

## 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.

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

### Previous ARCP (if applicable)

Date:

Outcome:

Notes (eg reason for outcome):

### Learning Agreements

You must have one Learning Agreement for each six-month placement. **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.**

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"/>

## 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 in training. 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 WBAs	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 <b>ARCP &amp; Interim Review checklist</b> 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:**