

ARCP guidance for School of Medicine

Background

Whilst the Gold Guide (<http://specialtytraining.hee.nhs.uk/files/2013/10/A-Reference-Guide-for-Postgraduate-Specialty-Training-in-the-UK.pdf>) provides clear guidance as to the functions and constitution of ARCP panels the implementation of this guidance is not consistent across the medical specialties. The aim of this guidance is to set out the principles which will underpin the ARCP process for all specialties within the school of medicine.

The objectives of the panel are to:

- Consider and approve the adequacy of the documentation provided by the trainee – at a minimum a review of the trainee’s portfolio including an educational supervisor’s report and documentation of assessments and other achievements in line with the relevant ARCP decision aid.
- Consider time out of programme during the assessment period and from entry to the training programme and determine whether an extension to the training duration is required.
- Judge whether progress has been satisfactory, if adequate documentation has been provided, and therefore whether they can progress to the next level (year) of training, and award the outcome appropriate to this judgement.
- Provide advice to the RO (postgraduate dean) about the trainee’s suitability for revalidation.
- Additionally the panel should comment and feedback where applicable on the quality of the educational supervisor’s report.

The ARCP process is applicable to:

- All specialty trainees (including those in less than full-time (LTFT) training and trainees in academic programmes) whose performance through a specialty training programme must be assessed to evaluate progression
- Trainees in combined academic/clinical programmes (e.g. those in academic clinical fellowships, clinical lectureships or clinician scientist appointments)
- Trainees who are out of programme with the agreement of the Postgraduate Dean
- Trainees who resign from a programme. Such trainees should normally have their progress made up to their resignation date reviewed by an ARCP panel and an appropriate outcome should be recorded. If a review is not undertaken, this should be recorded using N21 and N22 codes.

The process is a review of the documented and submitted evidence that is presented by the trainee. As such, the trainee should **not** attend the panel. However HEE may wish to have

trainees present on the day to meet with the panel **after** its discussion of the evidence and agreement as to the outcome(s).

The annual review process for trainees in LTFT training will take place at the same frequency as for full-time trainees (i.e. at least once per calendar year). The ARCP panel would not issue an outcome when the trainee is absent due to statutory leave (e.g. maternity or sick leave) or where training has been suspended (paragraph 7.86). In these circumstances, the panel will record the reasons for this. In the case of maternity leave an ARCP could be held just before the trainee goes on maternity leave and then 6-9 months after returning.

The panel should consist of:

- At least 3 members appointed by the STC, of which one must be the TPD (or postgraduate dean/deputy dean).
- Where more than one specialty or sub-specialty is being assessed or there is an academic component to training there must be input from that specialty or an appropriate academic respectively.
- There should be input from a lay member and external advisor who review at least a random 10% of the outcomes and supporting evidence and any adverse outcomes.
- Where an adverse outcome indicating unsatisfactory performance (outcomes 2, 3 or 4) is likely a senior representative of HEYH must attend the panel (dean, deputy dean, associate dean, HoS, deputy HoS).
- Where an adverse outcome is likely for a particular trainee an educational or clinical supervisor of that trainee cannot be part of the panel for that trainee so alternative arrangements may be necessary to ensure the panel is quorate.

Process for school of medicine

- A date for the ARCP panel will be fixed at least 6 months in advance and trainees advised of that date; PYAs will be held on the same date.
- An associate dean or equivalent will be identified who will be available to join the panel if needed.
- External and lay advisers will be recruited to the panel.
- Documentation, including the educational supervisor's report should be reviewed prior to the ARCP date and a likely outcome identified; STCs can determine how these reviews should take place such that they can be satisfied as to the robustness of the decision making and assure the SoM with regard to the process; at least 2 STC appointed representatives, neither of whom have been directly involved with the trainee during the assessment period, should review each trainees' documentation and agree on a likely outcome – this could be done remotely or at a face-to-face meeting according to the decision of the relevant STC; trainees should be made aware of the date by which documentation, including the educational supervisor's report, needs to be available for review.

- If possible the documentation review should take place at least 4 weeks in advance of the ARCP panel so that those trainees whose documentation is not adequate can be awarded an outcome 5 and given 4 weeks to provide adequate documentation or receive an adverse outcome (2, 3 or 4) when the panel sits. **STCs are encouraged to ask reviewers to enter a draft ARCP outcome onto e-portfolio prior to the ARCP date.**
- At the ARCP the panel will sign off the proposed outcomes where these are satisfactory, and consider in detail all proposed adverse outcomes (2, 3 or 4) as well as a random selection of satisfactory outcomes such that a minimum of 10% of trainees' outcomes have been subjected to detailed review.
- TPDs will need to decide if the panel needs to sit for more than one day taking into account the need for the external and lay advisers to review a minimum of 10% of trainees' outcomes in detail, sign off the remaining outcomes and perform any PYAs. External advisers do not need to be present for signing off satisfactory outcomes where these have not been selected for random, detailed review.
- Trainees must not be present at the panel which decides the outcomes. However the STC may wish to have trainees present to meet with the panel after the decision has been made about their definitive outcome. This is particularly the case for those receiving an adverse outcome. These trainees should be advised of the possible adverse outcome in advance of the panel, and invited to attend so that plans can be discussed with them about providing appropriate support, and focussed or additional remedial training where necessary, to allow them to move to a successful outcome. If trainees with an adverse outcome are not seen on the designated ARCP day a face-to-face review must be organised within 6 weeks. **Trainees likely to be given an outcome 4 should be offered the opportunity to bring someone with them as support.**
- Where a trainee is given an adverse outcome (2 or 3) then they must be given a clear plan as to what must be achieved in order to gain a successful outcome at review and over what timescale, how this will be assessed, and what support/additional training they will receive. This information should be included in the ARCP documentation recorded in their portfolio. **If their educational supervisor is not present at the ARCP then a meeting should be arranged within 6 weeks for the trainee, their educational supervisor and the TPD to discuss this plan.**

- ARCP date set at least 6 months in advance: to be held at LETB office
- APD identified to be available, external and lay assessor recruited
- Trainees informed of ARCP date and deadline for providing all information for review



- Review of trainee portfolios carried out at least 4 weeks prior to ARCP by at least 2 independent STC members
- Provisional ARCP outcome given and entered onto portfolio in draft
- ARCP 5 trainees advised at this stage of timeline to rectify absence of info



- Trainees with provisional adverse outcomes (2, 3 or 4) invited to attend plus random selection of outcome
- Total number of invited trainees should be at least 10% of all trainees
- Panel ratifies outcomes, then meets with trainee after ratification to discuss outcome and training plan