

EAST OF ENGLAND FOUNDATION SCHOOLS ARCP/F1 SIGN OFF PROCESS 2019

Timeline

Action	Deadline
At least six weeks' notice given to F1s.	No later than 8 th April 2019
The GMC will email all F1s inviting them to apply for registration.	No later than 24 May 2019
F1 finalises evidence and completes Form R via e-Portfolio (Horus).	No later than 20 May 2018
ARCP review conducted by ARCP panel.	No earlier than 3rd June 2019
FTPD and ARCP Panel chair assign ARCP outcome using the e-portfolio tool.	By Mid-June 2019 latest
FTPD signs ARCP outcome Form.	
F1 Trainee signs ARCP Outcome Form.	
Trusts return F1 Checklists of Evidence to us at the East of England Foundation Schools (EoEFS).	No later than 28 June 2019
EoEFS generate an Attainment of Competency Form (F1CC) for all trainees who have received a Satisfactory ARCP outcome.	No later than 19 July
The Foundation School Director (FSD) electronically signs F1CCs.	
Medical School Dean, PG Dean or other authorised signatory completes Certificate of Experience.	11 – 25 July
F1 training finishes	6 th August
Full registration granted to F1s	By 7 August

If you have a fitness to practise issue to declare, you should apply as early as possible. You can find guidance on the issues that you must declare, and how the GMC deals with them, at www.gmc-uk.org/ftpdec

HOW TO OBTAIN FULL REGISTRATION WITH THE GMC**UK Graduates at East of England Foundation School**Proof of Completion of FY1 (F1CC)

If you receive an Outcome 1, an electronic F1CC will be generated and signed for you on ePortfolio.

Certificate of Experience (COE)

Apply online at 'MyGMC' on the [GMC website](#), complete a declaration of fitness to practise and pay the £200 fee.

Your COE will then be automatically completed and forwarded to the GMC. **You do not need to download a copy.**

The GMC will then grant your full registration by 7 August 2019.

Cambridge/UEA graduates at other Foundation Schools

Apply online at 'MyGMC' on the [GMC website](#), complete a declaration of fitness to practise and pay the £200 fee.

Your COE will then be automatically completed and forwarded to the GMC. **You do not need to download a copy.**

Your Foundation School will explain the next steps in their local sign off process.

Non-UK graduates

Refer to <http://www.gmc-uk.org> for guidance in applying for full GMC registration. You will need to ensure that you fulfil all requirements set out by the GMC – the Foundation School will then complete your COE for you and submit it to the GMC.

F1 GUIDANCE FOR FTPDS**Preparing for ARCP Review**

Before signing the EoEFS Checklist of Evidence, you must review ePortfolio using the national Foundation ARCP process. The Foundation Administrator at your Trust will arrange access to ePortfolio for the ARCP panel.

All panel members must have undertaken equality and diversity (E&D) training within the last three years. We can provide links to online training.

The ARCP Panel

The panel should include a Chair, a registered and licensed medical practitioner on the specialist or GP register, and at least one other member, for instance:

- A Medical Education Manager
- A specialty training doctor (ST4 or above)
- A Clinical Supervisor
- An Educational Supervisor

Where it's likely that a foundation doctor is making insufficient progress, the panel should include at least one external member, such as:

- A lay representative
- An external trainer
- An employer representative
- An external LETB/foundation school representative.

Two panel members, one of whom should be the registered practitioner, must systematically review each Foundation doctor's e-portfolio.

If there is a disagreement between these two panel members, the evidence should be reviewed by a third member, and the majority decision used in determining the outcome.

It's not necessary for the panel to review ePortfolio evidence at the same time.

Once the panel is formed, the Foundation Administrator at your Trust should issue an ARCP timetable and notify foundation doctors of the review dates.

F1 GUIDANCE FOR FTPDS (cont'd)

Each panel member should study the latest Foundation Programme Reference Guide, particularly the sections on requirements, outcomes and competences.

Conducting the review

Most of the evidence needed to assess ARCP will be in the doctor's ePortfolio, but you may also need to collect local evidence such as:

- An accurate record of sickness and absence
- Copies of ILS/ALS certificates
- Proof of GMC registration

All portfolios **must** contain the following:

- Evidence of attendance at foundation teaching sessions
- Evidence relating to the trainee's SLEs and assessments
- Clinical and Educational Supervisor end of placement reports
- Educational Supervisor end of year report
- A record of any absence over and above annual leave

The panel should then complete the EoEFS Checklist of Evidence.

Incomplete Evidence Presented (Outcome 5)

Where the evidence submitted is incomplete or inadequate, the panel should immediately issue an Outcome 5, and request a written explanation from the foundation doctor before notifying EoEFS.

Please refer to pages 11-17 of the UKFPO ARCP guidance and the Foundation Programme Reference Guide for further information on conducting ARCP.

GUIDANCE FOR MEDICAL EDUCATION MANAGERS/FOUNDATION ADMINISTRATORS

The Trust Foundation Administrator should arrange access to ePortfolio (Horus) for the ARCP panel: [Click here](#) for guidance.

When a satisfactory ARCP outcome has been awarded, the FTPD and F1 doctor will complete and sign the ARCP outcome form using Horus. Medical Education Managers/Trust Foundation Administrators should then collect EoEFS Checklists of Evidence from the panel.

The Medical Education Department/Postgraduate Centre should send a complete set of Checklists of Evidence to EoEFS no later than **24 June** via **scanned and emailed versions only**. ***Please notify EoEFS if any checklists will be unavoidably delayed.***

The EoEFS Director will review the checklists and generate/electronically sign an F1CC form for each doctor who has been issued with an Outcome 1.

Please send scanned Checklists of evidence to: assessment.eoe@hee.nhs.uk

GUIDANCE FOR F1 DOCTORS WITHIN THE EAST OF ENGLAND FOUNDATION SCHOOLS**Requirements of application for full GMC registration**

- ARCP Outcome 1
- Foundation Year 1 Certificate of Completion (F1CC)

Preparing your ePortfolio for review by the ARCP panel

You must include the following information on your ePortfolio:

- GMC Number
- Medical School name
- Foundation School name

If you do not include the above information your F1CC will not be generated correctly.

You must complete the following on your ePortfolio:

- Supervised Learning Events (SLEs)
- Assessments
- Clinical Supervisor end of placement reports
- Educational Supervisor end of placement reports
- Educational Supervisor end of year report

If for any reason you are unable to complete the above then you must notify your Educational Supervisor and FTPD.

The ARCP panel will review your portfolio and any supplementary evidence, and complete the ARCP outcome form and EoEFS Checklist of Evidence. If all the criteria have been met, the Checklist of Evidence will be returned to us and a signed F1CC form will be generated before the end of your F1 year.

You must sign your ARCP outcome form electronically on ePortfolio within ten days of your ARCP outcome being assigned.

For administrative purposes, F1 sign-off is completed before the end of the programme. However, it is subject to satisfactory completion of the entire F1 year.