

## F2 Evidence Checklist for ARCP

Adapted from the Foundation Programme Reference Guide (2017)

[www.foundationprogramme.nhs.uk/sites/default/files/2018-07/Reference%20Guide.pdf](http://www.foundationprogramme.nhs.uk/sites/default/files/2018-07/Reference%20Guide.pdf)

Additional ePortfolio support can be found on the HORUS support site with video tutorials

<https://supporthorus.hee.nhs.uk/video-tutorials/foundation-doctors/>

HEE YH Foundation Schools Additional Best Practice Evidence specified in Table 2

|                      |                    |
|----------------------|--------------------|
| <b>Trainee Name:</b> | <b>GMC Number:</b> |
| <b>Trust:</b>        |                    |

Key: Clinical Supervisor (CS), Educational Supervisor (ES)

**Table 1: Foundation Programme Reference Guide (2017) Requirements**

| No | Requirement  | HEE YH Evidence Required                   | (✓) |
|----|--|--|-----|
| 1  | <b>Full registration and a licence to practise with the GMC</b><br>To undertake the second year of the foundation programme, doctors must be fully registered with the GMC and hold a licence to practise.   | No action for trainees                     |     |
| 2  | <b>Completion of 12 months F2 training (taking account of allowable absence)</b><br>The maximum permitted absence from training, other than annual leave, is 20 days within each 12-month period of the foundation programme.                                    | Recorded absences on Form R on HORUS       |     |
| 3  | <b>A satisfactory educational supervisor's end of year report</b><br>To include confirmation that the F2 doctor has satisfactorily completed F2 outcomes against the 20 Foundation professional capabilities with ES having rated the 4 sections as "fully met". | Completed ES End of Year Report            |     |
| 4  | <b>Satisfactory educational supervisor's end of placement reports</b><br>An educational end of placement report is not required for the last F2 placement. The educational supervisor's end of year report replaces this.  | Completed ES End of Placement Report 1 & 2 |     |

| No | Requirement  | HEE YH Evidence Required  | (✓) |
|----|--|---|-----|
| 5  | <p><b>Satisfactory clinical supervisor's end of placement reports</b></p> <p>A clinical supervisor's end of placement report is required for all F2 placements.</p> <p>All clinical supervisors' end of placement reports must be completed before the doctor's F2 Annual Review of Competence Progression (ARCP).</p>   | Completed CS End of Placement Report 1, 2 & 3   |     |
| 6  | <p><b>Satisfactory completion of all Foundation Programme (FP) Curriculum outcomes</b></p> <p>The F2 doctor should provide evidence that they have met the foundation professional capabilities, recorded in the ePortfolio.</p>   | Sufficient evidence must be linked to the FP Curriculum on HORUS<br>Self-reflection is not considered sufficient evidence   |     |
| 7  | <p><b>Satisfactory completion of the required number of assessments.</b></p> <ul style="list-style-type: none"> <li>▪ 1 Team assessment of behaviour (TAB)</li> <li>▪ Optional core procedures (mandatory for F1 training)</li> </ul>  | HEE YH recommends:<br><u>Team assessment of behaviour (TAB)</u> <ul style="list-style-type: none"> <li>▪ Send <b>15</b> requests to assessors</li> <li>▪ Minimum of <b>10</b> assessors completed the TAB</li> <li>▪ Minimum level of doctor ST3</li> <li>▪ Minimum of <b>4</b> senior assessors (consultants, trained GPs or senior nurses)</li> </ul> |     |
| 8  | <p><b>A valid Advanced Life Support (or equivalent) certificate</b></p>  | Certificate uploaded to HORUS using <i>Mandatory Certificate form</i>   |     |
| 9  | <p><b>Evidence of participation in systems of quality assurance and quality improvement projects</b></p> <ul style="list-style-type: none"> <li>▪ GMC National Training Survey</li> <li>▪ HEE YH Trainee Survey</li> </ul>   | Evidence uploaded to HORUS using the <i>Quality Improvement (QI) form</i><br>Ensure that you give the forms a clear title to describe the evidence  |     |
| 10 | <p><b>Completion of the required number of Supervised Learning Events.</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of <b>9</b> direct observation of doctor/patient interactions (Mini-CEX or DOPS), at least <b>6</b> must be a Mini-CEX</li> <li>▪ Minimum of <b>6</b> Case-Based Discussions, <b>2</b> per placement</li> <li>▪ Minimum of <b>1</b> Developing the Clinical Teacher</li> </ul> | Minimum of <b>3</b> observations per placement<br>Minimum <b>50%</b> from ST3 and above   |     |

| No | Requirement  | HEE YH Evidence Required   | (✓) |
|----|--|--|-----|
| 11 | <p><b>An acceptable attendance record at generic foundation teaching sessions</b></p> <p>An acceptable attendance record should be <b>70%</b>.</p> <p>F2 doctors have protected time for generic foundation teaching sessions.</p> <p>This should not be confused with the HEE YH F2 Regional Training Days.</p> | Foundation Administrators confirm % attendance at generic foundation teaching sessions |     |
| 12 | <p><b>Signed probity and health declarations on the HORUS system</b></p>   | Electronically sign declarations when you first sign in to HORUS                       |     |

**Table 2: HEE YH Foundation Schools Additional Best Practice Evidence**

| No | Additional   | Evidence  | (✓) |
|----|--|---|-----|
| 14 | <p><b>Educational supervisor initial meeting form</b></p> <p>Required at the start of the training year.</p>   | Completed ES initial meeting form   |     |
| 15 | <p><b>Clinical supervisor initial meeting form</b></p> <p>Required for each F2 placement. In placement 1 this may be replaced by the ES initial meeting form if ES is the CS.</p>  | Completed CS initial meeting form for placements (1), 2 & 3                               |     |
| 16 | <p><b>A minimum of 18 reflections</b></p> <p>Mandatory reflections:</p> <ul style="list-style-type: none"> <li>▪ Each Regional Training Day</li> <li>▪ Careers</li> <li>▪ Complaints/serious incidents (if applicable)</li> </ul>  | <b>18</b> reflections across F2 year  |     |
| 17 | <p><b>Placement Supervision Group (PSG) feedback</b></p> <p>Required for each F1 placement.</p> <p>If you are concerned there are insufficient senior healthcare professionals for your placement please discuss this with your ES.</p>  | Completed PSG feedback for placements 1, 2 & 3.   |     |
| 18 | <p><b>Completion of 10 SCRIPT modules with a minimum 70% pass rate.</b></p> <p><b>5</b> mandatory modules:</p> <ul style="list-style-type: none"> <li>▪ Medication Errors</li> <li>▪ Psychiatric symptoms in a hospital setting</li> <li>▪ Management of Pain</li> <li>▪ Prescribing in infection</li> <li>▪ Dementia</li> </ul> <p><b>5</b> other modules selected with ES/CS advice.</p> | Certificates uploaded to HORUS using <i>"course/seminar/other learning attended"</i> form |     |

|                  |  |  |  |
|------------------|--|--|--|
| <p><b>19</b></p> | <p><b>Regional Training Days Attendance</b><br/>         HEE YH advises <b>100%</b> attendance.<br/>         A copy of the programme can be found on the HEE YH website.</p> | <p>Certificates uploaded to HORUS using "<i>course/seminar/other learning attended</i>" form</p> |  |
| <p><b>20</b></p> | <p><b>Form R (MANDATORY)</b></p>   | <p>Completed Form R on HORUS</p>   |  |