dean within 10 working days after they have received the outcome letters from their ARCP. Only the process can be subject to an appeal, not the outcome.</p>
<p>Deadline to appeal Thursday 18th July 2019</p>	<ul style="list-style-type: none"> • HEE YH Foundation Schools Appeals Panel – covers central ARCPs up to the 6th July ARCP dates
<p>Appeals Panel Friday 26th July 2019</p>	<ul style="list-style-type: none"> • Appeal panel to convene Friday 27th July 2018
<p>Deadline to appeal Thursday 25th July 2019</p>	<ul style="list-style-type: none"> • HEE YH Foundation Schools Appeals Panel – covers central ARCPs after the 8th July ARCP dates
<p>Appeals Panel Friday 2nd August 2019</p>	<ul style="list-style-type: none"> • Appeal panel to convene Friday 2nd August 2019