National Anaesthetic ARCP Checklist: Guidance for Educational Supervisors

Completion of ESSR for ARCP

ESSR Navigation Section	Comment
Overview	Dates should be the start and end of the period under review for the ARCP. Start date is the day following the end date set for the previous ARCP
	It is recommended that it is good practice to maintain an up to date CV and strongly recommended that a CV is included for an end of year ST6 ARCP This is done via trainee profile
Placements in programme	Hospital placement or placements since last ARCP Ensure that these are correct
Examinations	Ensure that the dates are correct Exam pass confirmatory letter should be uploaded as an activity
Milestones	Check dates are correct Old certificates completed on paper should be uploaded into certificates section
Personal development plan (PDP)	The purpose of a PDP is to set out learning objectives for the year of training. If these are included in the supervisor's meeting record then there is no requirement to do an additional PDP but it will be necessary to indicate where this evidence is. New objectives can be added to the PDP as they occur through the year

Logbook	The preferred format for recording cases is the LLP logbook.
	If the LLP logbook is not used then the RCoA approved dataset must be used to present:
	    1. A logbook of cases since the last ARCP
	    2. A cumulative logbook of cases from the start of core training
	Comment on case numbers, case mix and supervision with respect to the units completed

Supervisory meeting	Evidence of a minimum of three meetings per year.
	This could be:
	    1. Supervisor meetings completed on LLP
	    2. ESSR completed at end of placement
	    3. An uploaded document such as the School's own supervisor meeting form

Review unit progress	CUT forms completed between the ESSR start and end date should appear here.
	Required units for stages of training:
	    1. CT1 (Anaes) Introduction to anaesthesia 8 units, IAC
	    2. CT2 (ACCS) Introduction to anaesthesia 8 units, IAC and ICM
	    3. CT2 (Anaes) CT3 (ACCS) All core units, IACOA
	    4. ST4 All intermediate units including option ones if available
	    5. ST7 All essential higher units, one year of advanced training units, domains 1-6
	Comment on progress with units of training.
	Review the feedback comments on the CUT form and comment on these if applicable.

Workplace based assessments	WPBAs completed between the ESSR start and end date should appear here Comment on their quality and any feedback comments
Multisource feedback (MSF)	One MSF reflecting anaesthetic practice each year An additional MSF for ICM if completing a unit in intensive care medicine in the period under review. MSFs must have a minimum of 12 responses to be valid Ensure that there is appropriate cross section of assessors. Review any concerns Add praise for good MSF
Consultant source feedback	Comment that this has been done Summarise feedback
Non clinical activities	Evidence here supports the requirements of Annexes A and G There must be some evidence entered in each domain for each ARCP. Evidence of involvement with an audit or quality improvement project is essential. This can include involvement with national or regional projects. Further guidance on the assessment of QI projects can be found on the College website: www.rcoa.ac.uk Compliance with mandatory training is a Trust and national requirement but it is not a requirement for ARCP evidence. This section includes evidence of activities which have been associated by the trainee to a Personal Activity within the LLP eg courses or events. Whilst trainees are completing migration of evidence from the old ePortfolio to the LLP this will also include evidence from the old ePortfolio eg CUT forms
Absences	This should include sick leave, parental leave, compassionate leave and leave for military duties if applicable
Form R (Eng, Wales, NI) or SOAR (Scotland) Revalidation document	This document should be uploaded to the LLP This should cover the trainee's whole scope of practice Any involvement with a Serious Incident must be recorded on this. The trainee must discuss SI involvement with their ES and reflect upon it.
Details of any concern	The following questions must be asked 1. Are you aware if this trainee has been involved in any conduct, capability or Serious Untoward Incidents/Significant Event Investigation or named in any complaint? 2. If so, are you aware if it has/these have been resolved satisfactorily with no unresolved concerns about a trainee's fitness to practice or conduct? Comment in this section must include that where appropriate reflection has taken place, learning needs have been identified and that the trainee has demonstrated insightful learning. This may be a useful time to enquire about any welfare issues concerning the trainee and to ask if they require extra support such as that available from Professional Support Units
Comments	This should be an overview of the trainee's progress through the year. Give examples of excellence. Note if there have been any concerns. Comment on activity in the four non clinical domains Comment on reflective practice Comment on the discussion of the potential ARCP outcome. This is essential if the outcome is likely to be unsatisfactory Summarise the main activities to concentrate on in the coming year and add short and long term plans College tutor's comments might include a summary of ESSR and agreement or disagreement with ES's comments
Reflective Practice	There is no requirement for a set number of reflections, but the trainee must provide their ES with evidence that they are a reflective practitioner, and that they are able to learn from excellence as well as errors. This may be undertaken verbally