1. Read the information sent to you about the pilot from the Deanery.

Are you willing to participate?

Yes

2. a) Complete the Consent Form.

2. b) Print off completed Consent Form and physically sign it.

NB: If you have an e-signature (scanned in copy of your signature) you can use it and email the consent form directly rather than printing it off and signing it physically.

2. b) i) Scan in completed and signed consent form and email it to the Deanery at alethea.peters@wessexdeanery.nhs.uk

2. b) ii) Post the competed and signed consent form to:

Alethea Peters
Doctors in Training Revalidation Pilot
Wessex Deanery
Southern House
Otterbourne
Winchester
SO21 2RU

3. a) Fill in Exit Report with ARCP Date, Name, GMC Number and Employment details for your current Employer.

3. b) i) Email the partially filled in Exit Report to your Educational Supervisor.

3. b) ii) Email the partially filled in Exit Report to the specified person within your Trust. You will be informed of who that is by the Deanery.

4. Complete and sign the Form R Supplement and return it to the Deanery prior to your ARCP.

This can be returned in the same way as 2. b) i) or 2. b) ii)

5. Once you have received the completed Exit Report return a copy to the Deanery prior to your ARCP.

This can be returned in the same way as 2. b) i) or 2. b) ii)

If you wish, you can upload a copy of the Exit Report onto your e-portfolio and discuss it with your Educational Supervisor.

NB: If you do upload the Exit Report, it doesn’t have to be maintained on your e-portfolio once the pilot is over.

Please note:
This pilot is a test of process only and participating will not affect your ARCP outcome.

6. a) Once you have attended the ARCP Panel complete an online Evaluation Form on the process.

6. b) Send a copy of the 'Thank You' page produced from submitting the Evaluation Form to the Deanery at alethea.peters@wessexdeanery.nhs.uk

Contact the Deanery to discuss any questions or concerns you may have.
You can email Alethea Peters at alethea.peters@wessexdeanery.nhs.uk or call on 01962 718413.