

ARCP & Interim Progress Review Checklist for CST Trainees from August 2021 *Health Education England*

This checklist is to be completed and uploaded to the “Other Evidence” section of ISCP under the “Miscellaneous” heading by all core trainees (CT1 & CT2) and all run-through trainees (ST1 & ST2). The form should be updated and re-uploaded before each ARCP Assessment panel.

Name:		GMC No:		CST Specialty Theme:	
Date completed / updated:		I have read and understood the Core Surgical Training (2021) syllabus on ISCP.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	Hospital Site:	Post Specialty:		Educational Supervisor:	
Post 1					
Post 2					
Post 3					
Post 4					
Post 5					

Previous ARCP (if applicable)

Date:
 Outcome:
 Notes (eg reason for outcome):

Learning Agreements

You must have one Learning Agreement for each six-month placement. All four parts of the Learning Agreement must be completed and signed off by you and your AES before the ARCP Assessment Panel. **Prior to your mid-point and final review with your AES, your Clinical Supervisors need to complete a Multi-Consultant Report (MCR). You must also complete a self-assessment MCR using the same ISCP format as the Clinical Supervisors.** At your objective setting, plan with your AES when each part will be completed and set dates to meet:

- Objective Setting:** Should be completed within the first 4 weeks of each placement.
- Mid-Point Review:** Should be completed before the mid-point of each placement (i.e. 31 October for the first 6-month post or 30 April for the second 6-month post).
- Final Meeting:** Should take place towards the end of the placement but **must be completed before your ARCP evidence submission deadline date.**
- AES Report:** This must be completed before your ARCP – you can do this at the same time as your final meeting. **You cannot receive a satisfactory ARCP outcome without this being fully signed off.**

PLEASE NOTE: All parts of all Learning Agreements must be completed and signed off before your ARCP Assessment panel.

Learning agreement	CT1/ST1 ARCP	CT2/ST2 ARCP
“Objective Setting” completed and signed off for all placements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
“Mid-Point Review” with AES and CSs and MCR with self-assessment completed and signed off for all placements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
“Final Meeting” with AES and CSs and MCR with self-assessment completed and signed off for all placements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
“AES Report” completed and signed off for all placements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

WBAs

Please enter the number of each type of WPBA you have completed **and validated** in each post. **Remember:** it is strongly recommended you complete a minimum of 3 CBDs, 3 CEXs and 3 DOPS and/or PBAs **each six months** (of which 50% of the minimum number of each type must be validated by consultants). **You should aim to complete a minimum of 3 DOPS / PBAs for most of the index procedures on the ST3 Preparation Module checklist before the end of CT2.**

You must complete one MSF per year. You must complete at least one Observation of Teaching and one Assessment of Audit during Core Surgical Training.

	CBDs		CEXs		DOPS/PBAs		MSF Please state if “Development Required”, “Satisfactory” or “Outstanding”
	Total validated:	With consultants:	Total validated:	With consultants:	Total validated:	With consultants:	
Post 1							
Post 2							
Post 3							
Post 4							
Post 5							

Other WPBAs	CT1/ST1 ARCP	CT2/ST2 ARCP
Number of Observation of Teaching (OoT) completed		
Number of Assessment of Audit (AoA) completed		

Mandatory WBAs

Competency	WBA form to use on ISCP	Level required	Number performed (3 minimum)
Take a tailored history and perform a relevant examination in an outpatient clinic	CEX (Clinic; history and exam)	2	
Take a tailored history and perform a relevant examination for an acutely unwell patient	CEX (A+E/ward; history and exam)	2	
Effective hand washing, gloving and gowning	DOPS (Surgeon preparation)	4	
Accurate, effective and safe administration of local anaesthetic	DOPS (Administration of LA)	3	
Preparation of an aseptic field	DOPS (Preparation of aseptic field)	3	
Incision of skin and subcutaneous tissue	DOPS (Incision)	3	
Closure of skin and subcutaneous tissue	DOPS (Closure)	3	
Completion of WHO checklist (time out and sign out)	DOPS (WHO checklist completion)	3	

Logbook

Number of cases	CT1	CT2	Notes
Total (>120/year)			
Performed (incl STS/STU)			

Exams

All parts of the MRCS or MRCS (ENT) exams must be passed by the end of Core Surgical Training. We would expect you to have passed MRCS Part A before the end of CT1.

		CT1/ST1 ARCP	CT2/ST2 ARCP
MRCS Part A	Dates of attempts		
	Passed or failed:		
	I have uploaded evidence for each sitting to ISCP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
MRCS Part B or DO-HNS Part 2	Dates of attempts		
	Passed or failed:		
	I have uploaded evidence for each sitting to ISCP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Courses

You must have completed ATLS or APLS, BSS and CCrISP by the end of core surgical training.

	Completed	Date	Plan if not completed
ATLS or APLS completed & I have uploaded evidence to ISCP	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Basic Surgical Skills	Yes <input type="checkbox"/> No <input type="checkbox"/>		
CCrISP	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Checklists

The ARCP checklist (this form) must be completed and uploaded to ISCP for every ARCP.

	CT1/ST1 ARCP	CT2/ST2 ARCP
I have completed & uploaded the ARCP & Interim Review checklist to ISCP in the "Other Evidence" section under the heading "Miscellaneous"	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Requirements

	CT1/ST1 ARCP	CT2/ST2 ARCP
Up to date CV has been uploaded to ISCP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form R (Part A&B) and Covid-Declaration submitted (only required for ARCPs)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total logbook numbers since start of Core Surgical Training: As a guide you should to have >120 cases per year (at least 60 per placement)		
Logbook numbers since start of Core Surgical Training (STS, STU and P only)		
Audits (min. one per year), evidence uploaded in the "Other Evidence" Section of ISCP under the heading "Audit"	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of publications (insert no. as first author in brackets) e.g. 3 (1)		
Number of presentations (regional and national)		
Prizes/awards received		
Positions of responsibility (insert role)		

Details of any Significant events/critical incidents:

Next post/career intention: