

Please ensure you read this email carefully

Dear Trainee,

Please be aware that your next **Paediatric ARCP** will be held on **[DATE]**.

Venue: West Wing Meeting Rooms, Victoria House, Capital Park, Fulbourn, Cambridge

Time: See table below – please remember to arrive 15 minutes prior to your appointment time.

[TABLE]

The Principle purpose of the ARCP is to assess whether you are making satisfactory progress. It is also an opportunity to review previous training, identify and correct any deficiencies, agree a plan for future training and receive feedback from you on the quality of your training posts. There should be no surprises of your ARCP outcome, therefore, please make sure you are aware of your possible ARCP outcomes from your Educational Supervisor.

Please see the ARCP guidance in the Gold Guide: <http://www.copmed.org.uk/publications/the-gold-guide>

Attached are the following:

- Form R Part B – blank form
- Form R Part B - guidance
- Form R Part B – how to digitally sign
- Victoria House map and directions
- Victoria House West Wing Map
- Academic Progress Report (for academic and OOPR trainees only)

You should now take the following action:

1) Return the completed Form R Part B to the Deanery via email megan.woodley@hee.nhs.uk . ***This must be emailed no later than [2 weeks before ARCP date]***.

Please note that it is a mandatory requirement to fully complete the Form R. This includes an authentic signature on the last page and you must declare any time out of training on the first page – please **do not** leave these boxes blank. Any Form Rs that are not fully completed will not be accepted.

The Form R is required for GMC revalidation purposes, is required for each ARCP and is only valid for an eight week period to declare any current information/incidents that may need to be taken into consideration. Please ensure any patient identifiable data is removed from any compliments received. If the hard copy is not signed by yourself and present for the chair on the day of your assessment, you can only receive an outcome 5.

Please note your current Revalidation date is not the date of your ARCP. The GMC writes to each trainee by letter and by email to inform them of their revalidation date. If you have not had this letter or have misplaced it, you can log into your GMC online account (GMC Connect) and go to the

'My Revalidation' section. Here you will find information on when your revalidation submission date is and who your designated body and Responsible Officer for revalidation are.

For video guidance on completing the digital Form R please follow the link <https://heeoee.hee.nhs.uk/node/2031>

2)

- Submit an up to date CV on ePortfolio
- **Ensure ePortfolio is up to date with adequate numbers of WBA's including the MANDATORY assessments with a range of the newer ones (HAT, ACAT, LEADER etc) . You can find guidance on the RCPCH (<http://www.rcpch.ac.uk/training-examinations-professional-development/postgraduate-training/postgraduate-training>)**
- Ensure you have discussed the MSF with your trainer/education supervisor, and have a recent Trainer's Report on ePortfolio, which includes both educational and clinical supervisor comments.
- Please ensure you have up to date safeguarding, NLS and APLS certification.
- The panel will look at the dates of WBA and would like to see that you have done WBA's as you go along your training. WBA are formative and not summative.

The panel will also look at your absence record and adjust the CCT date if required.

3) Please remember that the panel will be reviewing provisional outcomes up to 1 week prior to the ARCP. Therefore, **all ARCP evidence must be made available on Eportfolio by [DATE – 1 week before ARCP]** at the very latest. Any uploading of evidence past this date will not be considered by the panel.

4) If you are an academic trainee or on OOPR currently, complete the attached Academic Supervisor Report and return to megan.woodley@hee.nhs.uk by the **[DATE – 2 weeks before ARCP]**.

5) If you are currently on Maternity Leave, please note that you may not be required to attend an ARCP. Please contact me confirming your GMC number, ARCP date, and specific maternity leave dates so that I can look into this for you if this is the case.

Kind regards

Megan Woodley
Assessment, Appeals & Revalidation Officer

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