Revalidation Guidance for Lay Advisors at ARCP

As of December 2012 all doctors in the UK, who hold a licence to practise, will be subject to Medical Revalidation, as regulated by the General Medical Council (GMC).

Consultants, Associate Specialists, Trust Grade Doctors, Salaried GPs and GP Partners will be subject to the annual enhanced medical appraisal to allow them to accumulate evidence in support of revalidation.

Doctors in training will continue to be subject to the annual ARCP or RITA processes, both of which have been "enhanced" to include the revalidation domains.

A main focus of the revalidation process is clinical governance and effects upon patient safety, and fitness to practice. Doctors in training will already be monitoring and recording how they proactively engage in clinical governance, patient safety, and CPD activities. In order to revalidate they must also record how they react to any clinical governance concerns in which they may be involved, in line with the six key domains:

1. Continuing Professional Development
2. Quality Improvement Activity
3. Significant Events
4. Feedback from Colleagues
5. Feedback from Patients (where applicable)
6. Review of Complaints and Compliments

As lay advisor your role will be very similar to that during the ARCP and RITA meetings, however it is essential that both you and the panel are aware that the ARCP/RITA outcome and the revalidation "judgement" are separate decisions.

As a lay member of the ARCP panel it is your role to ensure equity in the decision making processes, both to patients and the doctor being assessed. Decisions should always be made in context and can only be made based upon the documented evidence available.

The requirements for both processes are different, and ARCP/RITA will continue to be used to assess progression through the curriculum as defined by the appropriate Royal College or Faculty.

Revalidation is solely the domain of the Postgraduate Dean and the ARCP/RITA panel will essentially provide advice to the Dean to make a recommendation about the doctor.

The programme management teams will be able to advise you more in depth on the day of the ARCP meeting, but you are very welcome to contact the Revalidation Team directly with any specific queries: HEWRevalidation@wessex.hee.nhs.uk 01962 718413

The proceeding pages are the guidance provided to doctors in training:
“Revalidation Guidance for Doctors in Training”

Since December 2012 all doctors in the UK who are registered with the GMC and hold a licence to practice, have been required to engage in annual appraisal and medical revalidation.

As a doctor in training you will continue to be subject to the annual ARCP or RITA process, both of which have been “enhanced” to include the revalidation domains. Doctors in training are not required to have an additional “enhanced medical appraisal”.

All doctors in Deanery training posts will have a prescribed connection to the Deanery as their designated body and the Postgraduate Dean as their responsible officer for the duration of their training. The Postgraduate Dean will make a recommendation about you at your revalidation due date.

**Form R**
You will be asked to complete a Form R, on an annual basis, which has been “enhanced” to form a self declaration which covers all of the GMC revalidation domains.

The additional sections on the enhanced form are:

- **Revalidation data**
  You will be asked for the date of your last revalidation and your expected next revalidation date. For the majority of doctors in training it will be the first revalidation cycle so the previous date field is not applicable. If you do not know your expected date you should log on to your GMC Online account to view it there.

- **Scope of Practice**
  You will be asked to declare your ENTIRE scope of practice as a medical professional. If you are undertaking work that is outside of your Trust, Specialty, or EWTR rota you must discuss the work with your Educational Supervisor or Training Programme Director either before commencing the work or when you are allocated a new supervisor. All work that you undertake, as a doctor, must be documented to form part of your evidence portfolio for revalidation. The Wessex Revalidation Team have developed both a guidance document for work outside of training and a reflection form which will be useful if you are working in organisations where formalised appraisal mechanisms do not exist.

- **Significant Events**
  You will be asked to state whether you have been involved in any significant events since your last ARCP/RITA. If you have been involved in such an event, you will need to provide details, including any reflective writing that applies to the incident.

- **Complaints**
  You will be asked to state whether you have been involved in any complaints since your last ARCP/RITA. If you have been involved in a complaint your will need to provide details including your reflection.

- **Compliments**
  The enhanced Form R has a section where you are invited to submit details of any compliments that you have received in the past 12 months.

- **Probity**
  You will be asked to state that you understand your obligations under Good Medical Practice with regards to probity and professionalism. You will then be asked to declare whether you have been the subject of any investigations regarding probity and provide any details thereof.
- **Health**
  You will be asked to confirm that you understand and accept your responsibilities with regards your personal health under [Good Medical Practice](#).

**Reflective Practice**

The advice from the Wessex Revalidation Team is that you should be reflecting, contemporaneously, on any incidents or events that fall under any of the above categories. Some of the situations will be minor whilst others may be more comprehensive.

Advice on how to reflect and how to record reflection is available from the Wessex Deanery website: [http://www.wessexdeanery.nhs.uk/support/support/trainee_revalidation/reflective_practice.aspx](http://www.wessexdeanery.nhs.uk/support/support/trainee_revalidation/reflective_practice.aspx)

Many specialty training curricula already include a requirement on reflection and you should ensure that you are continuing with this to satisfy your curriculum as well as satisfying the revalidation requirements.

The format of reflection is not mandated by revalidation but you must ensure that any reflective practice you undertake is available for the ARCP or RITA panel should they request it.

**Employer Exit Reports**

As part of the revalidation regulations the Postgraduate Dean is obliged to ask your employing organisation to provide a bi-annual return which covers the domains outlined above. The reason this comes directly from your employer is to avoid every doctor in training requesting the information from their Trust.

This work will be coordinated by the employer and the Wessex Revalidation Team and should have very little impact upon you as a doctor in training.

It is worth noting that the way the various domains are recorded locally may change slightly over the coming years and you may be asked for more information about events from either your educational supervisor or the administrator responsible for supplying the information.

**Educational Supervisor Reports**

As part of the ARCP and RITA processes you are required to provide an educational supervisors report which makes review and comment on your training over the period of your training post. From 2013 your educational supervisor will be asked to make comment on your fitness to practice by answering two additional questions with an area for comment.

These new reports have been agreed by the Academy of Medical Royal Colleges (AoMRC) and have been circulated to the individual Colleges and Faculties, for inclusion into the various ePortfolio systems.

If your College has not included these questions by the time your report is completed you will need to ensure that your supervisor is completing the questions separately and they are available from the Wessex Deanery website.

Doctors in training, who have retained their NTN number and curriculum from pre-2007, i.e. remain SpR trainees rather than StR, will need to ensure they are completing either updated educational supervisor report documents or are having the additional questions completed.
**Out of Programme (OOP)**

The Wessex Revalidation Team has created documents to support doctors who go out of programme for the four different types of OOP. Further information will be sent to you when you commence OOP and guidance documents can be found on the Wessex Deanery website:


**Return To Training Scheme (RTT)**

Wessex Deanery has developed a Return To Training (RTT) Scheme based upon patient safety guidance and research, on returning to medical practice after a period of absence. If you are a doctor returning to training after a period of absence you will need to ensure that you are following this process which includes meeting with your training programme director prior to the start date of your leave period.

The RTT scheme must be engaged with by any doctor who is absent from training for 3 months or more. However if you are absent for a shorter period and feel that you need support in returning please do use the principles of this scheme.

Whilst your time off may or may not involve clinical practise it is important to remember that this scheme is designed to support you in returning to your training programme and “day to day” work in a structured way. This may include Keeping in Touch days (KiT).

Further information on the scheme can be found on the Wessex Deanery website:

[http://www.wessexdeanery.nhs.uk/policies__procedures/return_to_training_scheme.aspx](http://www.wessexdeanery.nhs.uk/policies__procedures/return_to_training_scheme.aspx)

**Further Information**

For further enquiries on revalidation please refer to the FAQs section on the website:

[http://www.wessexdeanery.nhs.uk/support/support/trainee_revalidation/faqs.aspx](http://www.wessexdeanery.nhs.uk/support/support/trainee_revalidation/faqs.aspx)

You can contact the revalidation team via email: revalidation@wessex.hee.nhs.uk or via telephone: 01962 718413

Your programme management team will also be able to help with your revalidation queries particularly in terms of the administrative processes around ARCP and RITA, details available from the Specialty Schools section of the website: [http://www.wessexdeanery.nhs.uk/specialty_schools/specialty_schools.aspx](http://www.wessexdeanery.nhs.uk/specialty_schools/specialty_schools.aspx)