National Dental Core Training Curriculum

Interim Review of Competency Progression – February 2017

The Interim Review of Competence Progression (IRCP) at 6 months is a summative assessment of all the evidence accumulated to date and allows a decision to be made regarding progress of the trainee at that point. Further guidance is contained within the [National DCT Curriculum](#)

The IRCP process is supported by ePortfolio.

From mid-February the ARCP Evidence tab (seen by trainees, trainers and admin) will have a progress report which summarises the trainees' achievements e.g. number of Supervised Learning Events (SLEs), Audit, curriculum coverage.

The ARCP evidence tab is a live count of the trainees' achievements

In addition, in ePortfolio there will be an IRCP form which will be based on this:

Annual Review of Competence Progression (ARCP)
Outcomes Form

Trainee Forename:			Trainee Surname:		
Gender: (please tick ✓)	Male	Female	Date of entry to grade dd/mm/yy	GDC no.	
Educational Supervisor completing the report					
Date of review:			Period covered	From:	To:
Members of the panel: (Lay, TPD, External, Academic, etc)	1.		2.	3.	
	4.		5.	6.	

Approved clinical training gained through the period:						
Grade of training programme reviewed	DCT1		DCT2		DCT3	
Placement / Post / Experience			Date from:	Date to:	FT / PT (as % FT)?	
1.						
2.						
3.						

Documentation taken into account and shown to trainee (Insert ✓ as appropriate)					
1. Educational Supervisor structured report		2. SLE forms		3. PDP	
4. CPD/study day log		5. Audit activity		6. Clinical activity log	
7. Teaching/research		8. Patient feedback		9. MSF	

RECOMMENDED OUTCOMES FROM THE PANEL		✓
Satisfactory Progress		
1: Interim	Predefined competences being demonstrated at the expected rate	
1: Final	Predefined competences successfully demonstrated	
Unsatisfactory Progress or Insufficient Evidence *(also complete Supplementary Evidence section)*		
2: Interim	Development required with specific recommendations regarding the development of further competences during the remainder of that year of the training programme being made	
2: Final	Development required with specific recommendations regarding the development of further competences that were specified in the original learning agreement but not yet demonstrated during this year of training	
5: Interim or Final	Incomplete evidence presented	

Signed by:		(Panel Chair)	Date	
Signed by		(Trainee)	Date	
Signed by:		(PGDD)	Date	

FEEDBACK

Detailed reasons for recommended outcome:
1.
2.
3.

Mitigating circumstances

Competences which need to be developed

Recommended actions

Signed by:		(Panel Chair)	Date	Date of next review:
Signed by:		(Trainee)	Date	
Signed by:		(PGDD)	Date	

The form will be auto populated with the trainees/post/programme info. Following the meeting of the IRCP panel, an IRCP outcome is awarded. This will need to be added manually to the form. Once this is completed, an email notification is sent to the trainee advising them of the IRCP outcome.

Email texts for Interim RCPs:

Outcome 1 – Satisfactory Progress – Achieving progress and the development of competences at the expected rate.

Following the recent RCP, you are advised that you have achieved the competences in your curriculum at the rate required and your progress is considered satisfactory. You have been awarded an outcome 1 and you can move to the next stage of your training. If you have any comments or questions, please contact your Core Training Adviser/TPD.

You are required to sign your RCP outcome form within 10 working days. [Enter details of how trainee performs sign-off, e.g. digitally via e-portfolio, hard copy etc.]You are signing to demonstrate that you have been informed of your outcome. This sign-off does not change your right to request a review/appeal if you disagree with the outcome.

Outcome 2: Development required with specific recommendations regarding the development of further competences during the remainder of that year of the training programme being made

There are competences that you have not achieved.

You are invited to a face-to-face meeting where your outcome will be discussed in full. This will take place [add details of when and where]. The RCP panel will have documented the further development that is required, and this will be explained to you at your face-to-face meeting. This documentation will be shared with your Core Training Adviser/TPD and educational supervisor, who will make clear to you and your employer(s) what must be done to achieve the required competences as well as the assessment strategy for these. At your next RCP, it will be essential to identify and document that these competences have been met.

Following the face-to-face meeting, if you disagree with the decision (outcome 2) you have the right to ask for it to be reviewed.

A request for review must be made in writing, to the Chair of the RCP panel (or nominated alternative, e.g. PG Dental Dean) within ten working days of your being formally notified of the outcome at your face-to-face meeting. Alongside your request for review, you will be required to provide supporting/additional evidence, (e.g. evidence of mitigating circumstances or other evidence relevant to the original panel's decision). The original RCP panel will review its decision within 15 working days of receipt of your request. This may be undertaken virtually and the Chair will endeavour to include as many panel members as possible. Following the review, you will be notified of the panel's decision and reasons in writing. If appropriate, the panel may invite you to meet with a senior representative to discuss the decision of the review. The decision of the review of an outcome 2 is final and there is no further appeal process.

You are required to sign your ARCP outcome form within 10 working days. [Enter details of how trainee performs sign-off, e.g. digitally via e-portfolio, hard copy etc.]You are signing to demonstrate that you have been informed of your outcome. This sign-off does not change your right to request a review/appeal if you disagree with the outcome.

Outcome 5 – Insufficient Evidence.

At the recent RCP the panel was unable to determine whether your progress was satisfactory or not because the evidence you submitted was insufficient. The following items of evidence were missing/incomplete:

[free text list to be added]

The panel have issued an outcome 5 at this point. The panel request that you:

> 1) advise the panel chair in writing [name and email address], **within five working days,** of the reasons why your evidence was insufficient.

> 2) submit the missing/incomplete evidence **within 2 weeks, i.e. by [date]**.

The panel have proposed a second RCP outcome which is dependent upon your responses to both of the above. Following [date as stated in 2)], the panel chair will award a second RCP outcome and you will be informed by email.

In the meantime, you are required to sign your RCP outcome form within 10 working days. [Enter details of how trainee performs sign-off, e.g. digitally via e-portfolio, hard copy etc.]

You are signing to demonstrate that you have been informed of your outcome 5. This sign-off does not change your right to request a review/appeal if you disagree with the outcome.

Section 5: Assessment of Dental Core Trainees

5 .1 Learning in the workplace

5.1.1 The Timeline for assessments

There are two kinds of assessment in the DCT programme:

- Those that are made of the trainee's performance in the workplace over time – the formative assessment using multiple inputs over the training placement to evidence progress and competence. These are specific to the needs of the trainee and the placement.
- The summative assessments made at defined time points during training and reviewed by a formal process which is consistently applied across all HEE local teams/Deaneries against a quality management framework.

This brief description highlights the key steps and expected timeline.

- **The Initial Appraisal meeting** with the Educational Supervisor is a key meeting and discussion which underpins the process of training. This should take place as soon as possible after the start of the placement and certainly within the first month. The meeting should result in a clear learning agreement and PDP with SMART objectives
- **The early review meeting** with the Educational Supervisor should take place at 3 months after the start of training and should use the trainees PDP, Portfolio and objectives as a framework to assess progress made in the first three months.
- **The Interim Review of Competence Progression (RCP)** at 6 months is a summative assessment of all the evidence accumulated to date and allows a decision to be made regarding progress of the trainee at that point.
- **The end of placement review (Final)** will take place at or around the tenth month of training and will result in a Certificate of Achievement following a summative assessment of all the evidence of progress during the placement.
- **The Certificate of Achievement (Outcomes of DCT1, 2 and 3)** - At the end of each Dental Core Training year trainees will receive a Certificate of Achievement which is formal acknowledgement of the trainee's attainments during their training. The certificate will list the specified outcomes that have been met and define the areas of development for outcomes that were specified in the learning agreement but not yet acquired during this year of training. Outcomes that were planned but not achieved through lack of opportunity rather than lack of competence will also be identified.

5.1.2. Assessments in the workplace

Trainees will need to complete an early stage self-assessment at the start of their placement, which will support them in constructing an effective and realistic PDP. This will form the basis of the initial appraisal meeting with the educational supervisor.

Over the duration of the placement, trainees should accumulate at least 24 SLEs in each 12 month period. These must be varied according to the learning opportunities outlined above and should capture the breadth of training experiences. The assessments should be of different types for example (Clinical Based Discussion, mini Clinical Evaluation exercise, Direct Observation Procedure and patient questionnaires) and should be undertaken with as

many different trainers as is practical. Trainees and trainers should work together to ensure these are accumulated throughout the period of training and not bunched together prior to RCP review. A minimum of one multi source feedback would be expected to be undertaken in the last 6 months of each DCT training year. A SLE related to developing the learning of others would also be expected.

Trainees should not simply complete 24 assessments as a tick box exercise. In order to gain the best learning and development from each post, trainees should expect to carry out a MINIMUM of 24 assessments and trainers should encourage them to exceed this figure significantly during a 12 month period when opportunities arise. This will inevitably strengthen the final record of attainments within the Certificate of Achievement at the end of the training placement.

5.1.3. Review of competence progression (RCP)

RCP represents a formal process by which a panel assesses evidence provided by the trainee relating to his/her progress in the training programme and makes judgements on progress against the expected learning outcomes of DCT.

The RCP process is applicable to all trainees and is aimed at ensuring that the required competences are being gained at an appropriate rate and through appropriate experience.

The reviews are not in themselves a means or tool of assessment but have been designed to:

- provide a means whereby the evidence of the outcome of formal assessment (e.g. SLEs and other assessment strategies) is coordinated and recorded to provide a coherent record of a trainee's progress
- make judgements about the competences acquired by a trainee at the relevant level, provided adequate documentation has been presented
- make recommendations about the development of further competencies during the remainder of that year of the training programme (Interim RCP panel)
- provide a final statement of the trainee's successful attainment of the curricular competencies, areas of development and completion of the training programme. This will enable recommendations to be made regarding the trainee's future PDP and further training requirements (Final RCP panel)

A Certificate of Achievement will be awarded by the Final RCP panel which will detail the progress made and define the areas of development for outcomes set for that year of training but not yet acquired during this period of training.

There are two types of RCP Review each with its own Panel composition – an Interim Review at six months and a Final Review at ten/eleven months. Reviews may be undertaken at other times in exceptional circumstances at the request of the Training Programme Director/ Associate Dean for DCT or the trainee.

The RCP Panels

The purpose of the RCP Panel is to consider and approve the adequacy of the evidence and documentation provided by the trainee which, as a minimum, must consist of a review of the trainee's educational portfolio including a structured report from the educational supervisor documenting assessments (as required by the appropriate section of the DCT curriculum) and other achievements. Evidence should also include a current PDP, CPD log, involvement in audit, multisource feedback outcomes and patient feedback.

A. Interim RCP Panel

Interim RCP Panels will have a local composition and should consist of at least the following **two** panel members:

- Local HEE/Deanery TPD (or equivalent) for DCT
- Senior clinical trainer from the same Deanery**/** HEE local team
- Educational Supervisor from the trainee's programme in attendance where practical

B. Final RCP Panel

Final RCP Panels should have an element of externality and should consist of at least **three** of the following four panel members:

- HEE local team/Deanery Training Programme Director (TPD) (or equivalent) for DCT
- Senior clinical trainer from the same Deanery/HEE local team
- TPD/Lead for DCT or equivalent from another HEE local team/Deanery
- Lay member
- Educational Supervisor from the trainee's programme in attendance where practical

All members of RCP panels (including the lay member and those acting as external members) must be trained in equality and diversity issues and in the RCP process. This training should be kept-up-to date and should be refreshed every three years.

How the RCP Panels work

RCP Panels will be convened by the HEE local team/Deanery and will normally be chaired by the HEE local team/Deanery TPD (or equivalent) for DCT.

The RCP Panels will review and assess the evidence which should be provided by the trainee at least 2 weeks in advance of the RCP Panel meeting. Outcomes and recommendations will be recorded on the appropriate RCP Panel Outcome Form. In the case of the Final RCP Panel a Certificate of Achievement will be issued if appropriate.

If the trainee has supplied incomplete or no information, the RCP panel will be unable to make any statement about progress or otherwise. If this occurs, the trainee should be given the opportunity to supply the panel with the required documentation by a designated date.

Once the required documentation has been received, the panel may then consider it and issue an appropriate outcome. This should take place "virtually" if practicable. Alternatively, if no information is subsequently provided a Certificate of Achievement may not be awarded.

Trainees should **not** normally attend the RCP Panel review but should receive feedback from HEE/Deanery TPD (or equivalent) for DCT as soon as is practicable.

Trainees may also request the opportunity to meet with the panel chair or panel representative after the review has been completed to discuss any recommendations for further development and training in the future.

For operational purposes a panel may review trainees from more than one training location at a sitting.

Evidence for RCP Panels

The following evidence may be appropriate for a trainee to provide to an RCP Panel for review:

- Educational portfolio
- Structured Educational Supervisor report
- Trainee assessment form
- Clinical activity log
- Audit activity
- Evidence of completed SLEs
- Teaching and research involvement
- Personal Development Plan (PDP)
- Continuing Professional Development (CPD) log
- Multi-source feedback (for the Final RCP review)
- Patient feedback (for the Final RCP review)
- Trainee Assessment form

RCP Indicative Outcomes within DCT

Interim Review Panels may record the following Outcomes:

1.	Predefined competencies being demonstrated at an appropriate rate
2.	Development required with specific recommendations regarding the development of further competencies during the remainder of that year of the training programme being made.
5.	Incomplete evidence provided

Final Review Panels may record the following Outcomes:

1.	Predefined competencies successfully demonstrated
2.	Development required with specific recommendations regarding competencies that were specified in the original learning agreement but not yet demonstrated during this year of training.
5.	Incomplete evidence provided

Benchmark for the successful completion of a DCT placement

- Completion of a minimum of 24 SLEs
- Completion of a clinical governance/quality improvement project (e.g. audit)
- Submission of a current PDP and progress against that PDP.
- Study Day attendance record and CPD log which is appropriate for GDC requirements
- Completed MSF
- Evidence of satisfactory patient feedback
- Evidence of formal sign-off of the trainee's period of training by the Educational Supervisor

5.1.4. Additional progress checks

In addition to the expected formal and documented meetings between trainee and supervisor, it is likely that in most placements there will also be informal "catch up" discussions over the placement between trainee and supervisor. This type of meeting is to be encouraged, as it allows for a more in depth understanding of trainees needs and is often a useful way to discuss issues such as career plans and aspirations.

Some of the Workplace based assessments (particularly CBD and Peer Assessment Tool (PAT) / Multi Source Feedback (MSF)) will generate a meeting for discussion with the supervisor and again are a useful opportunity to touch base on the broader aspects of progress as well as completing the SLE that is the trigger for the meeting.

5.1.5. Responsibility

Overall, the expectation of trainees is that they will drive their training against an agreed set of objectives and timeline in order to maximise their training opportunities and development. Clinical Supervisors, Educational Supervisors and members of the Deanery teams all have a role, but the primary responsibility for training progression sits with the individual trainee. Similarly, it will be expected that the trainee is able to adequately evidence outcomes against the agreed areas of the DCT curriculum at each of the formal reviews in the timeline