Timings for ESRs and ARCPs for GP trainees

A typical full-time trainee will need to have an ESR completed every 6 months in each training year. During the ST1 and ST2 years when a trainee rotates to a new post every 6 months, the ESR must be completed by the end of each 6 month post and in time for their ARCP.

When a trainee is due to have an ARCP, the ESR must be completed 2 weeks before the date of the ARCP. The GP Specialty Co-ordinator (ARCP) will inform trainees and their Educational Supervisor of the date of their ARCP panel 6 – 8 weeks in advance, giving the deadline for the ESR.

There are now two intakes for GP training: in August and in February and the timing of the ESRs and ARCPs are summarised below.

August intake

Where a trainee has started their training programme in August, the first ESR in the ST1, ST2 and ST3 years must be completed by the end of the following January.

The second ESR in the ST1 and ST2 years must be completed by mid-June (i.e. 2 weeks before the main ARCP panel which is held at the beginning of July). Trainees and Educational Supervisors will be sent details of this deadline 6 – 8 weeks before the date of the ARCP panel.

The final ARCP for ST3 trainees who are due to complete their training in August will be held at the beginning of June (no more than 8 weeks before their CCT date) and the ESR must be completed in mid-May, 2 weeks before the date of the panel. Trainees and Educational Supervisors will be informed of this deadline 6 – 8 weeks before the date of the ARCP panel.

February intake

Where a trainee has started their training programme in February, the first ESR in the ST1, ST2 and ST3 years must be completed by the end of the following July.

The second ESR in the ST1 and ST2 years must be completed by mid-December (i.e. 2 weeks before the main ARCP panel which is held at the beginning of January). Trainees and Educational Supervisors will be sent details of this deadline 6 – 8 weeks before the date of the ARCP panel.

The final ARCP for ST3 trainees who are due to complete their training in February will be held at the beginning of December and the ESR must be completed in mid-November, 2 weeks before the date of the panel. Trainees and Educational Supervisors will be informed of this deadline 6 – 8 weeks before the date of the ARCP panel.

<table>
<thead>
<tr>
<th>August Starters</th>
<th>ST1-1</th>
<th>ST1-2</th>
<th>ST2-1</th>
<th>ST2-2</th>
<th>ST3-1</th>
<th>ST3-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESR deadline</td>
<td>31 Jan</td>
<td>mid June</td>
<td>31 Jan</td>
<td>mid June</td>
<td>31 Jan</td>
<td>mid May</td>
</tr>
<tr>
<td>ARCP</td>
<td>Early July</td>
<td>Early July</td>
<td>Early July</td>
<td>Early June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February Starters</th>
<th>ST1-1</th>
<th>ST1-2</th>
<th>ST2-1</th>
<th>ST2-2</th>
<th>ST3-1</th>
<th>ST3-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESR deadline</td>
<td>31 July</td>
<td>Mid December</td>
<td>31 July</td>
<td>Mid December</td>
<td>31 July</td>
<td>Mid November</td>
</tr>
<tr>
<td>ARCP</td>
<td>Early January</td>
<td>January</td>
<td>Early January</td>
<td>Early December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Less than Full Time trainees

The basic rule still applies: an ESR is required for each 6 months of training and an ARCP for each 12 months of training. Therefore, less than full time trainees will have an ESR every six months. They will have an ARCP after 12 months. As the training year will take longer than 12 months, the trainee will then have a gateway ARCP with an additional ESR required for this. The exception to this requirement is where the ESR for the gateway ARCP would be less than three months after the previous ESR and the RCGP will therefore accept an ESR that covers a longer period (this must be discussed with the deanery beforehand: accreditation.wx@hee.nhs.uk).

For example if a trainee is working at 80%, their training year will take 15 calendar months. They will therefore have two ESRs, each covering 7.5 months of training and they will have a single ARCP after 14 months which will review 15 calendar months of training (12 months whole time equivalent if working at 80%).

If a trainee is working at 60%, it will take 20 calendar months to complete a training year. The trainee will therefore have 2 ESRs each covering 6 months and 1 ESR covering 8 months. They will have an annual ARCP covering the first 12 calendar months of their training and then have a gateway ARCP (with an ESR) covering the next 8 months.

Each ARCP panel will check training dates and the date of the next ARCP will be recorded on the ARCP form and in the Educators notes on the Eportfolio. The trainee and Educational Supervisor will be informed 6 – 8 weeks in advance of the date of the ARCP and the deadline for the ESR for the panel.

Time out of Training

Maternity leave - If a trainee is going on maternity leave and will have completed at least 3 months of training since their last ESR or ARCP, they will have a pre-maternity ESR and ARCP to review the time in training up to the start date of the maternity leave. If there is less than three months since the last ARCP and ESR, then this training time will be reviewed as part of the first ESR after maternity leave.

The clock will stop for the timing or ESRs and ARCPs while the trainee is on maternity leave and will start again when they return to work, resuming the cycle of 6 monthly ESRs and annual ARCPs.

For more specific advice for individual cases, please contact HEE Wessex (accreditation.wx@hee.nhs.uk).

Sick leave – A trainee cannot have an ESR or ARCP while they are on sick leave. If a trainee has a significant period of sick leave, please contact Inga Janmere for advice on the timing of the ESR and ARCP.

Out of Programme (Career Break or Experience) – The trainee will need to have an out of programme ESR every 6 months while they are out of programme and an annual ARCP. The trainee will also be asked to complete a Form R and a reflection of work outside of training if appropriate.