

## ARCP Changes to be implemented on 1<sup>st</sup> February 2024

### 1. Change in ARCP Review Period

**The review period for the ARCP will be the date from the last ARCP to the current ARCP.**

Previously in Wessex we reviewed evidence from Progression date to Progression date. The change is because there is a new National ARCP SOP August 2023.

#### Example

Trainee commenced ST2 in August 2023, with progression to ST3 in August 2024. Date of ST2 ARCP June 2024.

#### *Old ARCP Process*

ST2 evidence in portfolio August 2023 – ARCP June 2024 judged to be incomplete. Awarded Outcome 5 to allow further evidence to be gathered with a review date before end July 2024 to hopefully convert to an Outcome 1.

#### *New ARCP Process*

The Panel will consider ST2 evidence from date of ST2 ARCP (August 2023 or earlier) until date of ST3 ARCP June 2024, even if this is not a full 12 months. The doctor in training may choose not to start collecting evidence following their ST1 ARCP or wait until they have started their ST2 year

In Foundation this has always been the situation, but this document makes it clear. A Foundation Doctor will have approximately 10 months to complete all requirements for F1 as ARCP deadlines are usually around the end of June. The F2 portfolio will not start until August, and they will have 10 months for completion of F2 portfolio.

**Does this mean progression dates, pay changes and ultimately CCT date will change according to ARCP date?**

No these will all stay the same. Ideally ARCPs should be scheduled 6 weeks from the progression point to provide maximum time in training to achieve competencies whilst at the same time leaving enough time to allow for changes to accommodate and review Outcome 5 recommendations.

**Surely Panels will have more appeal work from doctors in training stating they should have been allowed the ‘full time?’**

No. All appeals are reviewed at an early stage by the Postgraduate Dean. The period assessed in ARCP will be explicit and won't be considered acceptable grounds for appeal.

The review period being from one ARCP date to the next is not new for some specialities or NHSE Regions and they DO NOT have an increased number of appeals.

## **2. Form R's**

All Form R's MUST be completed on TIS ([Horus for Foundation Doctors](#)) and not submitted on other documents. For any not submitted in this manner the ARCP panel should follow the guidance for Outcome 5's.

TOOT should continue to be entered from date of last Form R completion to date of current completion. This allows any TOOT after the previous Form R to be considered in the following year's ARCP even though the actual dates might be before the current year period under assessment at ARCP.

### **Example**

ST2 ARCP June 2023. Doctor in training has 20 days of TOOT in July 2023. The July TOOT must be on the Form R submitted for ST3 ARCP in June 2024, even though it occurred during ST2.

## **3. Awarding an Outcome 5**

These will only be given for the following reasons:

- I. Either no information or incomplete information has been supplied but there is e-portfolio evidence (through a trainee or supervisor statement on the trainee's e-portfolio) that fully completed information was not uploaded due to issues beyond the trainee's control. For example, the trainee has undertaken ALS but not yet received their certificate to upload.
- II. If there is no ESSR (Educator Supervisor Structured report for ARCP), an outcome 5 should be given whatever the reason for its absence, as the ESSR is key to the ARCP decision making process.
- III. The first time a doctor in training fails to submit a completed Form R that reflects their full scope of practice since their last review.
- IV. When a doctor in training is awaiting an examination result, and the result will be known before the end of the training period being considered or 8 weeks, whichever is sooner.

**Except for Foundation, Outcome 5's are NOT to be given to allow doctors in training more time to gather evidence. E.g., complete more WPBA's or audit, attend a course or take an exam etc. Instead:**

- If the only evidence is no/incomplete Form R the doctor in training will be given an Outcome 5 on the first occasion, but if they subsequently fail to submit this appropriately at ANY Future ARCP in that speciality, even if all other competencies/evidence is complete an Outcome 2 or 3 will be given.

- If the doctor in training can progress to the next level without the unobtained competencies/evidence the panel should award an Outcome 2 with clear objectives for the next ARCP (annual or gateway whichever is soonest).
- If the doctor in training cannot progress to the next level without the unobtained competencies/evidence the panel should award an Outcome 3 with clear objectives and timescale to next additional ARCP. This includes if the trainee has time to get their unobtained evidence before they progress to the next stage (e.g., ARCP being undertaken early June and do not progress until August); a new panel will be convened to provide an Outcome 1. General Practice final ARCP is an exception for a minor issue, where an Outcome 5 will be given.

Foundation is an exception as there is no option to give an Outcome 2. The Foundation School will keep their number of Outcome 5's under review and revisit this guidance if necessary.

#### Panel Documentation and Process

- In the ARCP Outcome Form the panel should describe the reason for the Outcome 5 and differentiate clearly between:
  - a) those who have not presented sufficient evidence but who have otherwise engaged in their training.
  - b) those who have not presented sufficient evidence because of non-engagement.
  - c) those who have not presented sufficient evidence due to external factors outside their control.

**If a doctor in training has previously been awarded an Outcome 5 for (a) or (b), and then again fails to submit sufficient evidence for reasons a) or b) at subsequent ARCPs, they should be awarded an Outcome 2 or 3, rather than a repeat Outcome 5. This applies for a subsequent ARCP at any time in their training within that speciality.**

- The Outcome 5 ARCP form is saved at the time of the ARCP and **MUST NOT** be held as draft.
- The Outcome 5 needs to be reviewed by the panel or chair within a defined timescale that **must be before the end of the training period being considered**:
  - normally 10 working days (2 weeks) for the doctor in training to produce the evidence. Please note this is **NOT** for the doctor in training to undertake the evidence – i.e., get more WPBA; add to logbook.
  - 8 weeks, if dependent on an exam which has already been sat and the result will be known before the end of the training period being considered.

### Review by whom and documentation

- At the Outcome 5 review, **except for Foundation and General Practice**, the time period is the same as that covered at the ARCP where the outcome 5 was given.
- If the doctor in training has already supplied a Form R a further Form R is not required.

If the panel considers that an Outcome 1 is likely based on the evidence available and satisfactory outstanding evidence is received, the panel can give authority to the Chair to issue an Outcome 1. **However, if the Chair does not receive the agreed evidence to support an Outcome 1 or that evidence was an Educational Supervisor's report, a face to face (MS Teams or in person) panel is required.**

- If the panel considers that an Outcome 2 or 3 is likely based on the evidence available, then a panel will be reconvened. This reconvened panel could be undertaken 'virtually' (i.e., through email conversation) as some of the discussion will have taken place face to face/via Teams at the original ARCP Panel.
- If the panel considers an Outcome 4 or 6 is likely based on the evidence available, then a face-to-face (MS Teams or in person) panel **MUST ALWAYS** be reconvened as this is the last time the doctor in training will have such a review.
- If the doctor in training still does not submit a completed Form R an Outcome 2 or 3 should be given and the non-submission of the Form R needs to be brought to the attention of the R+A Team, RO and deputy RO.
- The further outcome is added to TIS on the date that the review takes place, not the original date of the panel. If the review exceptionally takes place on the same date (e.g., if first ARCP in morning and trainee updates e-portfolio in the afternoon), then the date of the following day should be used when adding this to the Trainee Information System (TIS) as the database cannot currently capture two reviews on same date.

