

# ARCP Outcomes Operational Guide – 2020 only

England  
Northern Ireland  
Scotland  
Wales

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## Introduction

This guide clarifies how to award ARCP outcomes for Foundation Doctors during the extraordinary circumstances of the COVID-19 crisis and accompanies the following published documentation:

1. [“ARCP Decision Aid - Supporting the COVID-19 Response: Enabling Progression at ARCP”](#) (Statutory Education Bodies (SEBs) of the four nations [on [COPMeD website](#)], April 2020)
2. [“ARCP 2020 – COVID recording”](#) (GMC<sup>1</sup> [on [COPMeD website](#)], April 2020)
3. [“Annual Review of Competency Progression \(ARCP\) Requirements Guidance – 2020 only”](#) ([UKFPO](#), March 2020)

## General guidance for 2020

The requirements for a satisfactory ARCP outcome\* have been amended (see document referred to above) to facilitate

- most Foundation Doctors to successfully complete F1/the Foundation Programme in August 2020
- LTFT/out of phase Foundation Doctors to be deemed satisfactory for their stage of training\*\*.

\*F1: Outcome 1  
F2: Outcome 6

\*\*LTFT/out of phase (not due for sign off):  
Outcome ‘Other’, N14 (no concern)

Therefore, it is expected that, as in normal circumstances, the majority of Foundation Doctors will be awarded satisfactory outcomes this training year.

### *ES end of year report*

The [amended ARCP requirements](#) state:

A satisfactory educational supervisor’s end of year report (mandatory; needs a comment from ES about whether has reached appropriate standard)

N.B. In Scotland – a satisfactory end of year report by FPTD

It is recognised that a small number of Educational Supervisors (ESs) may not be available to complete this report. In this situation, and only if unavoidable, an alternative medical educator with knowledge of the Foundation Doctor could complete the report – for example a Foundation Programme Training Director (FPTD) or Director of Medical Education (DME). It will not be possible for Foundation Doctors to receive an outcome 1 or 6 without a satisfactory ES/FPTD end of year report.

### *Self-declaration*

Foundation Doctors are expected to complete a Form R/SOAR (Scotland only, F2 doctors only) as per the standard process - all work undertaken for which a licence to practise is required must be declared. Where requested, all absence, including COVID-19-related absence, must be declared. Any subsequent absence (following submission of this year's declaration, which may be earlier than usual) should be declared in next year's declaration (in Scotland, Foundation Doctors can contact the administrator to amend their absence declaration).

### *ARCP panels timing*

To spread out the large amount of work and staff time (both administrative and clinical) required to run ARCPs, it has been agreed that for this year only, ARCPs can be run at any time between April and July 2020, as appropriate to each foundation doctor's needs. As in normal circumstances, most ARCPs should be completed by the end of June 2020.

Specifically:

- Foundation Doctors who are on track to complete their foundation year successfully can receive ARCP outcomes earlier than the usual June window but ideally no later than this (that is, by middle of June 2020);
- Foundation Doctors who are **not on track** to complete their foundation year **should not** receive an ARCP outcome until at least the usual June window.

### *ARCP panels composition*

Most, if not all, ARCP panel meetings are expected to be held online or over the phone. If possible, the composition of ARCP panel members should follow the standard rules<sup>ii</sup>. If not possible, "the minimum requirement would be a Foundation Programme Director or alternative Medical Educator with knowledge of the process and an Educational Supervisor (ES) or Postgraduate Centre Manager/Training Programme Administrator"<sup>iii</sup>.

If there are barriers to constituting ARCP panels, the FPTD/Medical Education Manager should discuss arrangements with their Foundation School Director/Foundation School Manager.

### *Completing F1/F2*

The expectation, as in normal circumstances, is that Foundation Doctors who receive a successful outcome early **complete a whole 12 months (pro rata)** of training at the level they have been signed off from and are paid accordingly.

- F1 doctors in this position will rotate to their first F2 placement (if applicable) in August 2020, as originally planned.
  - o Certificates of Experience (CoEs) will only be completed, for the majority of F1s, in June/July 2020, as in normal circumstances. This will allow F1 doctors to apply for full GMC registration, which is required to start work as an F2 doctor.

- F2 doctors in this position will complete the Foundation Programme (and be eligible to take up specialty training if applicable) in August 2020, as originally planned.

### Guidance for new ARCP outcome 10

This is a new outcome, which has been designed to support trainees at all grades of training during the current crisis. It is a way to show that a trainee’s progression and ARCP has been affected by COVID-19 disruption and, through no fault of their own, cannot be managed using the amended 2020 process specifically designed for this training year (explained above). In summary, outcome 10 has been split into two parts<sup>iv</sup>:

Outcome	Explanation
10.1	Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. The trainee is <u>not</u> at a critical progression point in their programme and can progress to the next stage of their training. Any additional training time will be reviewed at the next ARCP.
10.2	Progress is satisfactory but the acquisition of competences/capabilities by the trainee has been delayed by COVID-19 disruption. The trainee is at a <u>critical progression point</u> in their programme and additional training time is required.

Only outcome 10.2 is applicable to foundation training - this will be available in the Foundation ARCP Outcome Form on the e-portfolio. To be clear:

- Outcome 10.2 can only be used for Foundation Doctors who require additional training time (due to COVID-19 disruption)
- F1 can only be completed with the award of an outcome 1
- F2 (that is, the Foundation Programme) can only be completed with the award of an outcome 6

Outcome 10.2 should **not** be used for the following reasons:

- Unsatisfactory report(s) from Educational and/or Clinical Supervisor (and/or FPTD) that denote that the Foundation Doctor has not met the required standard for sign-off
- Evidence that there are significant concerns about their current clinical capability and/or fitness to practise/revalidation concerns, irrespective of COVID-19 disruption
- Failure to fulfil the [amended 2020 ARCP requirements](#) (for reasons not related to COVID-19 disruption)
- Non-COVID-19 related sickness

In these circumstances, the usual non-satisfactory outcomes 3, 4 or 5, or in some cases the ‘not assessed’ outcome “Other”, should be used, with the relevant and appropriate U or N code(s). (Note that the outcome “Other” with “N13 Other reason (please specify)” route described in the COPMeD ARCP Decision Aid<sup>v</sup> is not applicable to Foundation training – that is, Foundation Doctors cannot progress on an outcome “Other” with “N13”.)

Outcome 10.2 should be used for Foundation Doctors who require additional training time because of the following reasons (“C codes”<sup>vi</sup>):

- C3: Redeployment could not acquire required experience
- C4: Prolonged self-isolation needed during COVID-19
- C5: Inadequate progress in this training year prior to COVID-19
- C6: Incomplete evidence due to COVID-19
- C7: Foundation – extra time required to gain F1CC/FPCC
  - o All foundation doctors with an outcome 10.2 must have this reason selected
- C12: Other issue related to COVID-19 (please describe)

All C-codes not relevant to Foundation training have been omitted from this list, with agreement from the GMC. ARCP panels should select all codes that apply.

As with all outcomes requiring additional training time, the ARCP panel should give a clear indication of how much extra training time is likely to be required and what competences and/or requirements need to be achieved during this time. A further ARCP should be scheduled for the appropriate time.

### **Key contacts**

Foundation Doctors are advised to speak with their LEP administrator/postgraduate centre team/NES<sup>vii</sup> Training Programme Administrator as a first point of contact if they have questions about or need advice on the revised ARCP process for 2020.

LEP administrators/postgraduate centre teams should speak with their local foundation school team.

### *UK Foundation Programme useful links*

- Impact of COVID-19 on the UK FP 2020: <https://foundationprogramme.nhs.uk/covid-19/>
- Curriculum information: <https://foundationprogramme.nhs.uk/curriculum/>

**UK Foundation Programme Office**  
**April 2020**

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<sup>i</sup> [General Medical Council](#) (GMC)

<sup>ii</sup> 4.42 page 49, [Guide for Foundation Training in the UK](#)

<sup>iii</sup> 1.c. page 2, [Supporting the COVID-19 Response: Enabling Progression at ARCP](#) [on [COPMeD website](#)]

<sup>iv</sup> Table 1 page 2, [ARCP 2020 – COVID recording](#)” [on [COPMeD website](#)]

<sup>v</sup> page 5, [Supporting the COVID-19 Response: Enabling Progression at ARCP](#) [on [COPMeD website](#)]

<sup>vi</sup> Table 2 page 3, [ARCP 2020 – COVID recording](#)” [on [COPMeD website](#)]

<sup>vii</sup> NHS Education for Scotland (NES)