

Guidance for East of England Public Health ARCP preparation April 2019

Please read this carefully.

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Summary

This document provides guidance on the collation of documents required for the ARCP process.

ARCP is held in Spring and Autumn each year.

It is the registrar's responsibility to ensure their evidence, activity summary sheets and all other documentation (including Educational Supervisor report, Form R etc) are uploaded on the ePortfolio 2 weeks before the ARCP date. Documents uploaded to ePortfolio must use the naming convention explained below.

A registrar-written guide to using the ePortfolio for ARCP is available

https://heeo.e.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health

Preparing evidence for the ARCP panel

You must complete and submit your ARCP paperwork – including the educational supervisor’s report – at least 2 weeks prior to the ARCP panel date to allow time for portfolio assessors and panel members to review the documentation.

You should be collecting evidence on an ongoing basis and uploading to the e-portfolio where possible.

Only evidence submitted by the time of the educational review meeting with your educational supervisor will be considered for the educational supervisor’s report and only this evidence will be considered by the ARCP panel.

Evidence submitted after this review meeting will not be considered by the upcoming ARCP panel, but can be considered for the following ARCP.

In rare instances, where there are concerns about a registrar’s progress it may be necessary for your Training Programme Director to provide an additional report, for example, detailing events that led to a negative assessment by your educational supervisor. This will be shared with you prior to its submission to the panel. This is to ensure that you are aware of what is being reported, and you may not necessarily agree with the report’s contents. You may submit a response to any element of the assessment documentation for the panel to take into account in their deliberations.

Attendance

The ARCP is a review of the documented and submitted evidence that you prepare and you will not be expected to attend the ARCP panel unless an unsatisfactory outcome is anticipated. In these circumstances, you will be contacted and expected to attend the ARCP panel in order to receive notification of the outcome and any associated feedback.

Process

Portfolios will be scrutinised by one or more portfolio assessors and a final decision on the ARCP outcome is made by the whole panel (including an external assessor and lay representative). Your educational supervisor(s) should not be present in an ARCP panel when your progress is being considered.

The template and guidance used by assessors is available on the HEEoE website. You are advised to read this so that you are properly informed of the elements of your work which will be scrutinised. Registrars receiving an outcome 1 or 6 will receive an outcome form advising them of this with brief comments and feedback from the panel. The outcome form will be sent normally within a week of the ARCP. At some point after the panel, you should meet with your educational supervisor and/or TPD to plan and document the next stage of training. You must sign a copy of the outcome form and return it to HEEoE within 10 days of receipt and should upload a copy as evidence towards your next ARCP.

ARCP documentation & ePortfolio

You should compile your portfolio contemporaneously. You are strongly advised not to leave preparing your portfolio until shortly before ARCP.

The documents required for inclusion/uploading are detailed below. Please use the standard file names as set out below as this will assist portfolio assessors in finding your documents and evidence. Templates for ARCP documents are available from <http://www.fph.org.uk> or the HEE website https://heeo.e.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health.

The educational supervisor's report is a key piece of evidence in making an assessment of your progress. It is your responsibility to ensure that your supervisor collates workplace based feedback from any other members of staff who provide you with supervision to include as part of a comprehensive report. It is also necessary to ensure that your ES report includes sufficient information to be suitable for revalidation. Guidance for educational supervisors can be found on the HEEoE website. All workplace-based assessments included in your portfolio should contain feedback from a supervisor. It is your responsibility to ensure that this feedback is collected. You are advised to allow sufficient time for supervisors to complete feedback which is a required for a comprehensive assessment of your progress by the panel.

- Please ensure you have included a report from all educational supervisors you have had since your last ARCP
- Please ensure that you assign all uploaded evidence to a specific ARCP. If you do not there is a possibility that your assessor will not find the document and be unable to take that evidence into account

Using the ePortfolio

Registrars are expected to use the ePortfolio as designed with the exception of those registrars who have transitioned to the 2015 curriculum (rather than using it from the start of training). See below: Note that there are a few versions of various forms circulating but the differences are minor so if you have completed a slightly different version, there is no need to transcribe.

A. For registrars who started on the 2015 curriculum.

1. **Educational Supervisor Report** <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/>
2. **Academic Supervisor Report** (if ACF or ACL) <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/> .
3. **Learning agreement:** Most recent AND any others covering the period of this ARCP AND if in or approaching the last year of training a plan to complete outstanding outcomes. This should be uploaded **as a single document and should be signed by you, your CS and ES** and TPD (and AS if you are an ACF/L). Please use the tailored East of England version rather than the one from the FPH website. https://heeo.e.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health
4. **Form R (part B)** https://heeo.e.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health AND email a copy to anna.stockburn@hee.nhs.uk
5. Under 'Curriculum vitae': the supporting evidence:

- a. **Training record** form <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/>
- b. **Any previous ARCP outcome letter(s)**
- c. **Progress against recommendations** in previous ARCP outcome letter(s) (if applicable).
- d. **On call log** https://heeoee.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health.
- e. **Study leave record** <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/>

B. For registrars who have transitioned to the 2015 curriculum.

Registrars in Group B are using the e-portfolio as a holding place, as we have done before.

1. **A spreadsheet that shows your progress against your learning outcomes**
2. **Educational Supervisor Report**
3. **Academic Supervisor Report** (if ACF or ACL).
4. **Learning Agreement:** Most recent AND any others covering the period of this ARCP AND, if in or approaching your last year of training, a plan to complete outstanding outcomes. This should be uploaded as a single document and should be signed by you, your CS and ES and TPD (and AS if you are an ACF/L).
5. **Form R** (part B) AND email a copy to anna.stockburn@hee.nhs.uk
6. Under 'Curriculum vitae' : the supporting evidence:
 - a. **Training record form**
 - b. **Previous ARCP outcome** letter(s)
 - c. **Progress against recommendations** in previous ARCP outcome letter(s) (if applicable).
 - d. **On call log**
 - e. **Study leave record**
7. Under Form 4: **a minimum of 2 activity summary sheets**, selected in discussion with your Educational Supervisor,
8. You do not need to include LOSOS or evidence.

Academic registrars, and registrars attending the MPhil

The ARCP preparation that is required from all public health academic trainees in the East of England in addition to the standard procedures described below:

1. The registrar should arrange an annual assessment of academic progress to take place ideally at least one month before the ARCP panel. Those present at this assessment should include the trainee and educational supervisor, and as appropriate the Director of the academic programme (Academic Lead) and other members of the academic unit. (Gold Guide 6th edition paragraph 7.101)
2. At the annual assessment of academic progress, to present decisions agreed and documented at regular meetings of the trainee with their academic and clinical educational supervisors throughout the year to review progress. At the start of the academic placement and annually thereafter, academic trainees must meet with both their clinical and academic

supervisors together to agree objectives for the coming year. (Gold Guide 6th edition paragraph 7.100)

3. To ensure that the academic supervisor completes the “Report on Academic Trainees’ Progress” form (gold guide Appendix 5), which needs to be signed by the trainee for submission to the annual joint academic/clinical ARCP panel. The form must include details of academic placements, academic training modules and other relevant academic experience, together with an assessment of the academic competences achieved. (Gold Guide 6th edition paragraph 7.102)

Please direct questions about this process to Nick Steel, Academic lead n.steel@uea.ac.uk

Deadline dates

Action	Timing in relation to ARCP
ES to approach CS colleagues for feedback.	around 6 weeks prior
Submission of CS report to ES	around 5 weeks prior
ES discussion of ESR with registrar	around 3 weeks prior
All paperwork including ESR to be uploaded to the ePortfolio by registrar	2 weeks prior (fixed deadline)

Queries

Please direct queries about the submission process to sara.godward1@nhs.net

Questions about the academic elements should be directed to n.steel@uea.ac.uk.

Other ARCP-related queries should be directed to your educational supervisor or TPD

For registrars where there are concerns

If for any reason a registrar is not progressing as expected, this will be set out in the ESR. Occasionally in these circumstances it may be necessary for your Training Programme Director to provide an additional report. Any report will be shared with the registrar prior to its submission to the panel. This is to ensure that they are aware of what is being reported, and it is recognised that they may not necessarily agree with the report’s contents. The registrar may submit a response to any element of the assessment documentation for the panel to take into account in their deliberations.

A registrar will be asked to attend the ARCP panel if an unsatisfactory outcome is anticipated. In these circumstances the registrar expected to attend the ARCP panel in order to receive notification of the outcome, any associated feedback, and discuss the most appropriate next steps.

Document Naming Convention

Document	Naming convention	Explanation
Form R	FormR_Surname_Firstname__date	This form collects basic information required by the deanery for registration. Registration with the deanery will trigger issue of your national training number and give you an indication of your expected period of training. A copy of Form R will be sent to the Faculty of Public Health
Conditions for joining training	Conditions_ Surname_Firstname__date	You are required to sign an agreement with the deanery to confirm your willingness to meet specified conditions of training
Training record form	TRF_Surname_Firstname__date	This form summarises, at a glance, your progress through training
Supporting letters	Letter_descriptor_Surname_Firstname__date	You will receive these at intervals during training
Summary forms/letter from previous ARCP	ARCP_outcome_Surname_Firstname__date	You will receive a copy of this from the deanery after each review
Learning agreement(s)	LA_Surname_Firstname__date	This should cover the period of this ARCP and the next 6 months. It should be signed by your CS, ES, TPD, and your AS if you are an ACF/ACL
Learning outcome sign off sheets	Sign_off__[LO code if applicable or phase)_Surname_Firstname__date	These forms show the learning outcomes you have satisfactorily demonstrated at formal assessment (i.e. agreed with ES).
Workplace assessment forms	AS_descriptor_date CBD_descriptor_date DOPH_descriptor_date PRE_AS_descriptor_date	These forms allow documentation, by individual learning outcome, of the method of assessment and evidence presented to support a claim of competence
Educational supervisor report	ESR_Surname_Firstname__date	This report is completed by your educational supervisor for the annual review following your educational appraisal and incorporating comments from other supervisors. This must relate to the full period since your last review.
Learning outcome plan	LOP_surname_first name_date	This information may be embedded in your learning agreement but should detail all unsigned LOs and the plan/work in hand to address these. It should be completed by registrars with 12m or less to CCT
Academic supervisor report	ASR_Surname_Firstname__date	For some registrars this report is submitted by your academic supervisor to the annual review. It is your responsibility to ensure your academic supervisor completes the form.
2015 Curriculum Progress Review	CPR_Surname_Firstname_date	This is a summary of your progress on the 2015 curriculum for registrars who transitioned

Study leave record	SLR_Surname_Firstname__date	This should be a record of the study leave taken in the ARCP year summarising educational objectives and outcomes
On call log	OCL_Surname_Firstname__date	This should list on call activity with dates and non-identifiable details to demonstrate learning
Evidence	Evidence_descriptor_date	This will be a range of documents, reports, papers, emails etc which is linked to an ASS and provides evidence of your achievement against specific LOs