EoE Public Health Training Programme

Guidance for ARCP preparation – March 2026

Please read this carefully.

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Overview

This document provides guidance on the collation of documents required for the ARCP process. The process is governed by the Gold Guide which is updated annual. Gold Guide - 10th Edition - Conference Of Postgraduate Medical Deans.

In the East of England we hold a Public Health ARCP in Spring and Autumn each year. Every registrar's progression is reviewed every year through the information on their progress they submit to the ePortfolio.

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 to the ePortfolio at least 2 weeks before the ARCP date. Documents uploaded to ePortfolio must use the naming convention explained below.

Discussions of your educational progress should be held with your educational supervisor and, if necessary, TPD Sara Godward at sara.godward1@nhs.net. Please direct queries about the process to england.phschool.eoe@nhs.net.

1. Attendance at ARCP panel

The ARCP is a review of the documented and submitted evidence that you prepare, and **you will not usually be expected to attend**. You could be invited to discuss an outcome 2, 3 or 4 In these circumstances, you will be notified in advance and expected to attend the ARCP panel to receive confirmation of the outcome and any associated feedback.

2. Process

- Portfolios will be scrutinised by one or more portfolio assessors (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 and clinical supervisor(s) from the period under review will not be present in an ARCP panel when your progress is being considered.
- The template and guidance used by assessors is available on the training programme 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 your next period of training. You must sign a copy of the outcome form and return it to the Deanery within 10 days of receipt and should upload a copy as evidence towards your next ARCP.

3. 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.
- 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.*
- ➢ You should compile your portfolio contemporaneously. **You are strongly advised not to leave preparing your portfolio until shortly before ARCP**. You should be collecting evidence on an ongoing basis throughout the year and uploading it to the ePortfolio where possible.

3.1 Educational Supervisor report

- Please ensure you have included a report from all educational supervisors you have had since your last ARCP.
- The educational supervisor's report is a key piece of evidence in assessing your progress.
    - It is the registrar's responsibility to collate and share with their ES any workplace-based feedback from any other members of staff who provides them with supervision to include as part of a comprehensive ES report.
    - **The ES report must include sufficient information to be suitable for GMC revalidation – including a**

statement of fitness to practice, and health concerns, and whether mandatory training has been completed. Educational supervisors should follow the ES report template on the programme website: https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/public-health-educational-and-clinical-supervisors

- You are advised to allow sufficient time for supervisors to complete feedback which is required for a comprehensive assessment of your progress by the panel. Table 1 below describes a suggested timeline for completing your ES report:

Table 1: Proposed timeline for ES report

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)

- All workplace-based assessments included in the portfolio should contain feedback from a supervisor.
- 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.

3.2 Required forms and documents

The documents required for inclusion/uploading are listed below. The FPH website provides instruction for how to upload these correctly to the ePortfolio: https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/

Please use the standard file names as set out in Appendix 1 as this will assist portfolio assessors in finding your documents and evidence. Templates for ARCP documents are available from http://www.fph.org.uk or the training programme website: https://heeoe.hee.nhs.uk/public_health/specialty- training-programme/arcp-public-health.
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**

   In the ESR, ESs should include comment on: mandatory training completion, any fitness to practice issues (or note "no concerns"), any health or wellbeing issues, number of LOs signed off this ARCP period and how many remain, competence in KA9 (some KA9 LOs require annual sign off) and make a recommendation for your ARCP outcome. (See notes for supervisors and use the ESR template guide at: https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/public-health-educational-and-clinical-supervisors)
2. **Academic Supervisor Report** (if ACF or ACL or MPhil or MSt student) https://www.fph.org.uk/media/1161/5-academic-supervisor-report-form.doc .
3. **Learning agreements**:
   a. Learning agreements should be uploaded which cover the whole of this ARCP period, and the upcoming 6 months/next placement. This **should be signed and dated by you, your CS(s) 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/sites/default/files/learning_agreement_-

_2025.docx

   b. If you are **in or approaching** your last year of training, you should ensure your LA includes an explicit table which details a plan on how you will complete any outstanding outcomes.

4. **Form R (part B):** Please complete this as requested by the ARCP team AND upload a PDF copy to your ePortfolio https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public-health .This includes a declaration of: honesty and probity, fitness to practice and any health and wellbeing issues, as part of your GMC revalidation requirements.
5. **Previous ARCP outcome letter(s) if any**
6. **If on call, an on call log** https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/arcp-public- health.
7. **Study leave record and reflections** https://www.fph.org.uk/media/1165/8-study-leave-form.doc

3.3 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.
2. Ensure that the 'Report on Academic Trainees' Progress' form (https://www.fph.org.uk/media/1161/5-academic-supervisor-report-form.doc) 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.

3.4 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.

In these circumstances the registrar may be expected to attend the ARCP panel in order to receive notification of the outcome, any associated feedback, and discuss the most appropriate next steps.

4. Guidance for supervisors

4.1 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) (please use the template with specific details of what to include: https://heeoe.hee.nhs.uk/public_health/specialty-training-programme/public-health-educational-and-clinical-supervisors).
- Please state the outcome you recommend and flag any potential adverse outcomes to the TPD as soon as possible.
- Use the standard clinical supervisor report template as 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 (ACF or ACL) 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 if invited to a panel.
- Registrars OOPR should also submit an Academic Supervisor Report.
- Registrars OOPE should submit a short piece to 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) (see the ESR template and guide).
- 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. There must be a learning agreement which covers the next 6 months or at a minimum, remainder of the current placement.
- For any registrar returning from OOP, ARCP may be deferred if less than 3 months of training has been accrued 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.

4.2 Second assessors

- 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 (Appendix 2) 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 to flag to the training programme sara.godward1@nhs.net any concerns where you believe a registrar may receive an outcome 5 due to insufficient paperwork available or would benefit from an outcome 2 or 3.

4.3 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 ACF/Ls, a brief report to the ARCP panel describing their MPhil progress is 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.

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Appendix 1. Documentation checklist & Document naming convention

	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
	Supporting letters, if any	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, if any	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
	Learning outcome plan if in last 12 months of training	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 for ACF/L and MPhil/MSt students	ASR_Surname_Firstname date	It is the registrar's responsibility to ensure your academic supervisor completes the form.
	Study leave record	SLR_Surname_Firstname date	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
	Completion of training form if requesting outcome 6	Completion of training_surname_firstname	The form to be submitted to the FPH when awarded an outcome 6 at the end of training

Appendix 2. Second Assessor form

East of England Public Health Specialty Training Programme
Annual Review of Competence Progression
PORTFOLIO ASSESSMENT TEMPLATE

These notes do not indicate a final ARCP Outcome decision, which is made by a formally constituted panel

Basic details (to be completed by admin team)

Second assessor name	
Date of ARCP	
Registrar name	
WTE of registrar	
Last ARCP outcome	
CCT date	

Is the paperwork present and accessible in the portfolio?

	yes/no/not applicable
Form R	
Learning agreement(s) covering the period of this ARCP and at least the next 6 months	
Educational supervisor report	
Academic supervisor report (if ACF or ACL or taking MPhil)	
Study leave record	
On call log (if on call in period of ARCP)	

Progress (to be completed by second assessor)

		Comment if necessary
Passed DPH?	Yes / no	
Passed MFPH?	Yes / no	
ESR sufficiently detailed to form a view?	Yes/ no	
Any concern about progression against learning outcomes?	Yes/no	
Other concerns?	Yes/no	
What is the Educational Supervisor's recommended outcome?	Out of programme Satisfactory / more time required / complete	
What ARCP outcome do you recommend?	Out of programme Satisfactory / more time required / complete	