

Pre-ARCP Checklist for Educational Supervisors and Trainees – revised August 2014

This checklist provides guidance to trainees and educational supervisors (ES) about the ePortfolio requirements of the pre-ARCP supervision meeting. It should be used in conjunction with the specialty curriculum and ARCP decision aid (*available on the [JRCPTB website](#)*). All ePortfolio domains should be contemporaneously completed by the trainee and regularly reviewed by the ES throughout the year. This will allow adequate time for personal interaction and meaningful mentoring at the pre-ARCP meeting.

*Please refer to the most recent ARCP decision aid for 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.*

Required actions to be completed via the Educational Supervisor's (ES) login

- The ES should check that post details are correct and ensure relevant educational agreements and declaration documents have been counter-signed.
- The ES should check induction and supervision meetings have taken place and appropriate PDP has been agreed. The trainee and ES should decide together whether it has been achieved.
- The ES should review the ePortfolio (including PDP, supervised learning events (SLEs), WPBA, reflective practice and Personal Library documents) to determine that the trainee has explored the relevant curriculum competencies. *It is the trainee's responsibility to demonstrate appropriate engagement.*
- Follow the ES report structure and use explanatory comments. Evidence for each domain of the report should be reviewed and should be available for the ARCP panel.
 1. The ES should review a sample of trainee's self-ratings and the linked evidence and then select a rating (drop down list). This process should take 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.
 2. For practical procedures, the ES should check there are DOPs demonstrating sufficient progress in core skills and competence appropriate for the level of the trainee, and according to the Decision Aid. For sign off, summative DOPS should be completed.
- Multiple Consultant Report (MCR) - the ES should review the [MCR Year Summary Sheet](#) and ensure the minimum number of consultant responses have been received for the academic year according to the individual specialty requirements. The ES should discuss the feedback received with the trainee and plan any remedial action required. A summary of the MCR should be included in the ES report to the ARCP panel. MCR guidance is available on the JRCPTB website.
- 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. The MSF should be completed and released prior to the review.

Trainee responsibilities

- Ensure you are using the correct curriculum.
 1. All trainees are required to move to the current version of the curriculum if their CCT date is after 31/12/2015. See the JRCPTB website for guidance.
 2. If you are using an older version of the curriculum you can continue using this, providing you CCT date is before 31/12/2015, but trainees are encouraged to transfer for educational and patient safety reasons.
- Organise a timely appointment with your ES. It is strongly recommended you meet six-eight weeks prior to ARCP to ensure relevant competencies are signed off, and that e-Portfolio contains the necessary information for achieving a successful outcome.
- Midpoint appraisal is strongly recommended.
- Ensure you discuss and agree with your ES the required number of consultants who can comment on your clinical ability to complete the Multiple Consultant Report (MCR) during the training year. Ideally the MCR should be completed in the last four-six weeks of each placement. Your ES will feedback the results and include a summary and any actions resulting in the ES report for the ARCP panel. MCR guidance is available on the JRCPTB website.
- Organise your online Personal Library by year (e.g. ST3) with clear subdivisions (eg. Management, Audit, Education, Research) to facilitate navigation by ARCP panel.
- Spread SLEs, WBPAs and reflection throughout the year. ARCP panels may pre-review your e-Portfolio 4 weeks in advance, so late inputs will be missed. *NB. Failure to spread WBPAs throughout the year will result in Outcome 2.*
- Complete the MSF in advance of your ES meeting so that issues can be addressed prior to ARCP.
- Essential items to add to the Personal Library are:
 1. Patient Survey summary form.
 2. Certificates of attendance at training days.
 3. Teaching evaluation forms, showing learner feedback on your teaching.
- Essential items to add to other sections of e-portfolio:
 1. Upload ALS certificates to the 'Certificates' section.
 2. Record all unplanned leave (maternity leave, sick leave, special leave) within the 'Absence' section. Cumulative absence of >2 weeks may trigger a review of whether training needs to be extended. Please note: in some Health Education England (HEE) areas it is mandatory that you complete the "Annual Declaration of Time out of Training" form, so please check with your local HEE.
 3. Show evidence of regular Reflection - on clinical, educational, ethical, legal and managerial issues encountered in practice (e.g. complaints resolution).
- Sign and send hard copy of enhanced Form R (essential for revalidation).

Checklist for use pre-Penultimate Year Assessment (PYA)

Below are guidelines for achieving successful PYA. *Please refer to JRCPTB website for details of documents needed.*

1. Show evidence of ARCP outcomes logged against each year of training and upload all ES reports (if not already present).
2. Complete the [Summary of Clinical Experience](#) form (SOCE).
3. Submit an up-to-date CV.
4. Demonstrate awareness of ethical and legal issues. e.g. Reflective practice / ethics courses / completion of Good Clinical Practice (GCP) course.
5. Demonstrate evidence of teaching. E.g. Teaching observations / teaching evaluation forms / educational qualifications, such as Postgraduate Certificate in Medical Education.
6. Demonstrate awareness of NHS structure and management, particularly around current NHS changes. This could include attendance at:
 - Management & Leadership courses
 - Clinical Governance meetings
 - Meetings with Commissioners
 - Medicines Management Committee

This guidance has been revised to reflect the changes to specialty training assessment and review that came into effect on 6 August 2014

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