

## 2019 YHFS ARCP Timetable for FY2s Completion of Foundation Training

Date	Action
By Friday 31 <sup>st</sup> May 2019	<ul style="list-style-type: none"> <li>• <b>Evidence upload deadline: Horus ePortfolio virtual Lock Down for FY2 Trainees.</b></li> </ul>
<p>Deadline for adding an FY2 trainees with potential adverse outcomes (3 or 4) to a central panel: Friday 21<sup>st</sup> June 2019</p> <p>Satisfactory FY2 sign off can take place locally until Friday 26<sup>th</sup> July 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. Form R to be saved on Horus ePortfolio and a copy provided to local Foundation Trust Administrator.</li> <li>• <b>Trust</b> Local ARCP panels are established / convened.</li> <li>• <b>Trust</b> Local ARCP Panels 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 FY2 ARCP outcome form on Horus ePortfolio.</li> </ul> <p><b>NB//</b> Dates for period covered on ARCP outcome form is 01/08/2018 to 06/08/2019.</p> <ul style="list-style-type: none"> <li>• <b>Trainee</b> to sign the FY2 ARCP outcome form via Horus ePortfolio within <b>10 working days</b> of the ARCP panel meeting.</li> <li>• <b>Foundation Trust Administrator</b> advise YHFS when trainees have been signed off.</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> by <b>Friday 21<sup>st</sup> June 2019</b>, so they can be allocated to a central panel.</p>
Friday 5 <sup>th</sup> July 2019	<b>Trusts</b> aim for 50% to be completed
Friday 26 <sup>th</sup> July 2019	<b>Trusts</b> aim for 100% to be completed

<b>Date</b>	<b>Action</b>
<p><b>By Friday 5<sup>th</sup> July 2019</b></p>	<ul style="list-style-type: none"> <li>• <b>FSD / Deputy</b> to review the ARCP panel’s recommendation and will sign the FY2 ARCP outcome form on ePortfolio for those trainees awarded with an Outcome 6 (if satisfied)</li> <li>• <b>YHFS</b> issues the “Foundation Achievement of Competency Document” (FACD) to confirm successful completion of the FY2 year.</li> </ul>
<p><b>Central Panel All YHFS trainees: Monday 1<sup>st</sup> July 2019 to Friday 5<sup>th</sup> July 2019 10:00 – 17:00.</b></p>	<p><b>YHFS</b></p> <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>
<p><b>Deadline to appeal ARCP outcome Friday 19<sup>th</sup> July 2019</b></p>	<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, not the outcome.</b></p>
<p><b>Appeals Panel Wednesday 31<sup>st</sup> July 2019</b></p>	<ul style="list-style-type: none"> <li>• <b>YHFS Appeals Panel</b> – covers central ARCPs up to Friday 5<sup>th</sup> July 2019 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>