



# Annual Review of Competency Progression (ARCP) requirement Guidance — 2020 only

England  
Northern Ireland  
Scotland  
Wales

**UK Foundation  
Programme**

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## Introduction

The purpose of this guide is to outline requirements to allow successful completion of the Foundation Programme in the extraordinary circumstances of the COVID-19 crisis.

The requirements stated in this guide will only apply for 2020 Annual Review of Competency Progressions (ARCPs) to take account of the national emergency and will not set a precedent for future ARCPs.

The aim of the requirement set out in this guide is to:

- reduce stress for foundation trainees around ARCP requirements
- set clear requirements for trainers, reducing administrative burden and reducing time away from clinical work in this time of national emergency
- ensure that any doctor who is functioning at the appropriate standard receives a successful outcome
- minimise number of outcomes 5 to reduce workload for panels
- ensure that we identify F1 doctors who at this time have not reached the required standard for full registration and need ongoing support
- ensure that we identify F2 doctors who at this time have not reached the required standard to progress beyond the Foundation Programme

## Requirements for 2020

Requirement	Grade	Usual Standard	2020 Standard
Completion of 12 months F1 training (taking account of allowable absence)	F1 & F2	The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12 month period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review of whether they need to have an extra period of training	The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12 month period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review by the Foundation School Director or deputy who will decide whether they need to have an extra period of training based on their overall performance
A satisfactory educational supervisor's end of year report	F1 & F2	A satisfactory educational supervisor's end of year report	A satisfactory educational supervisor's end of year report (mandatory; needs a comment from ES about whether has reached appropriate standard)  N.B. In Scotland – a satisfactory end of year report by FPTD
Satisfactory educational supervisor's end of placement reports	F1 & F2	Required for 1st & 2nd posts	Not mandatory

Satisfactory clinical supervisor's end of placement reports	F1 & F2	Required for all posts	Required for 1st and 2nd posts – minimum completion by named clinical supervisor to tick box that 'This foundation doctor is currently on course to allow sign off as having met or exceeded the minimum expected level of performance for each of the 20 foundation professional capabilities at the end of the year of training'  N.B. In Scotland – an Educational Supervisor report for 1st and 2nd posts
Satisfactory completion of all FP curriculum outcomes	F1 & F2	Mandatory to be signed off by ES	Mandatory to be signed off by ES
Team assessment of behaviour (TAB)	F1 & F2	minimum of one per year	minimum of one satisfactory TAB per year <sup>4</sup>
Core procedures	F1 only	Mandatory all 15 GMC mandated procedures	No mandatory number
Direct observation of doctor/patient interaction (Mini CEX/DOPS)	F1 & F2	minimum of nine observations per year; at least six must be mini-CEX	At least 4, of which at least 3 must be MiniCEX
Case-based discussion (CBD)	F1 & F2	minimum of six per year / two per placement	At least 2
Developing the clinical teacher	F1 & F2	minimum of one per year	Not mandatory
Successful completion of the Prescribing Safety Assessment (PSA)	F1	The F1 doctor must provide evidence that they have passed the PSA within the last two years	The F1 doctor must provide evidence that they have passed the PSA within the last two years
A valid Immediate Life Support (or equivalent) certificate	F1	The F1 doctor must have a valid ILS (or equivalent) certificate, or if the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course	If F1 doctor does not have valid ILS certificate, ES must make statement in end of year report that trainee has had sufficient experience of managing acutely ill patients
A valid Advanced Life Support (or equivalent) certificate	F2	The F2 doctor must have a valid ALS (or equivalent) certificate	If F2 doctor does not have valid ALS certificate, ES must make statement in end of year report that trainee has had sufficient experience of managing acutely ill patients
Evidence of participation in systems of quality assurance and quality improvement projects	F1	Shows evidence of involvement in quality improvement initiatives in healthcare	Not mandatory

Evidence of participation in systems of quality assurance and quality improvement projects	F2	Contributes significantly to at least one quality improvement project including: Data collection Analysis and/or presentation of findings Implementation of recommendations	Not mandatory
An acceptable attendance record at generic foundation teaching sessions	F1 & F2	The foundation doctor must attend a minimum of 60 hours (during 12 months pro-rata) of teaching during their F1 and their F2 rotation. At least 30 hours (during 12 months pro-rata) must be core foundation teaching	The foundation doctor must have logged a minimum of 30 hours during the year; there is no requirement for this to have been a specific type of teaching

***NB. Where a foundation doctor's rotation has been changed due to the COVID-19 situation, there should be no penalty for repeating a speciality or being unable to complete a community post.***

## Key Contacts

Trainees are advised to speak with their Education Supervisor as a first point of contact for advice on the revised ARCP requirements for 2020.

For general queries and further information, please contact the UK Foundation Programme Office (UKFPO) via the helpdesk: [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).