

SoCATS Annual Review of Academic Development and your ARCP

SoCATS have a process designed to review and document the **academic development** of our Academic Clinical Fellows and Clinical Lecturers. The purpose of this is to ensure all trainees are on track academically, and that they have the appropriate support in place. Following each trainees annual academic review meeting a report is produced to feed into the trainees ARCP.

The process has been developed in line with the 'Gold Guide' and the Academy of Medical Sciences 'Guidelines for Monitoring Academic Training and Progress'. Both of these documents can be accessed in the 'Further information...' section below.

Please note that this process only applies to our current Academic Clinical Fellows and Clinical Lecturers. Other research active clinical academic trainees should refer to the Wessex Deanery website for details of the documentation they require a trainee to complete for the academic element of their ARCP.

Remember that the process below is to assess your academic development only, in advance of your ARCP. Further details of your ARCP can be found on the HEE Wessex website.

Annual Academic Review meeting

Each trainee will have a face to face 'Annual Academic Review Meeting' with two of the senior clinical academics sitting on the SoCATS School Board. School Board members include

- SoCATS Director of Clinical Academic Training
- HEE Wessex representative for clinical academic trainees,
- SoCATS Lead for ACFs
- SoCATS Lead for Clinical Lecturers

This meeting should take place approximately one month prior to the trainees ARCP.

In advance of this meeting trainees must complete documents 1 (Personal Development Plan) and 2 (Report on Academic Progression) detailed below in conjunction with their Academic Supervisor (not their Educational Supervisor, who covers their clinical training).

Following the meeting a report (Annual Academic Review Form) will be produced by SoCATS and sent to the trainee and their Primary Academic Supervisor.

The trainee is responsible for loading this report and all inputs into the Annual Academic Review Meeting onto their ePortfolio.

Documentation - Annual Academic Review

1. A Personal Development Plan (PDP)

This covers general academic skills and specific academic goals for the year ahead. The Trainee and their Academic Supervisor will also agree a training programme to facilitate the achievement of these goals.

AMS Annex A Personal development plan Template .docx

2. Report on Academic Progression

This should cover the three main areas of competence:

- generic and applied research skills
- research governance
- communication/education

It should also include details of the Trainee's:

- academic placements
- academic training modules completed
- academic experience and
- an assessment of their academic competencies.

The progress report required is called:-

Appendix 5 Report on Academic Trainees Progress April2015 .docx

3. Supporting documentation

Trainees may also wish to submit additional supporting documentation, such as:

- research proposals
- grant applications
- research reports
- publications
- log books
- case books
- reports from Training Programme Directors and other colleagues
- examination results
- certificates of attendance
- fellowship applications (ACFs)
- appraisal or probation records (Clinical Lecturers)

Please note that this list is not exhaustive, Trainees may wish to submit other information that they consider to be of relevance.

ARCP Documentation and further information

For your ARCP there are documents required relating to your clinical progress. Please see the HEE Wessex website for full details.

Timeline for Documents

Trainees should review and agree their PDP and provisional academic training programme within 1 month of taking up their post. These should be reviewed annually hereafter.

A formal interim review of academic progress should be held with your Primary Academic Supervisor after 6 months.

The Annual Academic Review meeting should take place at least 1 month before the ARCP panel convenes.

Health Education England (HEE) Wessex will give Trainees 6 weeks notice to submit their portfolio before the ARCP panel convenes.

Trainees must submit all of their portfolio at least 2 weeks before the ARCP panel convenes.

Further information/useful resources

The Academy of Medical Sciences' [Guidelines for monitoring clinical academic training and progress](#)

Section 7 of [A reference guide for postgraduate specialty training in the UK](#) (the 'Gold Guide').

Dates for Trainees and supervisors about the ARCPs can be found on the specialty pages on the Health Education England - Wessex website: <http://www.wessexdeanery.nhs.uk/default.aspx>

The ARCP cycle

Below is a sample ARCP cycle for a Clinical Academic Trainee:

