

# Appendix 3: Glossary of Terms

## 1. Terminology and Meaning

<b>Term</b>	<b>Meaning</b>
<b>ARCP</b>	ARCP is the panel discussing and reviewing the portfolio to agree and issue an outcome in absentia of the trainee. This could be conducted in-person or via an online platform.
<b>ARCP Panel</b>	The group of representatives convened to review a trainee's evidence and performance; they discuss, agree and issue an ARCP Outcome.
<b>ARCP pre-review for ARCP</b>	A specific individual or the panel examining evidence in the portfolio to decide on an outcome. Often done prior to the panel convening.
<b>IRCP (dental only)</b>	Interim Review Competence Progression, a review for a specific group of dental trainees to monitor progression after 6 months
<b>FRCP (dental only)</b>	Final Review of Competence Progression, a final review for a specific group of dental trainees to monitor progression at the end of training
<b>Educational Supervisor Review and Report</b>	When an ES meets with the trainee, reviews progress against the curriculum capabilities and competencies, and completes an Educational Supervisors Report Form prior to the ARCP. This is a mandatory requirement for the ARCP.
<b>Lay Advisor</b>	An advisor who reviews the process and conduct of the panel, required at 10% of all panels and those where developmental outcomes are given.
<b>External Representative</b>	A representative of the Specialty/College who contributes and is part of the ARCP Panel. Required at 10% of all panels and those where developmental outcomes are given.
<b>Appeal</b>	The mechanism by which a trainee can challenge the award of a developmental ARCP outcome (2, 3 or 4).
<b>Review</b>	The process whereby the original ARCP Panel conduct a review of their decision and may uphold/overturn their original judgement.
<b>Appeal Panel Hearing</b>	The process whereby an independent Panel consider and agree an outcome based on the appeal submitted/explained by the trainee and the School. The Panel may uphold/overturn their original judgement.
<b>Assessment Period</b>	The period of training which the ARCP panel are reviewing.
<b>Deadline for submission of evidence</b>	The date by which the Trainee must finalise evidence for consideration by the ARCP Panel, normally the portfolio. This is defined by the School and confirmed in writing to the trainee 12 weeks prior to the ARCP date.
<b>Post-ARCP Feedback notes</b>	A written record of the trainee post ARCP feedback meeting taken by a member of Programme Support, for outcomes 3 and 4 only.
<b>Trainee Post-ARCP Feedback</b>	A meeting after the ARCP where a panel member meets (in person or virtually) with the trainee to communicate the outcome.
<b>Non-Assessment Form N-Codes</b>	A form completed by the ARCP Panel Chair for a period when a trainee is not expected to cover any of the curriculum, e.g. Maternity Leave, sick leave, not the dual specialty year
<b>Nationally co-ordinated ARCP</b>	Where ARCPs are co-ordinated by one central office for trainees in the same Specialty across England. Usually for a small Specialty.

<b>Regionally co-ordinated ARCP</b>	Where ARCPs are co-ordinated by a NHSE local office for trainees in the same Specialty across a region (e.g. the North). Usually for a small Specialty.
<b>Anticipated ARCP Outcome</b>	An Outcome which TPD expects the trainee will be awarded at ARCP, following discussion with the ES.
<b>Extension to Training</b>	Additional or remedial training, an outcome 3.
<b>Notification of ARCP</b>	A trainee is notified normally 12 weeks in advance that their ARCP will be occurring; they will be informed about the deadline for submission of evidence.
<b>Penultimate year assessment</b>	This is the ARCP twelve months before the anticipated CCT date. Every trainee has one of these.
<b>Penultimate Year Assessment (PYA) for Medicine Higher Specialty Trainees</b>	A process which normally takes place alongside an ARCP for trainees registered with the JRCPTB, whereby a trainee presents, and an assessment is made on trainee progress a year prior to CCT.
<b>Penultimate Year Assessment</b>	The ARCP which takes place one year prior to the expected CCT date.
<b>Educational Review</b>	A process separate to the ARCP, whereby a trainee and their ES and/or TPD discuss progression.
<b>Senior Faculty Representative</b>	A member of the ARCP Panel who must agree the award of developmental ARCP Outcomes (a Dean, Head of School or TPD).
<b>Decision Aid</b>	A College, School or Specialty-produced document which states the curriculum requirements which are required for ARCP, to support the ARCP Panel in agreeing and deciding an ARCP Outcome.
<b>Time Out of Training (TOOT)</b>	During the ARCP, it is a mandatory requirement for Panels to review trainees' time out of training.

## 2. Acronyms

Term	Meaning
<b>ARCP</b>	Annual Review of Competency Progression
<b>AS</b>	Academic Supervisor
<b>CCT</b>	Certificate of Completion of Training
<b>CS</b>	Clinical Supervisor
<b>DD</b>	Deputy Dean
<b>DME</b>	Director of Medical Education
<b>ES</b>	Educational Supervisor
<b>ESR</b>	Educational Supervisor Review
<b>GMC</b>	General Medical Council
<b>GDC</b>	General Dental Council
<b>GPStR</b>	General Practice Specialty Registrar
<b>HoS</b>	Head of School
<b>LAT</b>	Locum Appointment for Training
<b>LEP</b>	Local Education Provider
<b>LTFT</b>	Less Than Full Time Training
<b>OOP (R, T, E, P, C)</b>	Out of Programme (Research, Training, Experience, Pause or Career Break)

<b>PGD</b>	Postgraduate Dean (or nominated Deputy, including Deputy Dean, Primary Care Dean or Associate Dean)
<b>PGDD</b>	Postgraduate Dental Dean
<b>RO</b>	Responsible Officer
<b>SMART Objectives</b>	Specific, Measurable, Achievable, Realistic, Time Bound