ARCPs

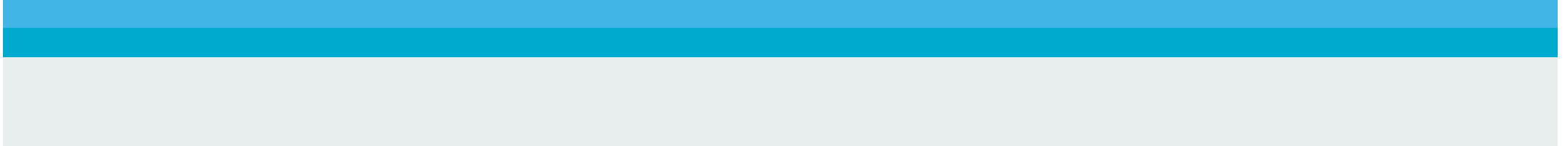# What goes wrong…
How to get it right

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Susan Woodroffe

Spring 2025

Introductions

Background

Enhancing training and the support for learners

Health Education England's review of competence progression for healthcare professionals
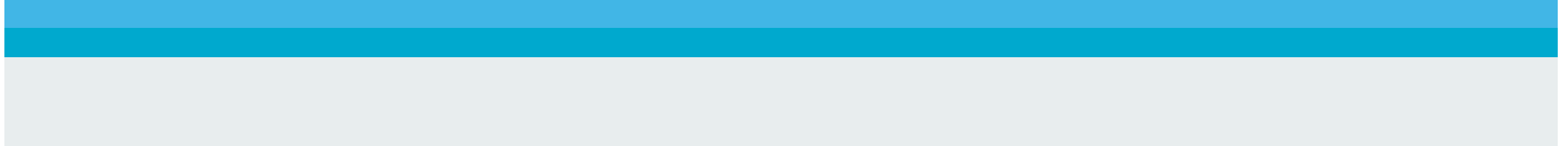
Developing people for health and healthcare

www.hee.nhs.uk

This workshop…

- Review principles of ARCPs

- Consider where they go wrong
- Learn from best practice

Why ARCPs ?

Why ARCPs ?

- **Patient safety**

- **Revalidation**

- **To make a decision about progressing through training**

Why training ?

The purpose of being in a training programme is to complete the training programme

1.15   The primary purpose of entry into training is to be able to progress towards and achieve either completion of a foundation programme (and obtain a Foundation Programme Certificate of Completion) or core training or obtain a Certificate of Completion of Training or equivalent.

Postgraduate doctors in training

In general:

- Highly intelligent
- Have successfully passed multiple stages and selections

- Have chosen a specific care path within medicine
- Are keen to succeed

- Are not immune from mental health challenges
- Are in a highly stressful job
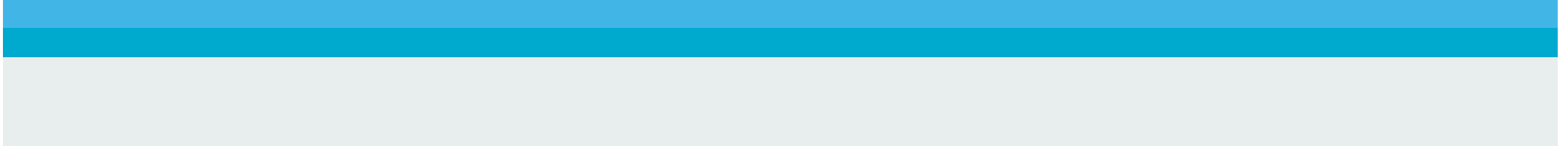- Have an identity that is closely linked to work and achievement

Need to consider…

- **Patient safety**

- **Supporting trainees' progression**

- **Trainees' wellbeing**

What goes wrong ?

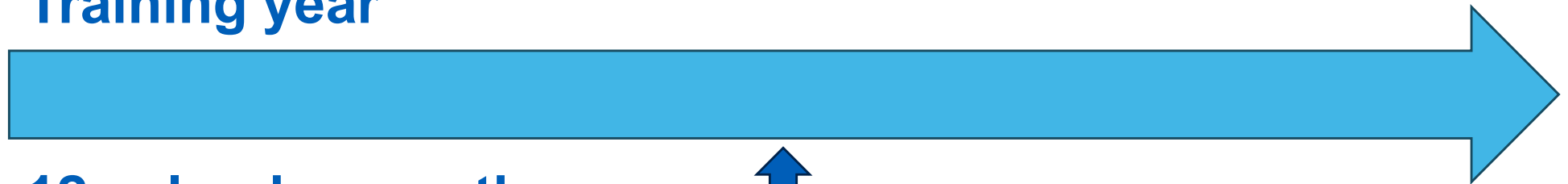# What goes wrong ?

Timing…

ARCPs - timing
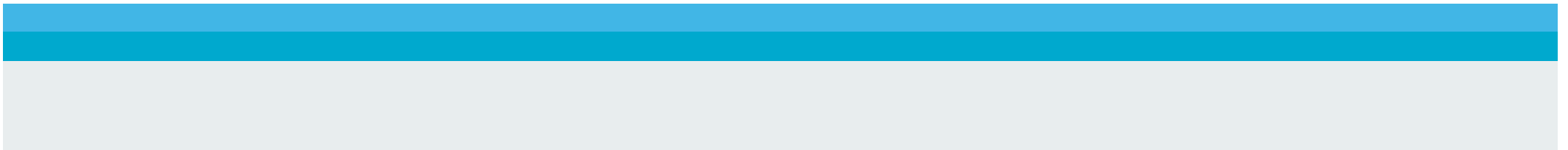
Training year

12 calendar months

ARCP

ARCPs - timing

Training year

12 calendar months

ARCP

ARCPs - timing

Training year

ES Meeting

ARCP

ARCP

All trainees should receive clear ARCP guidance at the start of each training year which is standardised across the UK

ARCPs - timing

Training year

ES
Meeting

ES
Meeting

ES
Meeting

ES
Meeting

ARCP

ARCPs - timing

Training year

Notified   **ARCP**

ARCPs - timing

Training year

Portfolio closed
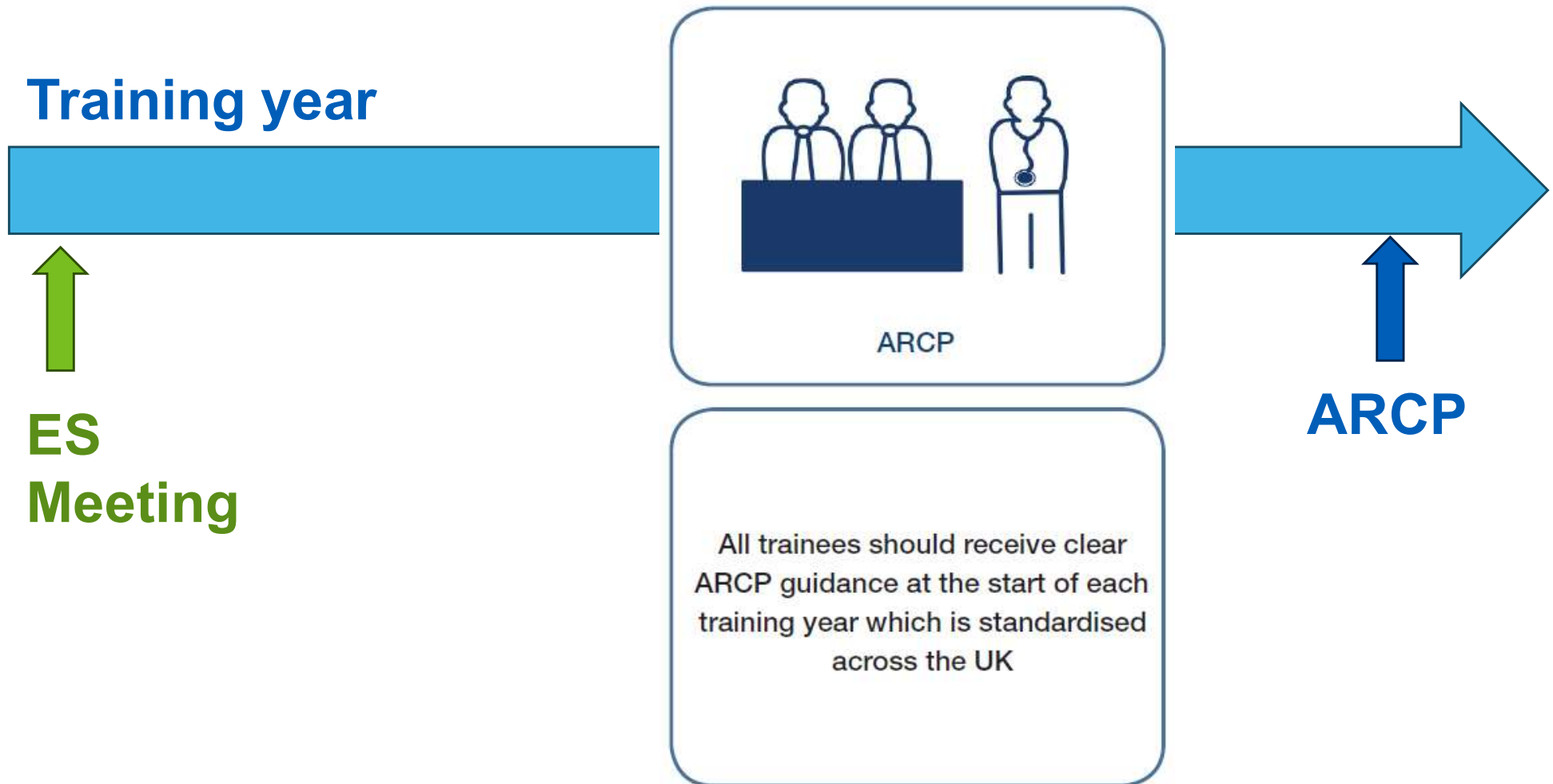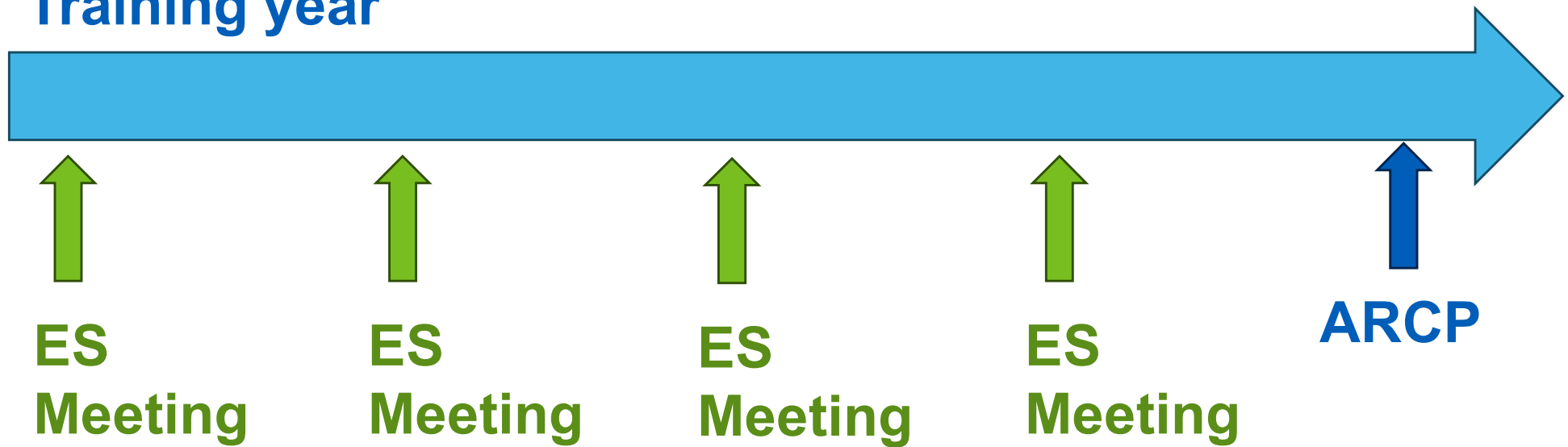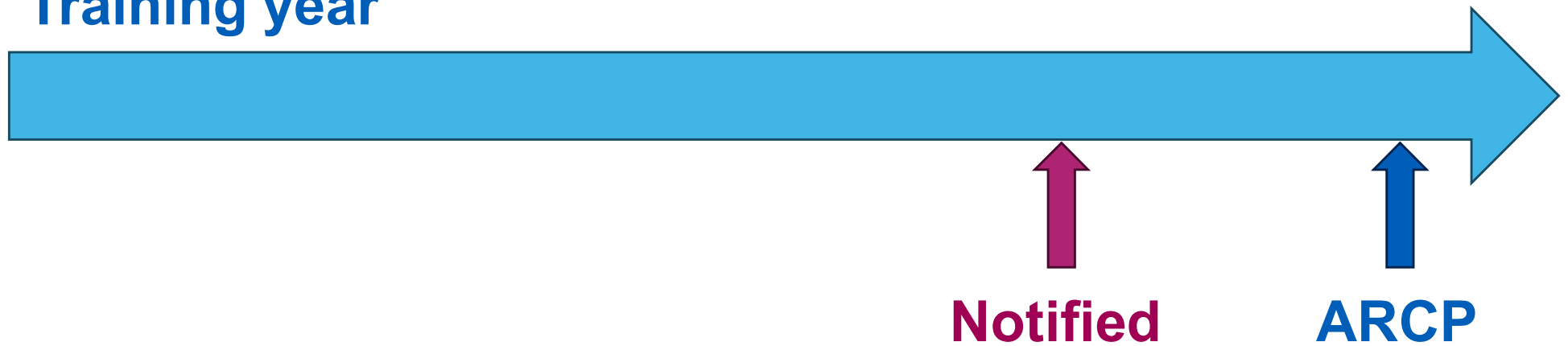
ARCP

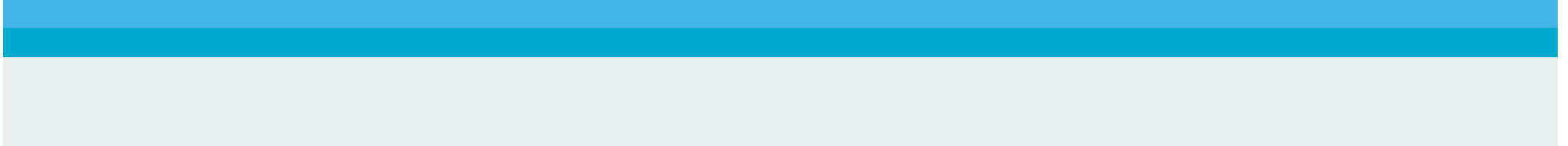# What goes wrong ?
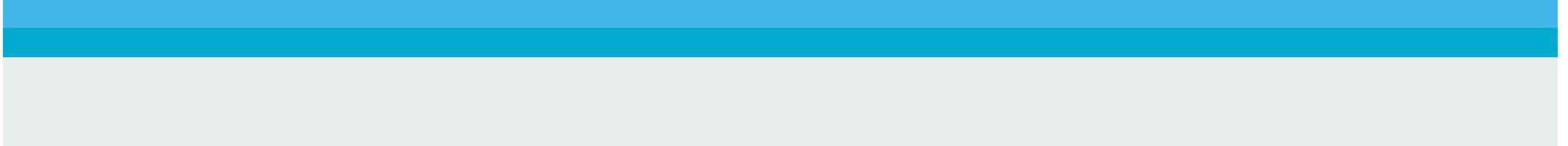
The panel…

Who makes up the panel ?

Who makes up the panel ?

- Chair (TPD…)
- 2 other panellists (or not quorate)
- Lay rep
- External rep
- Academic rep
- Dean's rep
- Admin support

Watch out for conflicts of interest…

What goes wrong ?

The evidence…

Evidence

What's required ?

Content:

- **WPBAs**
- **Other portfolio entries (reflection)**
- **Form R**

Form R

Covers the entire scope of practice for which a trainee holds a license to practice including:

- Locum work
- Voluntary work e.g. St John's Ambulance,
- Personal business, e.g. Botox

- Complaints and compliments arising across full scope of practice
- Involvement in and learning from investigated significant events arising across full scope of practice

Evidence

What's required ?

Content:

- **WPBAs**
- **Other portfolio entries (reflection)**
- **Form R**

- **Supervisor reports (CS / ES)**

Evidence

Watch out for …

- Evidence from only part of the year

- Concerns not documented in the portfolio

- Informal sources of information, or information not shared

- Trainees should be aware of possible outcomes…

What goes wrong ?

Outcomes

The ARCP outcomes

1	Satisfactory progress
2	Needs further development, extra time not needed
3	Needs further development with extra time
4	Removed from programme
5	Incomplete evidence
6	Completion of training programme
8	Out of programme – OOPE / OOPR / OOPC
10	*Previously - Covid related training delay*
U Codes	For an Unsatisfactory outcome
N Codes	For a Non-assessment
C Codes	For Outcome 10s

Adverse ?

1	Satisfactory progress
2	Needs further development, extra time not needed
3	Needs further development with extra time
4	Removed from programme
5	Incomplete evidence
6	Completion of training programme

U Codes	For an Unsatisfactory outcome
N Codes	For a Non-assessment

Time in training
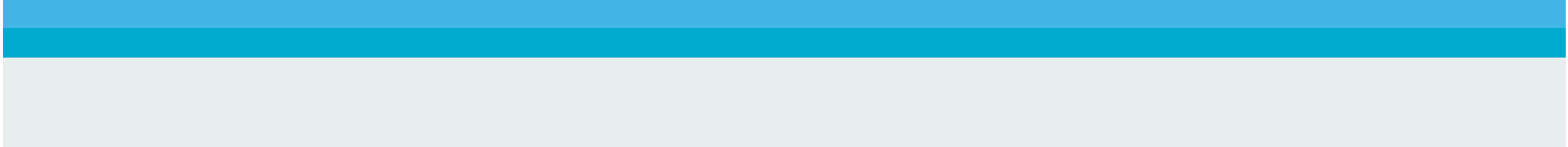
CCT date

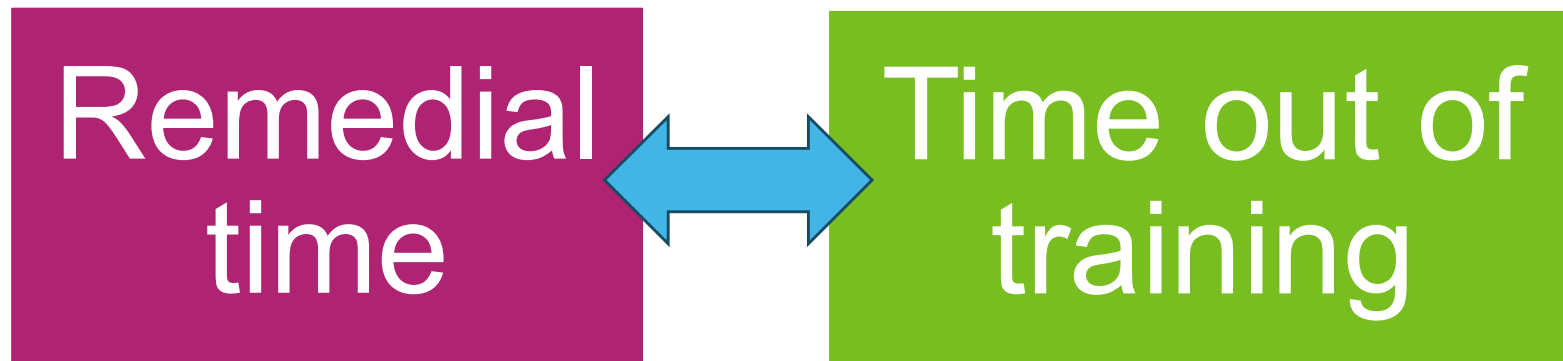|		
Time in training (WTE)	Dual training	Remedial time
Time out of training	Accelerated training	Other (unusual) circumstances, eg training opportunities

Time and outcome number

CCT Date / Grade at next rotation

Need to put on form

Consider:

- **Time out of training**
- **Remedial time**
- **Any other changes**

Outcome form

- Reasons for outcome
- Specific competencies that need to be achieved
- Record any mitigating circumstances
       (should be in portfolio in advance)
- Note right of review/appeal and PSW availability

- Comment on any particular positives

- Updated CCT date (and grade at next rotation), next ARCP date

What goes wrong ?

After the ARCP…

After the ARCP

Note – might need to start planning before the ARCP

- **Speaking with the trainee**

- **Release of Outcome form**

- **Resolving Outcome 5s**

- **Arranging appropriate support for the trainee**

- **Planning next rotation**

Need to consider…

Patient safety

Supporting trainees' progression

Trainees' wellbeing

Questions or Comments ?