ARCP process within the School of Surgery, HEE WES

The SPC/PM will look to produce a list of trainees who need to have an ARCP and will confirm this list, which may include a timetable, with the TPD prior to the invites going out.

LTFT trainees will be seen annually for an ARCP and will have an ARCP prior to the end of their training year (way point) to ensure they can move to their next year of training.

The JCST have mandated that a trainee who is due to submit an application to take an exam at the ST3+ level, require an ARCP, so an ARCP will need to be accommodated to facilitate this.

Trainees to be informed of ARCP date by the SPC at least eight weeks in advance.

STC Educational Leads/Surgical Tutors/College Tutors or representative are to be invited to each ARCP as soon as it has been set, by the SPC. Reminders inviting attendance at the ARCPs will be sent on a monthly basis. A representative from each of the Training departments should attend the ARCPs.

The ARCP takes place before the panel meet with the trainee and the outcome is always decided prior to seeing the trainees. All trainees are invited to attend to discuss their progress, training objectives for the next year, CV development and future plans.

Trainees who commence a post in the School of Surgery will have an interim review at six months. This will be an opportunity for the trainee to meet with the TPD, talk about their training and whether the trainee is on track to receive and outcome 1 at their annual ARCP, based on the evidence presented on the ISCP/E-portfolio. Trainees who are on an adverse outcome ie a 2 or a 3 will have an interim review to check their progress against their learning agreement.

TPDs will set the global objectives for each trainee on their programme (ISCP only).

The Learning agreement will be discussed with the trainee and educational supervisor and documented on the ISCP or e-portfolio.

Trainees to submit evidence 1 week before ARCP date. A reminder to submit evidence will be sent three weeks prior to the ARCP by the SPC. Evidence must be fully populated and up-to-date on the ISCP which will include completed AES report, cv, all current evidence, logbook and WBAs.

Ophthalmology trainees need to upload all their information onto their e-portfolio 2 weeks before the date of their ARCP. Their requirements are detailed on their College website – http://curriculum.rcophth.ac.uk/assessments/rita-guide.

Trainees who are part of the Royal College of Surgeons, will need to ensure that they review the certification guidelines for your specialty and complete any appropriate forms for your level of training, these are available on the JCST website via the following link: http://www.jcst.org/quality-assurance/certification-guidelines. Completed forms should be sent in prior to the ARCP or uploaded to the evidence section on the ISCP.

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The SPC will create the panels on the ISCP in line with the deadline set by Health Education England – Wessex, which will be one week before the ARCP. The SPC will notify the SAC and TPD that the panels have been set up so that they can review the evidence prior to the date of the ARCP.

Trainees to meet with their Educational Supervisor to complete the AES report prior to the deadline set by Health Education England – Wessex to ensure that there are no surprises in respect of their outcome.

The TPD, or their representative, should chair the ARCP panel. They should assign roles to the panel members; one of whom should be assigned to complete an evidence checklist form based on the evidence presented through the ISCP or electronic e-portfolio.

A date for review of outcome 5s should be set in advance and should be within 10 days of the ARCP. These can be held with panel members being ‘virtual’ or remote.

The STC Educational Leads/Surgical Tutors/College Tutors or representatives 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 the outcome – positive or adverse. They will leave the room after the evidence has been presented to enable the panel to make a decision.

Whereby a trainee has received an outcome 3, LTFT, or been on statutory leave the TPD/School of Surgery team will produce a timeline which should be agreed with the trainee at the ARCP.

The outcome should be recorded after each ARCP outcome has been decided and will be recorded by the SPC on the ISCP, or on the paper outcome forms (Ophthalmology). Any text needs to be dictated to the SPC by the Chair of the panel onto either the ISCP or on the paper outcome forms.

If there is an adverse outcome, i.e. a 2, 3 or 4 a letter should be written to the trainee confirming this by the Chair of the Panel with a copy to the current educational supervisor and future educational supervisor (if known). The content of this letter should mirror what has been put on either the ISCP or paper outcome form. This information should also be put on the ISCP or eportfolio and form part of the learning agreement.

A trainee who receives an outcome 2, 3 or 4 will be seen by the TPD and the SAC/External representative.

The STC Educational Leads/Surgical Tutors/College Tutors or representative will ensure that trainees on an outcome 2 or 3 have appropriate 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 the learning agreement. This process should also occur if a trainee rotates to a new Trust with an outcome 2 or 3. They will liaise with the relevant TPD by email who will review the trainee’s ISCP or e-portfolio to ensure all objectives are clearly set out and

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agreed. The STC Educational Leads/Surgical Tutors/College Tutors or representative will update the TPD if any problems encountered with meeting targets in advance of the next ARCP.

A trainee who does receive an outcome 3 will be invited to meet with the Head of School on a separate occasion.

If supervisor’s reports are completed inadequately, then the TPD will feedback via either the STC Lead or College/Surgical Tutor to the Educational Supervisor on an individual basis 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’s educational appraisal.

STC Educational Leads/Surgical Tutors/College Tutors or representative will undergo an appraisal with the TPD with feedback to the Head of School and relevant DME. A representative from each training department will attend STC twice a year. The frequency will after they completed their first year and in towards the end of their 3rd year.

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