ARCP process within School of Obstetrics and Gynaecology, HEW

1. Trainees to be informed of ARCP date by SPC at least 6 weeks in advance.

2. Trainees to submit evidence at least one week before ARCP date. Evidence to include electronic Form R, e-portfolio WBPAs and educational supervisor report, updated CV and timeline with provisional CCT date, ARCP O&G record form.

3. School recommends TO1 forms to be collected every 6 months with college tutors advising trainees of key clinical areas to involve.

4. Trainees to meet with college tutor with completed educational supervisor report before submission to deanery to discuss progress and “to ensure no surprises”.

5. ARCPs to be held at least annually, and prior to any waypoints (eg end of year of training, end of extension to training).

6. ARCPs usually take place within 2 months of end of training year/rotation date.

7. College tutors in each unit may act on behalf of the TPD. They undergo induction appraisal with the TPD and DME at the start of their appointment with clear objectives defined for post, based on an RCOG job description. They undergo annual appraisal with a TPD with feedback to the Head of School and relevant DME. They attend STC twice a year, ARCPs and specialty ST1 interviews.

8. All college tutors are invited to each ARCP panel and are expected to attend to present their own trainees who are in post in their department. The ATSM director and Deanery Ultrasound Coordinator are also invited to attend. The college tutor must declare an interest if they act as a clinical or educational supervisor for a trainee being discussed and will not take part in any decision regarding outcome. The college tutor presents the educational supervisor’s report to the morning panel as it is displayed on screen. Separate panel members are allocated to review the trainee’s CV, electronic logbook and WBPAs. When a college tutor is the trainee’s educational supervisor and an adverse outcome is anticipated, they will leave the room after their presentation to enable the panel to make a decision.

9. The TPD ST3-7 chairs the ARCP panel for ST3-7 trainees (currently 2 sessions in June and 1 in December) and the TPD ST1-2 chairs the ARCP panel for ST1-2s (currently in July). They take notes from the morning discussion and record the outcome and training objectives on the paper ARCP record form. This is entered electronically in draft form in the ARCP report on e-portfolio by the SPC and edited by the TPD before release to the trainee and supervisor. If a separate letter is dictated after the ARCP, the letter will be uploaded as soon as possible onto e-portfolio.

10. The ARCP outcome is always decided in the morning panel. All trainees are invited to attend in the afternoon to discuss their progress, training objectives for the next year, CV development and future specialty interests. A trainee with an outcome 3 or 4 is usually seen by the Head of School and external assessor.
Trainees with an outcome 2 may be seen by the TPD or college tutor acting on behalf of the TPD. If trainees are rotating to a new unit, the relevant college tutor is usually involved in the afternoon discussion of training needs with one other college tutor.

11. New college tutors attend the ARCP panel initially as an observer. New college tutors will accompany experienced college tutors to see trainees in the afternoon. Educational supervisors are invited to attend the ARCP as observers for their educational development but the numbers are limited to two per session. Individual feedback is given by the college tutor or TPD if supervisor reports are completed inadequately, with an invite to observe the ARCP process. Positive feedback is also given by letter for notable supervisor reports as supporting evidence for an individual educational appraisal.

12. After the ARCP outcome is decided by the panel, Form R is reviewed for revalidation purposes together with the Trust Exit reports as part of the enhanced ARCP process. Any events declared on Form R and the educational supervisor report are discussed by the college tutor and the trainee’s reflection reviewed by the panel to decide if any ongoing concerns to be noted by the Postgraduate dean.

13. College tutors will ensure that trainees on outcome 2 or 3s have appropriate induction appraisals and learning agreements set by the educational supervisor. They will discuss with the educational supervisor and trainee together either in a face to face meeting or on the telephone within 2 weeks of the ARCP outcome to agree and sign off a training agreement. This process should also occur if a trainee rotates to a new Trust with an outcome 2 or 3. They will then liaise with the relevant TPD by email who will review the trainee eportfolio to ensure all objectives are clearly set out and agreed. The college tutor will update the TPD if any problems encountered with meeting targets in advance of the next ARCP.

Karen Brackley
TPD ST3-7 School O&G
30.10.15