

Summary of Changes to SOPs 24-25

National SOPs

During the meeting the Directorate responsible for the review of the national SOP will be asked for a brief update on any changes made to the national SOP. Each Directorate will be asked to confirm they can comply with the SOP during the meeting.

- Principles for ARCP and ARCP Appeals (no local SOP) – Primary Care
 - No changes identified to the national SOP
- Management of Fellows (no local SOP) - LSFD
 - No changes identified to the national SOP
- Rotational Management (no local SOP) - STP
 - Noted that late recruitment is no longer an exception to Code of Practice, this will need to be considered when reporting compliance – will feedback to EDs when they ask for feedback
- NTN Withdrawal (local SOP pending) - Revalidation
 - No changes identified to the national SOP
- Educator Development (no local SOP) - LSFD
 - No changes identified to the national SOP
- Professional Support (no local SOP) – LSFD
 - No changes identified to the national SOP, noted this SOP does not cover the work we do on Neurodiversity
- Quality Reporting (no local SOP) - Quality
 - No changes identified to the national SOP



- Revalidation (no local SOP) - Revalidation
 - No changes identified to the national SOP
- Complaints (no local SOP) – Revalidation
 - No changes identified to the national SOP
- MTI Process Deanery Sign-Off (no local SOP) – PMO
 - No changes identified to the national SOP

Local SOP Changes

The Directorate responsible for the review of the local SOP will give an update on the changes (if any). Each Directorate will confirm if they are compliant with the changes/ updated version of the local SOP.

OOP – STP

- No changes made other than updating the version of the Gold Guide

Lay Representatives – PMO

- No national changes made other than confirmation of recruitment via TRAC
- Local SOP changes include
 - Feedback form should be an MS Forms rather than a Word document
 - The ARCP Panel Chair Checklist Form should be amended to include two questions, one to ask if they had a lay rep on the panel and the second to ask for feedback on the lay rep
 - Change to require lay reps attend 5 events per year as a minimum
 - Added a section on booking a lay rep

Acting Up - STP

- No national SOP change

Period of Grace – Dentistry

- Further clarification re: when a PGDiT is eligible to apply for a consultant post
- Explicitly states that NTN is retained during POG

- Updated references to GG to v10

ARCP Appeals - Revalidation

- Added outcome 10s to reflect GG
- Amended the reference to schools managing appeals to Revalidation
- Minor change to the composition of the panel to reflect the Gold Guide v10

Inter-Deanery Transfer (IDT) YH SOP - PMO

- There is no national SOP, but the local SOP is due for review
- Group agreed to change the HoS (or nominated deputy) is responsible for signing off all vacancy declarations made by the TPDs

To be reviewed in March 2025

- Local Less Than Full Time Training – STP
 - National SOP – no changes and our process align with the SOP
- Local ARCP Operational Guidance – Foundation

Updated following the SOP Development and Delivery Group held on 21st January 2025.