Reflection should include:
1. Details of complaint/event*
2. Outcome
3. What learning needs identified and how will these be addressed
4. How practice will change to improve patient care

*Data protection issues should be considered and patients, colleagues and other third parties should not be identifiable.

Enhanced Form R

If trainee is involved in an ongoing complaints or Significant Event Investigation then they should include the details of it in the Form B: Reflection on Significant Event/Form C: Reflection of Complaint form marking it as ongoing and attach it to the Enhanced Form R.

Once it has been resolved then the rest of the Form B: Reflection on Significant Event/Form C: Reflection of Complaint form should be completed and included in the next ARCP portfolio.

If trainee is involved in an investigation since the last ARCP then they should reflect on this either via e-portfolio or through Form D: Reflection on Investigation and then include this in their portfolio.