

Specialty Annual Review of Competence Progression (ARCP) - Outcome Form

Trainee forename:		Trainee surname:				GMC No:		
Date of Review:			Programme curricula being assessed:					
Completion of training date:			1.					<input type="checkbox"/>
NTN/DRN:			2.					<input type="checkbox"/>
GMC Trg Prog Approval No:			3.					<input type="checkbox"/>
			4.					<input type="checkbox"/>
List all panel members & their role (e.g. Chair, Associate Dean, Lay Rep)	1.		2.					
	3.		4.					
	5.		6.					
	7.		8.					
	9.		10.					
Period covered from:				Period covered to:				
No. of days of Time out of Training since last review/commencing programme (from Form R Part B):								
Grade being assessed (Please circle) F1 F2 CT1 CT2 CT3 ST1 ST2 ST3 ST4 ST5 ST6 ST7 ST8						Additional grade assessed information (Please tick) LAT <input type="checkbox"/> ACF <input type="checkbox"/> ACL <input type="checkbox"/>		
Approved clinical training gained during the period to be reviewed								
Placement/Post/Experience		From:	To:	In / Out of Programme		FT / PT as % FT		
1.								
2.								
3.								
Documentation taken into account and known to the trainee								
1. Structured Report		<input type="checkbox"/>	2.				<input type="checkbox"/>	
3.		<input type="checkbox"/>	4.				<input type="checkbox"/>	
5.		<input type="checkbox"/>	6.				<input type="checkbox"/>	
Recommended Outcomes from Review Panel (please tick relevant choice using boxes on right-hand side)								
Satisfactory Progress								
N. Trainee did not have an ARCP/review (if you recommend this outcome, you must provide reasons ("N" codes) why.							<input type="checkbox"/> N	
1. Achieving progress and competences at the expected rate							<input type="checkbox"/> 1	
Unsatisfactory progress. If you recommend one of these outcomes, you must provide reasons ("U" codes) why. (Details must be provided on supplementary sheet overleaf. The panel (or a senior educator) must also meet with the trainee.)								
2. Development of specific competences required – additional training time not required (PROVIDE REASONS OVERLEAF)							<input type="checkbox"/> 2	
3. Inadequate progress by the trainee – additional training time required (PROVIDE REASONS OVERLEAF)							<input type="checkbox"/> 3	
4. Released from training programme with or without specified competences (PROVIDE REASONS OVERLEAF)							<input type="checkbox"/> 4	
Insufficient evidence (Details provided on supplementary sheet overleaf.)								
5. Incomplete evidence presented – additional training time may be required (PROVIDE REASONS OVERLEAF– No U code)							<input type="checkbox"/> 5	
Recommendation for completion of the training programme (Foundation, Core or Higher)								
6. Gained all required competences for the programme							<input type="checkbox"/> 6	
Outcomes for trainees out of programme or not in run-through training								
7.1 Satisfactory progress in or completion of the LAT placement.							<input type="checkbox"/> 7.1	
7.2 Development of Specific Competences Required – additional training time not required (PROVIDE REASONS OVERLEAF)							<input type="checkbox"/> 7.2	
7.3 Inadequate progress by the trainee – additional training time (PROVIDE REASONS OVERLEAF)							<input type="checkbox"/> 7.3	
7.4 Incomplete Evidence Presented - LAT placement.							<input type="checkbox"/> 7.4	
8. Out of programme: OOPE (Experience): <input type="checkbox"/> OOPR (Research): <input type="checkbox"/> OOPC (Career break): <input type="checkbox"/>						Months counted towards training:		
Note: OOPT must have outcome 1- 5; not outcome 8.								
9. Top-up training							<input type="checkbox"/> 9	
Grade/level at next rotation: F1 F2 CT1 CT2 CT3 ST1 ST2 ST3 ST4 ST5 ST6 ST7 ST8								
Academic Progression (if applicable):								
Continue academic component: <input type="checkbox"/> Do not continue academic component: <input type="checkbox"/> Academic component completed: <input type="checkbox"/>								

Supplementary documentation for ARCP Outcome Form

Trainee Name:		GMC No:	Outcome recommended:
Detailed reasons for recommended outcome: (standard items on supplementary sheet following panel review)			
1.			
2.			
3.			
4.			
Known mitigating circumstances			
Objectives by next ARCP/completion of training			
Competences which need to be developed by next ARCP			
Other recommended actions			
Recommended additional training time (if required)			
Additional comments from the panel			
Revalidation:	Are there any current known unresolved causes of concerns?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Documentation considered:	Form R Part B: <input type="checkbox"/>	Supervisors' Reports: <input type="checkbox"/>	LEP report: <input type="checkbox"/> SOAR (NES only): <input type="checkbox"/>
Other: _____			
Concern summary: If potential concerns are noted in the above documentation, summarise the panel's discussion:			
Date of next Review:		Completion of training date (if changed from page 1):	
Chair of panel signature:		Date:	
Trainee signature:		Date	
Postgraduate Dean Signature:		Date	
<p>These documents should be forwarded in triplicate to the trainee's Training Programme Director (who must ensure that the trainee receives a copy through further appraisal and planning process). Where concerns are raised, a copy must also be sent to the Director of Medical Education where the trainee works for information and to support revalidation processes as well as to the College or Faculty. This information will also be submitted to the GMC electronically as part of the Deanery/HEE local team's annual report to the GMC through the ARCP/RITA survey.</p> <p>By signing the form, the trainee is indicating that they understand and agree that the information will be shared with other parties involved in their training as outlined above. The ARCP Outcome form is the UK-wide agreed method for transferring information pertaining to a revalidation of a doctor in training to another Responsible Officer. Your Responsible Officer may also transfer additional information to another Responsible Officer.</p> <p>The trainee signature on the form indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal for outcomes 3, 4 and 7.3 as delineated in Gold Guide Section 7.</p>			

**Supplementary information required for GMC Annual ARCP Report:-
Completed by Review Panel for Trainees who had an Unsatisfactory Review Outcome**

Trainee Name:	GMC No:
Outcome recommended:	ARCP date:

Code		Reason for unsatisfactory outcomes	Explanatory Notes
U1	<input type="checkbox"/>	Record Keeping and Evidence	Trainee failed to satisfactorily maintain their Royal College/Faculty E-Portfolio including completing the recommended number of Work Placed Based Reviews; Audits; Research; structured Education Supervisors report; in accordance with recommendations for that particular Year of Training in line with the Royal College/Faculty curriculum requirements.
U2	<input type="checkbox"/>	Inadequate Experience	Training post (s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
U3	<input type="checkbox"/>	No Engagement with Supervisor	Trainee failed to engage with the assigned Educational Supervisor or the training curriculum in accordance with the Royal College/Faculty requirements for that particular year.
U4	<input type="checkbox"/>	Trainer Absence	Nominated Educational Supervisor or Trainer did not provide the appropriate training and support to the Trainee because of their absence on a sabbatical; through illness or other reasons; and no nominated ESupvr deputy took over to ensure that an appropriate level of training was maintained. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
U5	<input type="checkbox"/>	Single Exam Failure	Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next year of training.
U6	<input type="checkbox"/>	Continual Exam Failure	Trainee failed to pass the respective Royal College/Faculty examination within the allowable number of examination attempts following a number of re-sits and is therefore unable to progress any further in this Specialty.
U7	<input type="checkbox"/>	Trainee requires Deanery Support	Trainee has issues to do with their Professional personal skills for example: - behaviour / conduct / attitude / confidence / time keeping / communications skills etc and requires the support of the Deanery Performance Team.
U9	<input type="checkbox"/>	Other reason (please specify)	
U10	<input type="checkbox"/>	Assessment / Curriculum outcomes not achieved	Trainee has failed to meet the outcomes of the curriculum and/or achieve the standard of assessments required for satisfactory progression.

**Additional information required for GMC Annual ARCP/RITA Report:-
Recorded by Deanery on the Deanery Database for Trainees who did not have a Review.**

Trainee Name:	GMC No:
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Code		Reason for no ARCP during the Year :-	Explanatory Notes
N1	<input type="checkbox"/>	Trainee Sick Leave	Trainee on long term sickness or other health issues have impacted on ability to complete the year of training being reviewed.
N2	<input type="checkbox"/>	Trainee Maternity/Paternity Leave	Trainee cannot be reviewed whilst on maternity leave
N3	<input type="checkbox"/>	Trainee not In Post Long Enough	Too soon to complete a meaningful Annual Review within the ARCP/RITA reporting period.
N4	<input type="checkbox"/>	Trainee fell outside annual reporting period	Annual GMC reporting period is 01 Aug 20xx to 31 July 20xx but trainee was not reviewed during these 12 months.
N5	<input type="checkbox"/>	Trainee Post CCT	Trainee already completed CCT and now in period of grace.
N6	<input type="checkbox"/>	Trainee Missed Review	Trainee did not attend the Review. i.e. Analysis from Deaneries is that where a review panel was not arranged until July at end of reporting year and trainee could not attend; for last minute family reasons, transport problems etc. Panel had to be rearranged in early August but outside of GMC reporting period.
N7	<input type="checkbox"/>	Trainee Inter Deanery Transfer	Trainee left the programme early to take up a post in another Deanery
N8	<input type="checkbox"/>	Trainee reviewed in other Deanery	Trainee working in another Deanery who completed ARCP.
N9	<input type="checkbox"/>	Trainee Contract Termination	Trainee left and had their NTN/DRN removed due to lack of progression without achieving competencies to a satisfactory level.
N10	<input type="checkbox"/>	Trainee Gross Misconduct	Trainee currently suspended from training either as a result of GMC Suspension or local Trust or other local disciplinary proceedings.
N11	<input type="checkbox"/>	Trainee Suspension	Trainee suspended for reasons other than gross misconduct.
N13	<input type="checkbox"/>	Other reason (please specify)	
N21	<input type="checkbox"/>	Resignation – without training issues	Resignation no remedial training undertaken or offered
N22	<input type="checkbox"/>	Resignation – with training issues	Resignation received trainee would have been offered or trainee undertook remedial training.