Guidance for East of England Public Health ARCP preparation April 2024

*Please read this carefully.*

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# Summary

This document provides guidance on the collation of documents required for the ARCP process [Gold Guide - 9th Edition - Conference Of Postgraduate Medical Deans (copmed.org.uk)](https://www.copmed.org.uk/gold-guide/gold-guide-9th-edition)

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 has been produced [https://heeoe.hee.nhs.uk/sites/default/files/phree\_eportfolio\_learning\_outcome\_arcp\_guidance\_v2\_-](https://heeoe.hee.nhs.uk/sites/default/files/phree_eportfolio_learning_outcome_arcp_guidance_v2_-_jan_2022.pdf)

[\_jan\_2022.pdf](https://heeoe.hee.nhs.uk/sites/default/files/phree_eportfolio_learning_outcome_arcp_guidance_v2_-_jan_2022.pdf)

# Preparing evidence for the ARCP panel

You must complete and submit your ARCP paperwork – including your 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 consider 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 to receive notification of the outcome and any associated feedback.

# Process

Portfolios will be scrutinised by one or more portfolio assessors (often educational supervisors) and a final decision on the ARCP outcome is made by the whole panel (which may include 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 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](http://www.fph.org.uk/) or the HEE website [https://heeoe.hee.nhs.uk/public\_health/specialty-](https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health) [training-programme/arcp-public-health.](https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health)

The educational supervisor’s report is a key piece of evidence in assessing 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

Note that there are a few versions of various forms circulating and if the differences are minor there is no need to transcribe, but please aim to use the latest version. Please submit

* 1. **Educational Supervisor Report** [https://www.fph.org.uk/training-careers/specialty-training/training-](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/) [eportfolio/](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/)

ESs should comment on mandatory training completion in their ESRs and make a recommendation for your ARCP outcome.

* 1. **Academic Supervisor Report** (if ACF or ACL or MPhil or MSt student) [https://www.fph.org.uk/training-](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/) [careers/specialty-training/training-eportfolio/](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/) .
  2. **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 and dated 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://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health>
  3. **Form R (part B)** <https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health> AND email a copy to [arcp@hee.nhs.uk@hee.nhs.uk](mailto:arcp@hee.nhs.uk@hee.nhs.uk) or the individual from the ARCP team who requested a form from you.
  4. Under ‘Curriculum vitae’: the supporting evidence:
     1. **Training record** form https://[www.fph.org.uk/training-careers/specialty-training/training-eportfolio/](http://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/)

### Any previous ARCP outcome letter(s)

* + 1. **If on call, an on call log** [https://heeoe.hee.nhs.uk/public\_health/specialty-training-programme/arcp-public-](https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health) [health.](https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health)
    2. **Study leave record** <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/>
    3. **Curriculum progress grid** <https://heeoe.hee.nhs.uk/sites/default/files/curriculum_22_progress_log.xlsx>

# Academic registrars, and registrars attending the MPhil/MSt

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

1. Arrange an annual assessment of academic progress to take place at least one month before the ARCP panel. Those present (should include the trainee and educational supervisor, clinical supervisor from the service attachment, and academic supervisor from the academic attachment. If appropriate, the director of the academic programme (Academic Training Lead) may also attend.
2. Ensure that the ‘Report on Academic Trainees’ Progress’ form ([https://www.fph.org.uk/training-](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/)  [careers/specialty-training/training-eportfolio/](https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/) ) is completed at the meeting and signed by the trainee and academic supervisor for submission to the annual joint academic/clinical ARCP panel. This should include a recommendation of whether the registrar should continue on the academic path.

Please direct questions about this process to Sara Godward, TPD at [sara.godward1@nhs.net](mailto:sara.godward1@nhs.net).

# Deadline dates

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| --- | --- |
| **Action** | **Timing in relation to ARCP** |
| Registrars to contact CS to send feedback to ES. | around 6 weeks prior if not already captured at end of a placement |
| Submission of CS report to ES | around 5 weeks prior |
| ES discussion of draft 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 process to [england.phschool.eoe@nhs.net](mailto:england.phschool.eoe@nhs.net).

Discussions of your educational progress should held with your educational supervisor and, if necessary, TPD Sara Godward at [sara.godward1@nhs.net](mailto:sara.godward1@nhs.net).

# For registrars where there are concerns

If for any reason a registrar is not progressing as expected, this should 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 consider 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.

# Notes for supervisors

### Educational supervisor role for ARCP

*For each registrar*

* Based on supervisory meetings during the year you will have a view of a registrar’s overall progress, any challenges and career pathway. This should be reflected in your Educational Supervisor’s report (ESR) (see template with specific details of what to include: <https://heeoe.hee.nhs.uk/sites/default/files/eoe_ph_tp_educational_supervisor_report_-_template_guide_v1_apr_2022_0.doc> ).
* Please state the outcome you recommend and flag any potential adverse outcomes to the TPD as soon as possible and at least 2 weeks before the panel
* Use the standard clinical supervisor report template to gather evidence and include it, verbatim where useful, in your ESR.
* Improvements in your ESR may be requested to ensure the quality of reports is consistently high enough to enable panel judgments to be made.
* You may wish to provide feedback to the clinical supervisors from whom you sought information on the usefulness of their reports.
* A registrar on an academic track should organise a three-way meeting with you, them and their academic supervisor. Please confirm that an academic supervisor’s report has been submitted to ARCP and comment on their academic progression in your report
* A registrar who is Out of Programme for whatever reason still needs to submit a Form R.
* Registrars OOPR should also submit an ASR. Registrars OOPE should submit a short piece describe their recent activities
* The ARCP acts as an annual appraisal for both the employing body and for future medical revalidation. You must comment on their fitness to practice and on the specific KA9 areas which require annual assessment (KA9.1, 9.3, 9.4, 9.6, 9.7, 9.11)
* As you sign off LOs and have your pre-ARCP meeting with your registrar, you should check the following documents are of adequate quality and available to the ARCP panel, commenting in your ESR where there are any issues the panel should be aware of.
  + On call log
  + Form R
  + Study leave record
  + Previous ARCP outcomes and any relevant letters
* Ensure that the learning agreement covers the period of an ARCP and at least the six months following ARCP. If a placement move is anticipated, the projects planned and the anticipated learning outcomes to be gained should be provided in as much detail as possible. This should already have been written to support a placement panel discussion.
* The learning agreement should explicitly link the pieces of work planned to the learning outcomes anticipated to enable the panel to take a view on whether the plan is likely to deliver adequate progress. Registrars within a year of CCT should provide a detailed plan of how they intend to secure all outstanding LOs. The learning agreement is not adequate if it has not been signed by the TPD.
* For any registrar returning from OOP, ARCP may be deferred if less than 3 months of training has been secured since last ARCP
* General comments will be fed back to all supervisors after the ARCP and in supervisor development sessions
* You will be expected to attend at least one ARCP in a three year period

*As second assessor*

For the ARCP process you are acting as a virtual member of the ARCP panel. It is therefore critical that your assessment of the portfolio of those trainees you are allocated is thorough. Please complete the assessment form in detail including your comments on the quality of the paperwork as well as its presence or absence. It is critical that at this point TPDs are made aware of any concerns where you believe a registrar may receive:

* + An outcome 5 due to insufficient paperwork available
  + An adverse outcome due to failure to progress

### Academic supervisor role for ARCP

* Based on supervisory meetings during the year you will have a view of a registrar’s overall progress and any challenges which should be reflected in your report.
* For MPhil registrars on a general training pathway i.e. not ACFs, a brief report to the ARCP panel confirming

their MPhil progress will be enough unless you have any concerns

* If you are supervising a registrar on an academic track (ACF/L) you must have a three-way meeting with the registrar and their educational supervisor before the ARCP and include the outcome of any decisions made as well as your view of their progression in your report.
* The academic supervisor’s report for registrars on an academic track is critical to enabling the panel to make a sound judgment of their progression and should be completed in detail. Your comments should be specific and backed up with examples and evidence for both their areas of good practice and development.

# Document naming convention

|  |  |  |
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| **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 |
| 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 may 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 |
| 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 |

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| Curriculum Progress Grid | CPG\_Surname\_Firstname\_date | This is a summary of your progress to date |
| 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 |
| 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. |
| 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. |
| 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 |