

# Pre-ARCP Checklist for Educational Supervisors and Trainees

This checklist is designed to help trainees and educational supervisors (ES) to prepare for the Annual Review of Competence Progression (ARCP) by ensuring ePortfolio requirements are met. It should be used in conjunction with the specialty curriculum and ARCP decision aid

**Updated August 2015**

The **ARCP decision aid** provides information on the targets to be met for each level of training. It is the trainee's responsibility to know the requirements for a successful ARCP outcome. The number of SLEs/WPBAs required on the decision aid is a **minimum** number; the Training Programme Director may expect more for successful ARCP outcome.

The following guidance is available on the JRCPTB website:

- [ARCP decision aids](#)
- [WPBA guidance](#)
- [ePortfolio updates](#)
- [ePortfolio user guides](#)

## Educational Supervisor's responsibilities (via ES login on ePortfolio)

- The ES should check that appraisal meetings have taken place and discuss with the trainee whether the educational objectives have been achieved. The ePortfolio should be kept up to date and regularly reviewed throughout the year.
- The ES should review the ePortfolio to determine whether the trainee has made satisfactory progress for the training year as per the ARCP decision aid. Evidence will include workplace based assessments (WPBAs) / supervised learning events (SLEs), reflective practice and documents stored in the Personal Library.
- Multiple Consultant Report (MCR): The ES should review the MCR Year Summary Sheet and ensure the minimum number of consultant responses have been received according to the specialty's requirements. The ES should discuss the feedback received with the trainee and plan any remedial action required and record a summary in the ES report.
- If Multi-Source Feedback (MSF) or patient survey has taken place in the training year, the ES should review and release the anonymised results to the trainee and discuss any arising issues. A summary of the outcomes should be recorded in the ES report. **The MSF summary must be released on the ePortfolio to be visible to the ARCP panel.**
- The ES should review a sample of trainee's self-ratings and the linked evidence and then select a rating (from the drop down list). Ideally, this process should take place several times in a training year and may be devolved to clinical supervisors in core medical training. The result of sampling and progress against the curriculum should be recorded in the ES report.
- For practical procedures, the ES should check DOPS evidence demonstrates appropriate progress for the level of the trainee in line with the ARCP decision aid, including summative sign off where required.

- Complete all sections of the Educational Supervisor's (ES) report and provide explanatory comments referring to evidence reviewed. **The ES report must be signed off to be available for the ARCP panel; it will not be visible if saved in draft.**

## Trainee responsibilities

- Ensure you are using the correct curriculum. All trainees are required to move to the current version of the curriculum if their CCT date is after 31/12/2015 (please refer to JRCPTB website for [further information](#)). Please note, you will be notified of any additional transitional arrangements relating to new curricula.

- Organise a timely appointment with your ES. It is strongly recommended you meet six to eight weeks prior to ARCP to ensure relevant competencies are signed off and that the ePortfolio contains the necessary information for achieving a successful outcome. **The ES report must be signed off and the MSF summary released to be visible to the ARCP panel.**

- SLEs/WPBAs and reflection should be carried out regularly throughout the year. ARCP panels may pre-review your ePortfolio four weeks in advance, so late inputs will be missed. Please note; failure to spread WPBAs throughout the year may result in an unsatisfactory ARCP outcome.

### ➤ **Summary of Clinical Activities and Teaching Attendance – new for August 2015**

A new form is available on the ePortfolio for you to record a summary of clinical activities and teaching attendance. The form will be available to all trainees from August 2015 and will be located in the Audit and Teaching section.

### ➤ **Reflective Practice 'After Event' form and 'R-card' – new for August 2015**

The After-event reflection form and R-card are tools developed by the Institute of Reflective Practice which JRCPTB has made available to all trainees from August 2015. R-cards are for instant reflection and can be downloaded from the JRCTTB form. The after event form is available on the ePortfolio in the Reflective Practice section. Please see [guidance](#) on how to use both tools on the JRCPTB website.

- Ensure the required number of consultants have completed a Multiple Consultant Report (MCR) as agreed with your ES. Each consultant should complete one MCR. Your ES will review the MCR Year Summary Sheet and feedback the results to you and include any actions resulting in the ES report for the ARCP panel. MCR guidance is available on the JRCPTB website WPBA page.

- Ensure your Multi-Source Feedback (MSF) is complete in advance of your ES meeting so that the feedback can be released and discussed.

- It is recommended that you organise your online Personal Library by year (eg ST3) with clear subdivisions to facilitate navigation by ARCP panel. [Guidance](#) on structuring folders is now available on the JRCPTB website.

- Ensure the following items are uploaded to your Personal Library:
  - Patient Survey summary form (if completed in training year)
  - Certificates of attendance at training days
  - Teaching evaluation forms, showing learner feedback on your teaching
  
- Upload ALS certificates to the 'Certificates' section of your ePortfolio
  
- Sign and send hard copy of enhanced Form R (essential for revalidation)

*With thanks to N Tugnet & E Ntatsaki, Rheumatology SAC*