

**EAST OF ENGLAND FOUNDATION SCHOOL (EoEFS)
ARCP/F2 SIGN OFF AND REVALIDATION PROCESS 2019**

Timeline	
Action	Deadline
At least six weeks' notice given to F2s.	No later than 8 April 2019
F2 finalises evidence and completes Form R via ePortfolio (Horus)	No later 20 May 2019
ARCP review conducted by ARCP panel.	No earlier than 4 June.
FTPD and ARCP Panel chair assign ARCP outcome using the e-portfolio tool. FTPD signs ARCP outcome Form. F2 Trainee signs ARCP Outcome Form.	By mid-June 2019 Within ten days of the ARCP outcome being assigned.
Trusts return F2 Checklists of Evidence to us at the East of England Foundation Schools (EoEFS). EoEFS generate an Attainment of Competency Form (FPCC) for all trainees who have received a satisfactory ARCP outcome.	No later than 8 July.
The Foundation School Director (FSD) electronically signs FPCC	No later than 19 July.

GUIDANCE FOR F2 DOCTORS WITHIN THE EAST OF ENGLAND FOUNDATION SCHOOLS

If you do not satisfactorily complete F2 training you will not be eligible for specialty training.

Criteria for F2 sign-off

- Completion of Form R
- ARCP outcome 6
- Foundation Programme Certificate of Completion (FPCC)

Preparing your ePortfolio for review by the ARCP panel

You must include 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 FPCC form will be generated before the end of your F2 year.

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

For administrative purposes, F2 sign-off is completed before the end of F2. It is however, subject to satisfactory completion of the entire F2 Programme.

F2 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 Programme 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.

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
- Enhanced Form R
- 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
- A completed Enhanced Form R

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

Preparing for ARCP Review

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

When a satisfactory ARCP outcome has been awarded, the FTPD and F2 doctor will complete and sign the ARCP outcome form using ePortfolio.

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 **8 July 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 a FPCC form for each doctor who has been issued with an Outcome 6.

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