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

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| Trainee forename**:** | | Trainee surname**:** | | | | | | | GMC No: | | | |
| Date of Review: | | | | | Programme curricula being assessed:  1.   2.   3.   4.  | | | | | | | |
| Completion of training date: | | | | |
| NTN/DRN: | | | | |
| GMC Trg Prog Approval No: | | | | |
| **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  ACF  ACL  | | | | |
| **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 | | |  | 2. Form R | | | | | | | |  |
| 3. Supervisor Report | | |  | 4. | | | | | | | |  |
| 5. | | |  | 6. | | | | | | | |  |
| **Recommended Outcomes from Review Panel** *(please tick relevant choice using boxes on right-hand side)* | | | | | | | | | | | | |
| ***Satisfactory Progress***   1. Trainee did not have an ARCP/review **(if you recommend this outcome, you must provide reasons (“N” codes) why.**   **1.** Achieving progress and competences at the expected rate | | | | | | | | | | | * N * 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.)*   1. Development of specific competences required – additional training time not required (PROVIDE REASONS OVERLEAF) 2. Inadequate progress by the trainee – additional training time required (PROVIDE REASONS OVERLEAF)   **4.** Released from training programme with or without specified competences (PROVIDE REASONS OVERLEAF) | | | | | | | | | | | * 2 * 3 * 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) | | | | | | | | | | | * 5 | |
| ***Recommendation for completion of the training programme (Foundation, Core or Higher)***  **6.** Gained all required competences for the programme | | | | | | | | | | | * 6 | |
| ***Outcomes for trainees out of programme or not in run-through training***   * 1. Satisfactory progress in or completion of the LAT placement.   2. Development of Specific Competences Required – additional training time not required (PROVIDE REASONS OVERLEAF)   3. Inadequate progress by the trainee – additional training time (PROVIDE REASONS OVERLEAF)   4. Incomplete Evidence Presented - LAT placement. | | | | | | | | | | | 7.1  7.2  7.3  7.4 | |
| **8**. Out of programme: **OOPE** (Experience):  **OOPR** (Research):  **OOPC** (Career break):   Note: OOPT must have outcome 1- 5; not outcome 8. | | | | | | | | | | Months counted  towards training: |  | |
| **9.** Top-up training | | | | | | | | | | | * 9 | |
| **10.1 Any additional training time necessary to achieve competences/capabilities to be reviewed at next ARCP**  **10.2 Additional training time is required before the trainee can progress to the next stage in their training** | | | | | | | | | | | * 10.1 * 10.2 | |
| 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:  Do not continue academic component:  Academic component completed:  | | | | | | | | | | | | |

**Supplementary documentation for ARCP Outcome Form**

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| **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**  **Additional comments from the panel** | | | | | | | |
| **Revalidation:** | **Are there any current known unresolved causes of concerns?** | | | | Yes:  | | No:  |
| **Documentation**  **considered:** | Form R Part B:  Supervisors’ Reports:  LEP report:  SOAR (NES only):  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:*** | | |  | |
| 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.  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.  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. | | | | | | | |

Supplementary information required for GMC Annual ARCP Report:

Completed by Review Panel for Trainees who had an Unsatisfactory Review Outcome

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| **Trainee Name:** | | | | **GMC No:** |
| **Outcome recommended:** | | | | **ARCP date:** |
|  | | | |  |
| **Code** |  | **Reason for unsatisfactory outcomes** | **Explanatory Notes** | | |
| U1 |  | 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 |  | 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 |  | 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 |  | 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 |  | Single Exam Failure | Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next year of training. | | |
| U6 |  | 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 |  | 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 |  | Other reason (please specify) |  | | |
| U10 |  | 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:

Recorded by Deanery on the Deanery Database for Trainees who did not have a Review.

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| **Trainee Name:** | **GMC No:** |

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| **Code** |  | **Reason for no ARCP during the Year :-** | **Explanatory Notes** |
| N1 |  | 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 |  | Trainee Maternity/Paternity Leave | Trainee cannot be reviewed whilst on maternity leave |
| N3 |  | Trainee not In Post Long Enough | Too soon to complete a meaningful Annual Review within the ARCP/RITA reporting period. |
| N4 |  | 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 |  | Trainee Post CCT | Trainee already completed CCT and now in period of grace. |
| N6 |  | 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 |  | Trainee Inter Deanery Transfer | Trainee left the programme early to take up a post in another Deanery |
| N8 |  | Trainee reviewed in other Deanery | Trainee working in another Deanery who completed ARCP. |
| N9 |  | Trainee Contract Termination | Trainee left and had their NTN/DRN removed due to lack of progression without achieving competencies to a satisfactory level. |
| N10 |  | Trainee Gross Misconduct | Trainee currently suspended from training either as a result of GMC Suspension or local Trust or other local disciplinary proceedings. |
| N11 |  | Trainee Suspension | Trainee suspended for reasons other than gross misconduct. |
| N13 |  | Other reason (please specify) |  |
| N21 |  | Resignation – without training issues | Resignation no remedial training undertaken or offered |
| N22 |  | Resignation – with training issues | Resignation received trainee would have been offered or trainee undertook remedial training. |

Additional information required for GMC Annual ARCP:

Recorded by Deanery on the Deanery Database for Trainees impacted by COVID-19.

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| **Trainee Name:** | **GMC No:** |

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| **Code** |  | **Reason for COVID outcome 10.1 and 10.2** | **Explanatory Notes** |
| C1 |  | Trainee at critical training progression point (but NOT at CCT) and derogation provided for the required exam | Trainee could not attempt the exam as it was cancelled due to COVID-19 disruption and will need to sit at the next available opportunity. Derogation allows the trainee to progress at this point with a time limit applied to passing the relevant exam. |
| C2 |  | Trainee at critical training progression point (but NOT at CCT) and derogation provided for the applicable element of mandatory training | Trainee could not complete the mandatory training course as it was cancelled due to COVID-19 disruption and will need to attend at the next available opportunity. Derogation allows the trainee to progress at this point with a time limit applied to completing the course. |
| C3 |  | Redeployment could not acquire required experience | Trainee could not acquire appropriate curriculum-related experience due to service changes/pressures from COVID- 19, e.g. trainee transferred to work in General (internal) Medicine or similar redeployment. |
| C4 |  | Prolonged self-isolation needed during COVID-19 | Trainee could not acquire appropriate curriculum-related experience during COVID-19 disruption due to need for prolonged self-isolation based on national guidance. |
| C5 |  | Inadequate progress in this training year prior to COVID-19 | Trainee was NOT on course to receive an outcome 1 or 6 prior to COVID-19 but, given the disruption an unsatisfactory outcome cannot be awarded as the trainee may have been able to achieve satisfactory progression by the time of the ARCP had there not been disruption. |
| C6 |  | Incomplete evidence due to COVID-19 | Due to COVID-19 disruption, incomplete information has been supplied and/or is available to the ARCP panel, e.g. trainee unable to obtain supervisor reports. |
| C7 |  | Foundation – extra time required to gain F1CC/FPCC | Trainee could not be awarded an outcome 1 or outcome 6. Given the COVID-19 disruption an unsatisfactory (non- COVID) outcome cannot be awarded as the trainee may have been able to achieve satisfactory progression by the time of the ARCP had there not been disruption. F1: extra time required to gain their F1 Certificate of Completion (F1CC) and full registration. F2: extra time required to gain Foundation Programme Certificate of Completion (FPCC). |
| C8 |  | Royal College or Faculty exam cancelled with trainee at CCT date | Trainee could not attempt the exam as it was cancelled due to COVID-19 disruption and will need to sit at the next available opportunity. |
| C9 |  | Royal College or Faculty mandatory training course cancelled with trainee at CCT date | Trainee could not attend a mandatory training course as it was cancelled due to COVID-19 disruption and will need to attend at the next available opportunity. |
| C10 |  | Royal College or Faculty exam cancelled with trainee at critical progression point (not CCT) with no derogation. | Trainee could not attempt the exam as it was cancelled due to COVID-19 disruption. No derogation provided by the relevant Royal College or Faculty to normal curriculum requirements therefore additional training time is required. |
| C11 |  | Royal College or Faculty mandatory training course cancelled with trainee at critical progression point (not CCT) with no derogation. | Trainee could not complete the mandatory training course as it was cancelled due to COVID-19 disruption. No derogation provided by the relevant Royal College or Faculty to normal curriculum requirements therefore additional training time is required. |
| C12 |  | Other issue related to COVID-19 (please describe) |  |