To be completed and uploaded onto the LLP for each ARCP.

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| **Name:** | **Date:** |
| **Item** | **Where to find on the LLP** |
| **ESSR**  Initiate 1 month before ARCP to allow completion by ES and sign-off from Faculty Tutor |  |
| **Other supervisor reports**  Add all end-of-placement reports from ES and CS meetings. This includes placements outside ICM, which won’t be on the LLP (Medicine, OOPs, SSYs etc.) |  |
| **Update HiLLOs and LOC forms**  Evidence can be added at any time. LOCs may be completed before the end of a training stage if appropriate evidence is present. Initiate LOCs with your ES in good time before the ARCP. Ensure stage and capability levels are highlighted |  |
| **Supervised learning events (SLEs)**  Ensure adequate breadth and depth to allow trainers to make judgement on progress across the curriculum.  Linking to multiple HiLLOs is appropriate if the relevance is clear. |  |
| **Logbook**  Upload a yearly ICM logbook summary, including cases seen and procedures performed. Can add as evidence to relevant HiLLOs. |  |
| **Exam progress (FFICM)**  Upload outcome letters and record attempts on ESSR |  |
| **MSF**  1 per year. Can be from partner specialty if year spent outside ICM. Minimum 12 respondents. |  |
| **MCR**  1 per year. Strongly recommended but currently not mandated, unless requested by ES or training programme. Can be done in a partner specialty if year spent outside ICM rotations. Use FICM forms (paper) or email feedback from Consultant colleagues collated by your ES. |  |
| **QI, research, management activities, publications**  Record all relevant activities on the LLP. Remember to link to appropriate HiLLOs. |  |
| **Teaching activity**  Record all teaching attended (CPD) and teaching delivered. Include certificates where possible. This includes regional teaching, external courses, life support courses, presentations etc. |  |
| **Reflective practice**  No strict requirement for a fixed number of formal reflections.  However, there needs to be evidence of reflective practice on the portfolio, such as learning from experience, excellence or potential errors.  All significant events, complaints etc should have a reflection on the LLP and must be discussed with the ES. For guidance on best practice, see the Academy of Medical Royal Colleges website [www.aomrc.org.uk](https://www.aomrc.org.uk) |  |
| **Curriculum vitae**  Not mandatory but encouraged, especially for stage 3 |  |
| **Form R**  Mandatory for revalidation. Complete on TIS, save as PDF and upload onto LLP. Absence and sickness must be recorded in both ESSR and on the Form R. |  |