

## 2019 YHFS ARCP Timetable for FY1s to obtain Full Registration with the GMC

Date	Action
<p>By Friday 31st May 2019</p>	<ul style="list-style-type: none"> <li>• <b>Educational Supervisors</b> to complete End of Year Report.</li> <li>• <b>Foundation Trainees</b> to complete Foundation Form R as part of the ARCP / revalidation process.</li> <li>• <b>Foundation Trainees</b> save Form R on Horus ePortfolio and a copy provided to local Foundation Trust Administrator.</li> <li>• <b>Trusts</b> Local ARCP panels established / convened.</li> <li>• <b>Evidence upload deadline: Horus ePortfolio virtual “Lock Down” for FY1 Trainees</b></li> <li>• <b>FTPDs to confirm their attendance at central ARCP panels.</b></li> </ul>
<p>Monday 3<sup>rd</sup> June 2019 to Friday 21<sup>st</sup> June 2019</p> <p><b>Deadline for adding a trainee to a central panel: Friday 21<sup>st</sup> June 2019</b></p>	<ul style="list-style-type: none"> <li>• <b>Local ARCP Panels</b> to review the Horus ePortfolio and any additional ARCP evidence submitted.</li> <li>• <b>FTPD</b> assigns an ARCP outcome to the trainee via the FY1 ARCP outcome form on Horus ePortfolio.</li> </ul> <p><b>NB//</b> Dates for period covered on ARCP outcome form is 26/07/2018 to 06/08/2019 - includes 4 days induction/shadowing.</p> <ul style="list-style-type: none"> <li>• <b>Trainee</b> to sign the FY1 ARCP outcome form via Horus ePortfolio within <b>10 working days</b> of the ARCP panel meeting.</li> <li>• <b>Foundation Trust Administrators</b> to advise YHFS when trainees have been signed off, so GMC Connect can be updated.</li> <li>• <b>FSD / Deputy</b> to review the local ARCP panel’s outcomes and sign the FY1 ARCP outcome form on Horus ePortfolio for those trainees awarded with an Outcome 1 (if satisfied).</li> <li>• <b>YHFS</b> invites trainees with expected Outcomes 3 or 4 to attend a Central Foundation ARCP.</li> </ul> <p><b>It is recommended that trainees who may receive an adverse outcome (3 or 4) should be seen in the Trust in early June and should be seen at a central panel.</b></p> <p><b>If an outcome 5 is awarded, the local ARCP panel <u>must</u> convene again two weeks later to review whether to outstanding competencies have been achieved, if they have, the trainee can be signed off locally, if not, they can be referred to a central ARCP panel for an adverse outcome or discussed with FSD/Deputy.</b></p> <p>Please discuss trainees with potential adverse outcomes with the FSD / Deputy and advise YHFS by sending the central panel referral form to the generic inbox – <a href="mailto:foundation.yh@hee.nhs.uk">foundation.yh@hee.nhs.uk</a> <b>by Friday 21<sup>st</sup> June 2019</b>, so they can be allocated to a central panel.</p>

Date	Action
Wednesday 12 <sup>th</sup> June 2019	Trusts aim for 50% to be completed
Friday 21 <sup>st</sup> June 2019	Trusts aim for 100% to be completed
<b>Central Panel All YHFS trainees: Monday 1<sup>st</sup> July 2019 - Friday 5<sup>th</sup> July 2019 10am till 5pm</b>	<b>YHFS</b> <ul style="list-style-type: none"> <li>• Monday 1<sup>st</sup> July 2019</li> <li>• Tuesday 2<sup>nd</sup> July 2019</li> <li>• Wednesday 3<sup>rd</sup> July 2019</li> <li>• Thursday 4<sup>th</sup> July 2019</li> <li>• Friday 5<sup>th</sup> July 2019</li> </ul>
<b>By Monday 8<sup>th</sup> July 2019</b>	<ul style="list-style-type: none"> <li>• <b>YHFS</b> to list completed Attainment of FY1 Competence Certificate (F1CC) for non-home medical school (HYMS / Sheffield / Leeds) and non-UK Medical School trainees and sent to the trainees Foundation School to enable them to sign their F1CC.</li> </ul>
<b>Bulk upload Thursday 11<sup>th</sup> July 2019</b>	<ul style="list-style-type: none"> <li>• <b>YHFS</b> releases the F1CCs and confirms successful completion of the FY1 year to the GMC</li> </ul>
<b>Monday 8<sup>th</sup> July to Wednesday 24<sup>th</sup> July 2019</b>	<ul style="list-style-type: none"> <li>• <b>YHFS</b> - Manual submission of International graduates' certificates to the GMC</li> </ul>
<b>Deadline to appeal ARCP outcome: Friday 19<sup>th</sup> July 2019</b>	<p>Trainees wishing to appeal the outcome of the ARCP Panel must do so in writing, to the Postgraduate Dean within <b>10 working days</b> after they have received the outcome letters from their ARCP.</p> <p><b>Only the process can be subject to an appeal, <u>not the outcome</u>.</b></p>
<b>Completion deadline Wednesday 24<sup>th</sup> of July 2019</b>	<p>The GMC cannot guarantee full registration for Wednesday 7<sup>th</sup> August 2019 for trainees who submit their F1CC after this date. FY1s cannot work as an FY2 if they have not been signed off.</p>
<b>Appeals Panel Wednesday 31<sup>st</sup> July 2019</b>	<ul style="list-style-type: none"> <li>• <b>YHFS Appeals Panel</b> – covers central ARCPs up to Friday 5<sup>th</sup> July ARCP dates.</li> <li>• Appeal panel to convene <b>Wednesday 31<sup>st</sup> July 2019</b></li> <li>• Outcome to be communicated to the trainee within 5 working days</li> </ul>
<b>Wednesday 7<sup>th</sup> August 2019</b>	Trainees commence in FY2 post