

COPMeD agreed guidance on actions to be taken and ARCP Outcome to be awarded if a trainees fails to submit a completed Form R

1. When a trainee fails to submit a completed form R that reflects their full scope of practice since their last review they are issued with an outcome 5 and 2 weeks to remedy the situation. In addition should normally be called to a support meeting with their postgraduate dean / responsible officer or their nominated deputy to discuss the reasons for non-submission and to clarify next steps if the situation is not rectified.
2. If they resubmit within the 2 week time-frame they receive an ARCP outcome appropriate for their educational progression and alignment with Good Medical Practice.
3. If after 2 weeks they still fail to submit a satisfactorily completed form R and this is the first time that this situation has arisen within the training programme, for core, speciality and GP trainees outcome 2 / 3 / 4 issued (according to training progression). A note is made on the trainee's record that they did not submit a completed form R

NB Outcome 1 (or 6) is not awarded even if there are no training progression concerns.

4. For foundation trainees and for trainees who fail to submit a completed form R after the outcome 5 is issued and a support meeting offered and for whom this is a repeated situation, the process of referral to the GMC for non-engagement with revalidation should be commenced.

Should the trainee subsequently provide the completed form R then the appropriate ARCP outcome for trainee progression can be awarded.

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