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BY EMAIL

To:  
Foundation Training Programme Directors  
DME  
Medical Education Managers

**East of England Office  
Directorate of Education &  
Quality**

Victoria House  
Capital Park, Fulbourn



Cambridge, CB21 5XB

## **Re: Foundation 2020 ARCP arrangements**

Dear all,

You will all have now received the UKFPO ARCP guidance for 2020 which outlines the requirements Foundation Doctors should demonstrate for successful completion of F1 and F2 this year, in light of the current COVID-19 pandemic. The criteria should be followed for this year's ARCPs for trainees due to complete their F1/F2 training in August 2020. There are no additional mandated requirements.

Due to the current circumstances ARCPs for Foundation doctors can commence from now, where trainees are on track for sign-off; and we are aware some ARCPs have already taken place for trainees in this position. Please only **outcomes 1 and 6** at this point. This is to allow for the ARCPs to be conducted over a longer time period to avoid a large number of assessments requiring completion within a shorter timeframe as per previous years' timelines. ARCPs can take place "virtually" (via Skype, MS Teams, tele-conference e.t.c).

Although a timeline for ARCPs has not been released for this year due to the current exceptional circumstances, we still feel it is sensible to apply a cut-off date for Foundation trainees to ensure their portfolios are up to date in line with the 2020 ARCP requirements, to allow for any remaining ARCPs to take place for trainees who have not yet been assessed at an earlier point in time.

Therefore a cut-off date of **1 June 2020** has been agreed to allow time for any remaining assessments to take place and ePortfolios to be up to date. Enabling the central Assessment and Revalidation team to submit F1 trainee's Certificates of Experience to be processed and notifications sent to the GMC in order to process applications for full GMC registration ahead of progression to F2 in August 2020.

**We recognise we previously sent a deadline of 26<sup>th</sup> June to be made aware of any trainees needing a central ARCP and 6<sup>th</sup> July for all checklists to be received from trusts and do not wish to cause trusts and trainees any additional stress at this time appreciating that not all ARCPs will be able to be bought forward. We would however appreciate** you please communicate this to your Foundation trainees, with the message they should try to ensure their portfolios are up to date to facilitate an earlier ARCP where possible. Trainees should also still continue to complete their Form R ahead of their ARCP as normal.

We would suggest a pragmatic approach is taken with the application of the cut-off date to minimise the use of Outcome 5's where possible.

All those that are not a very clear outcome 1 or 6 should be discussed with the FSD and will require the FSD to be part of a panel.

**Outcome 3:** as usual will be a 'central panel' where FSD will skype to the local team and ideally with a lay member on skype. Please arrange with the assessments team. The local team will debrief to trainee.

There may be a small number of trainees who have had their training disrupted due to COVID-19 reasons and further guidance on application of an ARCP Outcome 10 for these trainees, together with guidance on how trainees should record any COVID-19 related absence, is due to be released shortly. Completion of Foundation Training will remain contingent on a trainee receiving an Outcome 1 (for F1), and Outcome 6 (for F2).

**Outcome 10:** discuss with FSD any trainees that may fall into this category. This is particularly key when reviewing absence over 20 days where a large variance. We will have this as a main discussion at one of our Monday calls towards the end of May. Some trainees may be able to have an outcome 1 or 6, and some may require an outcome 10. Those with an outcome 10 the FSD will skype into the panel as per outcome 3.

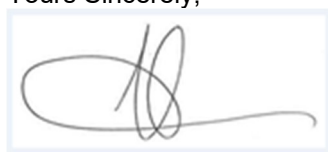
ARCP appeals are co-ordinated by the HEE Assessments Team. In the event of a trainee wishing to exercise their right to appeal an **Outcome 3 or Outcome 4**, they should be advised to email [assessment.eoe@hee.nhs.uk](mailto:assessment.eoe@hee.nhs.uk) within 10 working days of notification of their ARCP outcome.

Please also be aware, due to the current circumstances the UKFPO have confirmed the F2 Careers Destination Survey will not run this year.

Thank you for your on-going support in these challenging times, and please continue to access us for any guidance you may need. The HEE Assessments Team can also be contacted for ARCP queries [assessment.eoe@hee.nhs.uk](mailto:assessment.eoe@hee.nhs.uk)

Your sincerely,

Yours Sincerely,

A handwritten signature in black ink, enclosed in a light blue rectangular box. The signature is cursive and appears to read 'Helen Johnson'.

**Dr Helen Johnson**  
Foundation School Director  
Twitter: @hjohnson2FSD



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