

2022 YHFS ARCP Timetable for FY2s to complete Foundation Training

LOCAL ARCP - TRUST
By Friday 27th May 2022
<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, save on Horus ePortfolio and provide a copy to local Foundation Trust Administrator. • Trusts Local ARCP panels established / convened. 10% of all YHFS ARCPs need to have Lay Rep attendance. Further information around this will be communicated in 2022. • Foundation Trainees Evidence upload deadline: Horus ePortfolio virtual “Lock Down” for FY1 Trainees • FTPDs to confirm their availability and attendance at central ARCP panels.
Monday 30th May 2021 to Friday 22nd July 2022
<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 FY2 ARCP outcome form on Horus ePortfolio. <p>Please remember that Trusts cannot give adverse outcomes! Only 1s, 5s & 6s</p> <p>It is recommended that trainees who may potentially receive an adverse outcome (3 or 4) should be reviewed in the Trust in early June and referred to central panel as soon as possible.</p> <p>If an outcome 5 is awarded, the local ARCP panel must convene again two weeks later to review whether 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.</p> <p>This must be done by the referral deadline – Wednesday 15th June 2022 Satisfactory FY2 sign off can take place locally until Friday 22nd July 2022</p> <p>NB// Dates for period covered on ARCP outcome form is 04/08/2021 to 02/08/2022</p> <ul style="list-style-type: none"> • Foundation Trainee to sign the FY2 ARCP outcome form via Horus ePortfolio within 10 working days of the ARCP panel meeting. • Foundation Trust Administrators to advise YHFS when trainees have been signed off locally, so GMC Connect can be updated. <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 – foundation.yh@hee.nhs.uk by Wednesday 15th June 2022, so they can be allocated to a central panel.</p>
Friday 1st July 2022
Trusts aim for 50% to be completed

Friday 22nd July 2022
Trusts aim for 100% to be completed
Deadline for adding a trainee to a central panel: Wednesday 15th June 2022

CENTRAL ARCP - YHFS
<ul style="list-style-type: none"> • FSD / Deputy to review the local ARCP panel's outcomes and sign the FY2 ARCP outcome form on Horus ePortfolio for those trainees awarded with an Outcome 6 (if satisfied). • YHFS invites trainees with expected Outcomes 3 or 4 to attend a Central Foundation ARCP panel.
Central panel review FSD and Deputies to review centrally referred trainees Thursday 16th June
Central Panels - All YHFS trainees: Monday 27th June 2022 - Friday 1st July 2022; 10am till 5pm MS Teams If a trust is referring a trainee to central panel, a TPD has to be available for the review
YHFS <ul style="list-style-type: none"> • Monday 27th June 2022 • Tuesday 28th June 2022 • Wednesday 29th June 2022 • Thursday 30th June 2022 • Friday 1st July 2022
Central panel review. Allocate extensions to vacant posts Wednesday 6th July

APPEALS - YHFS
Deadline to appeal ARCP outcome: Friday 15th July 2022
Foundation 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, <u>not the outcome</u>.
Appeals Panel - Wednesday 27th July 2022
<ul style="list-style-type: none"> • YHFS Appeals Panel – covers central ARCPs up to Friday 2nd July ARCP dates. • Original panel will reconvene to review the process prior to the appeal panel • Appeal panel to convene Wednesday 27th July 2022 • Outcome to be communicated to the trainee within 5 working days

(Please note, we appreciate this is a very tight timeframe for the outcome / FY2 completion date, but unavoidable.)
Tuesday 2nd August 2022
Foundation trainee completes FY2 training
Wednesday 3rd August 2022
Appeal outcome communicated to trainee

SUMMARY	
Friday 27th May 2022	ES end of year report complete, Form R complete, Trust panels arranged, Deadline for submission of evidence, FTPD confirm attendance at ARCP
Monday 30th May 2021 to Friday 17th June 2022	Local ARCP panels
Wednesday 8th June 2022	Trusts aim for 50% to be completed
Wednesday 22nd June 2022	Trusts aim for 100% to be completed
Wednesday 15th June 2022	Deadline to refer Foundation Trainees to central panel
Thursday 16th June 2022	Central Panel review – review referrals
Monday 27th June 2022 - Friday 1st July 2022	Central Panels - All YHFS trainees
Monday 30th May 2021 to Friday 22nd July 2022	Local ARCP panels
Friday 1st July 2022	Trusts aim for 50% to be completed
Friday 22nd July 2022	Trusts aim for 100% to be completed
Friday 15th July 2022	Deadline to appeal
Wednesday 27th July 2022	Central appeals panel
Wednesday 3rd August 2022	Appeal outcome communicated to trainee
Tuesday 2nd August 2022	Foundation Trainee completes Foundation training