

ANNUAL REVIEW OF COMPETENCY PROGRESSIONS (ARCP)

ACCS – OUTSTANDING PAPERWORK EPORTFOLIO CHECKLIST – TRAINEE GUIDANCE

Please review the list below for the paperwork / e-evidence required for completion of your ARCP. Please ensure that you bring this paperwork or have electronic documents available on your e-portfolio for your ARCP meeting. Failure to provide the required paperwork could result in you being prevented from progressing to the next/ final stage of your training.

MANDATORY EVIDENCE – MUST BE PROVIDED

- **Up-to-date curriculum vitae**
- **Completed and updated Form R (Part B) to be returned the Health Education East of England prior to ARCP**
- **Educational Supervisor Structured Report (ESSR) signed off by your Education Supervisor for each post – one form to be completed for each placement undertaken since the last ARCP**
- **Mini Clinical Evaluation Exercise (Mini-CEX) – completed since last review mapped to curriculum codes. See separate document for ARCP requirements for each post in ACCS programme**
- **Directly Observed Procedural Skills (DOPS) – completed since last review mapped to curriculum codes. See separate document for ARCP requirements for each post in ACCS programme**
- **Case Based Discussion (CBD) – completed since last review mapped to curriculum codes. See separate document for ARCP requirements for each post in ACCS programme**
- **Acute Care Assessment Tool (ACAT or ACAT (EM) or ELSE – completed since last review**
The total number of assessments required is
 - EM 27
 - AM 23
 - Anaesthetics 19 for IAC + a logbook + a further 64 items that are listed for basics of anaesthesia but these are overlapping – see handbook pages P19 to 29
 - ICM there are a total of 41 domains to be signed off see handbook P35 to 42 for ICM sign off
- **Multi- Source Feedback (MSF) (1 per year) Must have a minimum of 12 responses with a minimum of 2 consultant responses**
- **Evidence of internal teaching and audit attendance – to be included in CV**
- **Evidence of external courses and attendance certificates – completed since last review**
- **Evidence of participation in audit or change management projects – completed since last review**
- **List of sick, carer, paternal or maternity leave taken over last year, plus total taken during training to date**
- **Current level two child protection training certificate**
- **Evidence of attendance at regional training days/academic days/your contributions to these / conference, etc.**
- **Survey of trainees' confidential assessment of training post returned to Anna Frost, Administration Manager prior to ARCP meeting.**

ACCS year 2

- **ICM sign off**
- **IAC**
- **Anaesthetic logbook**
- **EVIDENCE TO BE PROVIDED WHERE APPLICABLE:**
- **Any correspondence from the deanery, your College or the GMC**
- **Evidence of Specialist Training registration with the College**

- ☑ Evidence of compliments and thanks
- ☑ Evidence of personal complaints received and any reflective notes
- ☑ Evidence of involvement with local Clinical Governance systems
- ☑ Personal concerns including Incidents, reported SUIs, and any GMC concerns and reflective notes
- ☑ Evidence of research and publications undertaken – completed since last review
- ☑ OOP trainees to complete: http://heeo-web-p01.eoe.icts.nhs.uk/health_education/node/1102
- ☑ Life support courses completed and in date
- ☑ Ultrasound Level 1 sign off by ST5