**Pre-ARCP summary (2022 “new” curriculum)**

**It should be completed by the educational supervisor prior to each ARCP**.

It will complement the portfolio psychiatric supervisor report (completed by the clinical supervisor) and the educational supervisor report, and the uploaded form R and CCT calendar.

The purpose of this form is to ensure all the portfolio evidence uploaded since the commencement of a training rotation, or since the previous ARCP, are checked prior to the ARCP panel. Trainees are encouraged to pre-populate the form before the meeting with the educational supervisor. The educational supervisor must be satisfied the evidence is accurate and up to date.

**BACKGROUND INFORMATION AND HISTORICAL EVIDENCE**

**Name:**

**CT / ST year:**

**Training rotation:** *(insert from drop-down list – WY Core, SY Core, NY Core, EY Core, NEWY GA, SY GA, NEWY OA, SY OA, NEWY GA/OA, SY GA/OA, NEWY CAMHS, SY CAMHS, YH Forensic, YH GA/Psychotherapy, YH ID, YH CAMHS/Psychotherapy, YH CAMHS/ID, YH CAMHS/Forensic, YH Forensic/Psychotherapy)*

**Date of ARCP (if known):**

|  |  |
| --- | --- |
| **Documents reviewed** | **Date (s)** |
| Psychiatric supervisor report (s) |  |
| Form R |  |
| CCT calculator |  |
| Placement specific PDP |  |
| Other correspondence not on portfolio:*(insert details)* |  |

**Placement history since commencing core / specialty / run-through training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Base location** | **Specialty / subspecialty** | **Clinical supervisor (s)** | **CT / ST year** | **Placement Dates**  | **Full time / %LTFT** | **Curriculum****“Old” or “New”** |
| Start | End |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**ARCP history**

|  |  |  |
| --- | --- | --- |
| **ARCP date** | **Outcome** | **Targets** **(outcomes 2,3,5,10.1,10.2)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Previous complaints / untoward incidents awaiting resolution**

*Ensure previous unresolved complaints / incidents are recorded on current Form R*

|  |  |  |
| --- | --- | --- |
| **Date of complaint / incident** | **Details of complaint / incident** | **Progress** |
|  |  |  |
|  |  |  |
|  |  |  |

**MRCPsych examination history (CORE / ST1-3 trainees only)**

|  |  |  |
| --- | --- | --- |
| **Exam** | **Date** | **Outcome** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**ECT capability (CORE / ST1-3 trainees only)\***

|  |  |  |
| --- | --- | --- |
| **Placement** | **ECT supervisor** | **Date of satisfactory DOPS assessment (two recommended)** |
|  |  |  |
|  |  |  |

**Addictions capability (CORE / ST1-3 trainees only)**

|  |  |  |
| --- | --- | --- |
| **Placement** | **Addictions tutor** | **Date of satisfactory CBD assessment (two recommended)** |
|  |  |  |
|  |  |  |

**Psychotherapy**

|  |
| --- |
| **CORE / ST1-3 trainees\*** |
| **Therapy** | **Therapy supervisor** | **No. sessions completed** | **Evidence of assessment** |
| Case-based discussion |  |  |  |
| Short case |  |  |  |
| Long case |  |  |  |
| **SPECIALTY**  |
| **ST year** | **Therapy / intervention** | **Progress (e.g. sessions completed)** | **Evidence of assessment** |
| ST4 |  |  |  |
| ST5 |  |  |  |
| ST6 |  |  |  |
| ST7 |  |  |  |
| ST8 |  |  |  |

**\*includes other STs who didn’t complete core competences and subject to Covid-19 curricular derogations**

**NEW EVIDENCE**

The evidence summarised in these sections will have been added to the portfolio since the commencement of training or since the last ARCP that led to a numerical outcome (i.e. N outcomes excluded).

**Reflective practice summary**

|  |  |
| --- | --- |
| **Date of portfolio entry** | **Theme of entry (e.g. clinical, professional, academic, complaint, untoward incident, sustainability, safeguarding)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Assessment and management of psychiatric emergencies with first line management plan (CORE / ST1-3 trainees only)**

|  |  |
| --- | --- |
| **Number of cases since last ARCP** |  |
| **Evidence on portfolio (e.g. case log)** |  |
| **Number of cases with WPBA** |  |
| **Cumulative number of cases since commencement of core training** |  |
| **Cumulative number of night shifts / on call since commencement of core training** |  |

**Protected Professional Development Sessions - ST4-8 trainees only**

|  |
| --- |
| **Placement location:****Placement specialty:****Placement clinical supervisor:****Commencement date:****Completion date:** |
| **Clinical supervisor report:** |
| **Clinical supervisor electronic signature:****Date:** |

**Non-clinical activities**

|  |
| --- |
| **Quality improvement****(uploaded report and reflective practice entry to evidence completion)** |
| **Project title** | **Portfolio evidence of progress** | **Educational Supervisor comments** |
|  |  |  |
|  |  |  |
| **Research and publications** |
| **Project title** | **Portfolio evidence of progress** | **Educational Supervisor comments** |
|  |  |  |
|  |  |  |
| **Leadership and management** |
| **Role description** | **Portfolio evidence** | **Educational Supervisor comments** |
|  |  |  |
|  |  |  |
| **Education and development** |
| **Nature of involvement** | **Portfolio evidence** | **Educational Supervisor comments** |
|  |  |  |
|  |  |  |
| **Core psychiatry training course attendance (Core / ST1-3 trainees only)** | **Course sessions since last ARCP** | **Sessions attended** | **Comments** |
|  |  |  |  |

**Complaints / untoward incidents since the last ARCP or since commencement of rotation**

|  |  |  |
| --- | --- | --- |
| **Date of complaint / incident** | **Details of complaint / incident** | **Progress** |
|  |  |  |
|  |  |  |
|  |  |  |

**WPBA summary (since last ARCP or appointment training rotation)**

Indicative numbers only, add rows for additional WPBAs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WPBA** | **No** | **Date** | **Assessing clinician and role** | **Summary performance rating\*** |
| **Clinical** |
| **ACE** | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **Mini-ACE** | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **CbD** | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| DOPs | 1 |  |  |  |
| **Teamworking and leadership** |
| **DONCS** | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| **Mini-PAT** **(10 to 12 responses, ≤2 from each profession)** | 1 |  | No. responses: | Overall score: |
| 2 |  | No. responses: | Overall score: |
| **Academic** |
| **JCP** | 1 |  |  |  |
| **CP** | 1 |  |  |  |
| **AOT** | 1 |  |  |  |
| **Psychotherapy** |
| **CBDGA** | 1 |  |  |  |
|  | 2 |  |  |  |
| **SAPE** | 1 |  |  |  |
|  | 2 |  |  |  |
| **PACE** | 1 |  |  |  |
|  | 2 |  |  |  |

\* Performance rating *at end of year of training*

W = Working Towards Expected Standard, M = Meets Expected Standard, A = Above Expected Standard, U = Unable to comment

**GLOBAL PERFORMANCE**

The portfolio educational supervisor report provides scope to comment in detail on a trainee’s performance using the four main headings of Good Medical Practice. There is also scope to provide recommendations for the ARCP panel.

The table below allows further commentary with specific reference to the curriculum domains. Complete the table based on curriculum

**Placement Specific PDP - Trainees in New Curriculum and transition**

***(Please note for higher trainees the training requirements in each speciality may vary slightly).***

**Table 1**

|  |  |
| --- | --- |
| **Curriculum HLOs and Themes**  | **Key Capabilities** |
| **Achievements**  | **Developmental needs** | **To carry over into next placement** |
| **HLO 1:**1.1 Professional relationships1.2 Professional standards |  |  |  |
| **HLO2:**2.1 Communication 2.2 Clinical knowledge and skills 2.3 Complexity and Uncertainty  |  |  |  |
| **HLO 3:**3.1 Knowledge of legal and organisational frameworks |  |  |  |
| **HLO4:**4.1 Health promotion and illness prevention in individuals and community |  |  |  |
| **HLO 5:**5.1 Teamworking 5.2 Leadership |  |  |  |
| **HLO 6:**6.1 Patient Safety 6.2 Quality improvement |  |  |  |
| **HLO 7:**7.1 Safeguarding |  |  |  |
| **HLO 8:**8.1 Education & Training  |  |  |  |
| **HLO 9:**9.1 Conducting research and critical appraisal |  |  |  |

**Table 2 (For trainees in transition who have moved to new curriculum - for January 2023 and**

**June 2023 ARCP)**

|  |
| --- |
| **Summary of progress made after the last ARCP in old curriculum before moving to the new curriculum.** |
|  |

**Signature of educational supervisor:**

**Date:**