East of England Core Surgical Training Version 1.0 – December 2020

ARCP and Interim Progress Review Checklist

To be completed and uploaded to the “Other Evidence” section of ISCP under the heading “Miscellaneous” heading by all core trainees and all run-though trainees in ST1 & ST2 years. The form should be updated and re-uploaded before each interim review and ARCP Assessment panel.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | **GMC No:** |  | **CST Specialty Theme:** | |  | |
| **Date completed / updated:** | |  | I have read and understood the [Core Surgical Training (2017) syllabus on ISCP](https://www.iscp.ac.uk/curriculum/surgical/specialty_year_syllabus.aspx?enc=Tlq9NY9MM5ZH/u9+LCxOLA==). | | | | | | | Yes / No |
|  | **Hospital Site:** | | | **Post Specialty:** | | | | **Educational Supervisor:** | | |
| **Post 1** |  | | |  | | | |  | | |
| **Post 2** |  | | |  | | | |  | | |
| **Post 3** |  | | |  | | | |  | | |
| **Post 4** |  | | |  | | | |  | | |
| **Post 5** |  | | |  | | | |  | | |

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 Interim Review or ARCP Assessment Panel. At your objective setting, plan with your AES when each part will be competed and set dates to meet:

|  |  |
| --- | --- |
| Objective Setting: | Should be completed within the first 4 weeks of the placements. |
| Interim Meeting: | Should take place around 3 months into the placement (around 2 months for 4-month long placements). |
| Final meeting: | Should take place towards the end of the placement but must be completed before your Interim Review or ARCP |
| AES Report: | The final part of the Learning Agreement. This must be completed before your Interim Review or 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: Trainees in 4-month placements must have at least the “Interim Meeting” of the second placement completed and signed off before the Interim Review. All parts of all Learning Agreements must be completed and signed off before your ARCP Assessment panel.

|  | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- |
| “Objective Setting” completed and signed off for all placements | Yes / No | Yes / No | Yes / No |
| “Interim Meeting” completed and signed off for all placements | Yes / No | Yes / No | Yes / No |
| Clinical Supervisor has added comments to Learning Agreement for all placements | Yes / No | Yes / No | Yes / No |
| “Final Meeting” completed and signed off for all placements | Yes / No | Yes / No | Yes / No |
| “AES Report” completed and signed off for all placements | Yes / No | Yes / No | Yes / No |

WPBAs

Please enter the number of each type of WPBA you have completed **and validated** in each post. **Remember:** you must have validated a minimum of 13 CBDs, 13 CEXs and 13 DOPS or PBAs **each year**, of which 50% of this minimum number of each type must be validated by consultants. You must complete one MSF per year. You should aim to do at least 7 of each type of WPBA in each 6 month placement. You must also compete 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**  **Interim Review** | | **CT2/ST2**  **ARCP** | |
| Number of Observation of Teaching (OoT) completed | | | | |  | |  | |  | |
| Number of Assessment of Audit (AoA) completed | | | | |  | |  | |  | |

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**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- |
| MRCS Part A | Passed or failed: |  |  |  |
| I have uploaded evidence for each sitting to ISCP | Yes / No | Yes / No | Yes / No |
| MRCS Part B or DO-HNS Part 2 | Passed or failed: |  |  |  |
| I have uploaded evidence for each sitting to ISCP | Yes / No | Yes / No | Yes / No |
| **PLEASE NOTE:** If you passed the MRCS or MRCS(ENT) before entering core training, you must still upload evidence of your exam pass to ISCP | | | | | |

Courses

You must have completed an ATLS or APLS by your Interim Progress Review in your CT2 year. You are also recommended to have completed a Basic Surgical Skills course by the end of CT1 and a CCRISP course by the Interim Progress Review in your CT2 year.

|  | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- |
| ATLS or APLS completed & I have uploaded evidence to ISCP | Yes / No | Yes / No | Yes / No |
| BSS or equivalent competencies completed & I have uploaded evidence to ISCP | Yes / No | Yes / No | Yes / No |
| CCRISP or equivalent competencies completed & I have uploaded evidence to ISCP | Yes / No | Yes / No | Yes / No |
| **PLEASE NOTE:** If you attended a BSS, ATLS or CCRISP course before entering core training, you must still upload evidence to ISCP | | | | |

Checklists

1. The ARCP & interim review checklist must be completed and uploaded to ISCP for every interim progress review and ARCP.
2. One core specialty module checklist must be completed and uploaded to ISCP for **every post**. Please complete the correct specialty checklist for the post.
3. Please complete one ST3 preparation module checklist for your chosen specialty and upload to ISCP before your ST2/CT2 interim progress review you must also update the checklist and upload to ISCP before your ST2/CT2 ARCP. One ST3 preparation module must be completed before the end of core training.
4. All mandatory WPBAs as listed in the [Core Surgical Training Curriculum (2017)](https://www.iscp.ac.uk/curriculum/surgical/specialty_year_syllabus.aspx?enc=Tlq9NY9MM5ZH/u9+LCxOLA==) must be completed before your first Interim Progress Review in CT1/ST1. Please upload a completed “Mandatory WPBA checklist” and upload to ISCP.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **CT1/ST1**  **ARCP** | | **CT2/ST2**  **Interim Review** | | **CT2/ST2**  **ARCP** |
| I have completed & uploaded the **ARCP and Interim Review checklist** to ISCP in the “Other Evidence” section under the heading “Miscellaneous” | | | Yes / No | Yes / No | | Yes / No | |
| I have completed & uploaded the **core specialty module checklist** to ISCP in the “Other Evidence” section under the heading “Miscellaneous”  (please enter name of specialty in box) | | | Yes / No | Yes / No | | Yes / No | |
| I have updated & uploaded the **ST3 preparation module** checklist to ISCP in the “Other Evidence” section under the heading “Miscellaneous”  (please enter name of specialty in box) | | | N/A | Yes / No | | Yes / No | |
| **Mandatory WPBA checklist** has been completed and uploaded in the “Other Evidence” section of ISCP under the heading “Miscellaneous” | | | Yes / No | | Yes / No | | Yes / No |

Other Requirements

|  | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- |
| Up to date CV has been uploaded to ISCP | Yes / No | Yes / No | Yes / No |
| Form R Submitted (only required for ARCPs) | Yes / No | N/A | Yes / No |
| GMC Survey completed (only available to be completed around March/April each year) | Yes / No | N/A | Yes / No |
| JCST Survey completed for all placements | Yes / No | Yes / No | Yes / No |
| Reflective practice completed and uploaded in the “Other Evidence” section of ISCP under the heading “Miscellaneous” – enter number completed |  |  |  |
| Total logbook numbers since start of Core Training:  Requirement is to have >120 cases per year (at least 60 per placement) |  |  |  |
| Logbook numbers since start of Core 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 / No | Yes / No | Yes / No |
| Number of publications (insert no. as first author in brackets) e.g. 3 (1) |  |  |  |
| Number of presentations (regional and national) |  |  |  |
| Prizes/awards received |  |  |  |
|  |  |  |  |

|  | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- |
| Positions of responsibility, insert title of role |  |  |  |