



Royal College of
General Practitioners

THE *e*PORTFOLIO FOR nMRCGP

A Guide to the Panel Process for ARCP

ePortfolio Panel Guide

There are 2 roles that make up the Deanery Panel – Panel Member and Panel Chair.
The Panel member's role is to facilitate the ARCP and enter the details and recommendations.
The Panel Chair's role is to sign off the Annual Record of Competence Progression (ARCP).

Panel Member

When you log in as a panel member, you are presented with 2 options:

- a) **Deanery Panels**, where you can see the review details of the trainees that have been put forward for a panel review
- b) **ARCP**, where you can complete the ARCP form for trainees.

Deanery Panels

If you select 'Deanery Panels' this is the screen that appears:



The screenshot shows the RCGP logo and name at the top left. Below it, the user's name 'Dr BM bmember1' is displayed. A navigation menu on the left includes 'Home', 'Deanery Panels', 'ARCP', and 'Logout'. The main content area features a table with two columns: 'Trainee' and 'Status'. The table contains two rows of data.

Trainee	Status
GP TraineeA	ARCP Complete
GP TRaineeK	Reviews Pending

At the bottom of the page, there are two links: 'Print-friendly version (opens in new window)' and 'Have a query or a problem?'.

Here you can see the reviews for all trainees put forward for the panel review.

There are three possible statuses for a trainee here:

- a) 'Reviews Pending' – for trainees whose ARCP process has not yet begun.
- b) 'ARCP in Progress' – for trainees whose ARCP process has already begun.
- c) 'ARCP Complete' – for trainees whose ARCP has been completed and sent to the Panel Chair for signoff.

Clicking on the trainee name will bring up all reviews the trainee has had.
(For the purposes of this guide, we will be following GP TRaineeK, as in the screen shot below.)



Dr BM
bmember1

Home

Deanery Panels

ARCP

Logout

Review Referred on	Outcome	Review Type	
01/06/2009	Satisfactory Progress	Final Review	
01/02/2008	Satisfactory Progress	30 month	

[Print-friendly version of this page \(opens in new window\)](#) [Have a query or a problem?](#)

You can see the date when the review was completed, the Educational Supervisor's recommendation and what type of review it was. Clicking on the magnifying glass icon will bring up details of the review.

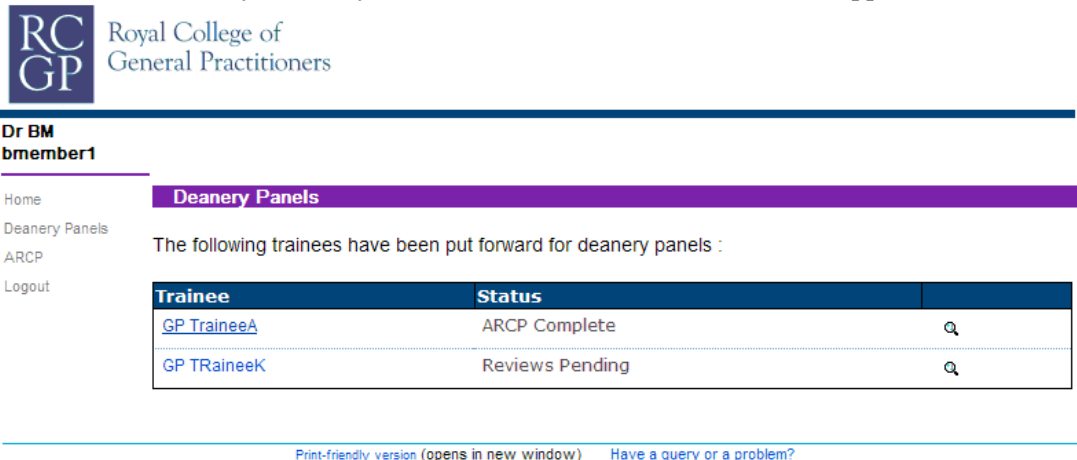
The review itself includes a number of areas:

- Personal details
- Declarations
- Posts
- Self-assessment against competences
- Educational Supervisor Rating against competences
- Curriculum coverage (with comments)
- Skills Log (DOPS coverage and self-rating of these skills together with Educational Supervisor's comments)
- Evidence completed for this review
- Naturally occurring evidence of competences (gathered from the skills log and validated by the Educational Supervisor)
- Progress to final certification – areas completed and pending
- Feedback from Educational Supervisor on current and past reviews (with dates)
- Comments
- Confirmation by the Educational Supervisor and the trainee that the review is complete

You will be able to see from these areas how the trainee has been progressing and what areas they may still need to address.

ARCP

If instead of 'Deanery Panels' you select 'ARCP' this is the screen that appears:



The screenshot shows the ARCP interface for user Dr BM bmember1. The main heading is 'Deanery Panels'. Below it, a message states: 'The following trainees have been put forward for deanery panels :'. A table lists the trainees and their statuses:

Trainee	Status	
GP TraineeA	ARCP Complete	🔍
GP TRaineeK	Reviews Pending	🔍

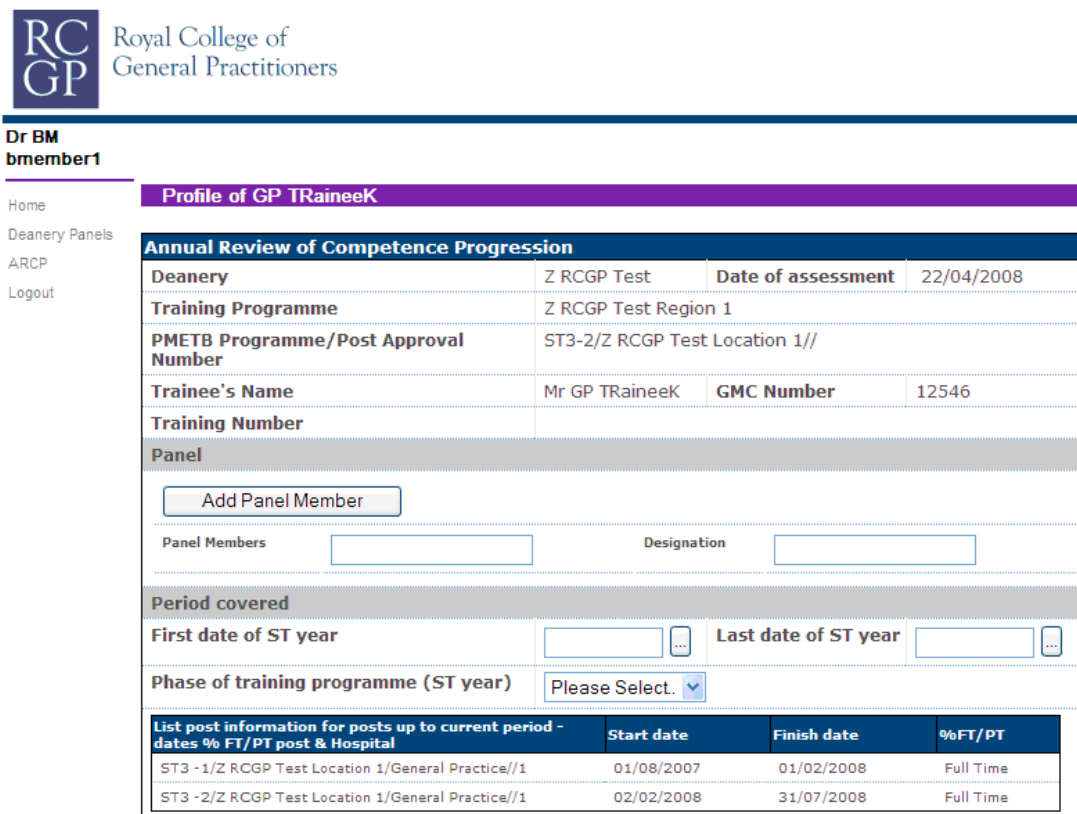
At the bottom of the page, there are links for 'Print-friendly version (opens in new window)' and 'Have a query or a problem?'.

Like the Deanery Panels view, the ARCP view shows one of three statuses for each trainee:

- Reviews Pending
- ARCP in Progress
- ARCP Complete

These are the same as in Deanery Panels.

Clicking on a Trainee with 'Review Pending', or 'ARCP in Progress' will bring up an editable ARCP screen, as shown here:



The screenshot shows the 'Profile of GP TRaineeK' screen. It includes a navigation menu on the left and a main content area with the following sections:

- Annual Review of Competence Progression**

Deanery	Z RCGP Test	Date of assessment	22/04/2008
Training Programme	Z RCGP Test Region 1		
PMETB Programme/Post Approval Number	ST3-2/Z RCGP Test Location 1//		
Trainee's Name	Mr GP TRaineeK	GMC Number	12546
Training Number			
- Panel**

Add Panel Member

Panel Members Designation
- Period covered**

First date of ST year Last date of ST year


Phase of training programme (ST year)
- List post information for posts up to current period - dates % FT/PT post & Hospital**

Start date	Finish date	%FT/PT
01/08/2007	01/02/2008	Full Time
02/02/2008	31/07/2008	Full Time


The first part of this governs the trainee's details.

Your first task will be to add panel members. For each panel member, you need to enter their name and their designation (role) within the panel. Both of these fields are limited to 50 characters.

Each time you click on 'Add Panel Member', you will save this in progress.

You will need to enter the period the ARCP covers. By clicking on the  button, you can enter the first and last dates for the ARCP. You will also need to select the ST year the trainee is in.

You will be able to see the posts the trainee has been in.



RCGP Royal College of General Practitioners

Dr BM
bmember1

Home
Deanery Panels
ARCP
Logout

Profile of GP TRaineek

Annual Review of Competence Progression

Deanery	Z RCGP Test	Date of assessment	22/04/2008
Training Programme	Z RCGP Test Region 1		
PMETB Programme/Post Approval Number	ST3-2/Z RCGP Test Location 1//		
Trainee's Name	Mr GP TRaineek	GMC Number	12546
Training Number			



Panel

Add Panel Member

Panel Members Designation

Panel Members	Designation	
<input type="text" value="Jack Smith"/>	<input type="text" value="Panel Chair"/>	Remove

Period covered

First date of ST year  Last date of ST year 

Phase of training programme (ST year)

List post information for posts up to current period - dates % FT/PT post & Hospital	Start date	Finish date	%FT/PT
ST3 -1/Z RCGP Test Location 1/General Practice//1	01/08/2007	01/02/2008	Full Time
ST3 -2/Z RCGP Test Location 1/General Practice//1	02/02/2008	31/07/2008	Full Time

After each panel member has been entered, if you have made a mistake, you can click on Remove to delete them.

Period covered																											
First date of ST year	01/08/2007	Last date of ST year	31/07/2008																								
Phase of training programme (ST year)	ST3																										
List post information for posts up to current period - dates % FT/PT post & Hospital	Start date	Finish date	%FT/PT																								
ST3 -1/Z RCGP Test Location 1/General Practice//1	01/08/2007	01/02/2008	Full Time																								
ST3 -2/Z RCGP Test Location 1/General Practice//1	02/02/2008	31/07/2008	Full Time																								
Document taken into account (and known to the trainee) in addition to e-portfolio and workplace-based assessments: <i>Attach copies of documentation if available</i>																											
Academic progress to date (if appropriate)																											
Progress to Certification																											
<table border="1"> <thead> <tr> <th>Target</th> <th>Progress</th> <th>Achieved</th> <th></th> </tr> </thead> <tbody> <tr> <td>AKT</td> <td>Pass</td> <td>31/10/2007</td> <td>✓</td> </tr> <tr> <td>CSA</td> <td>Pass</td> <td>03/10/2007</td> <td>✓</td> </tr> <tr> <td>Holds valid CPR and AED Certificate</td> <td>Met</td> <td></td> <td>✓</td> </tr> <tr> <td>Has met Out of Hours Session requirements</td> <td>Met</td> <td></td> <td>✓</td> </tr> <tr> <td>Reviews</td> <td colspan="2">Most recent: Final Review</td> <td>Q</td> </tr> </tbody> </table>				Target	Progress	Achieved		AKT	Pass	31/10/2007	✓	CSA	Pass	03/10/2007	✓	Holds valid CPR and AED Certificate	Met		✓	Has met Out of Hours Session requirements	Met		✓	Reviews	Most recent: Final Review		Q
Target	Progress	Achieved																									
AKT	Pass	31/10/2007	✓																								
CSA	Pass	03/10/2007	✓																								
Holds valid CPR and AED Certificate	Met		✓																								
Has met Out of Hours Session requirements	Met		✓																								
Reviews	Most recent: Final Review		Q																								

The next part you will see is an option to take into account additional documents to the ARCP if needed.

You also have an option for adding information about academic progress if needed. Neither of these fields is compulsory.

You will also see the trainee's Progress to Certification. For a final ARCP to be signed off, all these areas must be marked as Achieved and a Final Review completed.

Recommended outcomes (tick required box)	
Satisfactory progress 4	<input type="radio"/> Achieving progress at the expected rate <input type="radio"/> Has gained all the required competencies for the completion of training (Final Review-ST3)
UnSatisfactory progress	<input type="radio"/> Development of specific competences required - additional training time not required <input type="radio"/> Inadequate progress by the trainee - additional training time required <input type="radio"/> Released from training programme with or without specified competences <input type="radio"/> Incomplete evidence presented - additional training time may be required
Outcomes for trainees out of programme or not in run through training	<input type="radio"/> Out of programme experience for approved clinical experience, research or career break/maternity <input type="radio"/> Fixed-term specially outcome - competences achieved identified above <input type="radio"/> Top-up training (outcome should be indicated in one of the areas above)
Signed by:	
	<i>I give permission for my personal details to be made available to PMETB as required for the purposes of monitoring, assessing and certifying my specialist training.</i>
----- Chair of panel (on the day of the panel)	----- Trainee
Date:	Date:
Date of next review	<input type="text"/> <input type="button" value="..."/>

Please Note: Once Complete & Submit is selected the ARCP can no longer be edited.

Next are the recommendations. This is compulsory. You must select one of these options to proceed. For the two ‘Satisfactory progress’ options, unless you are completing the final ARCP, please select the first one. Please note that for Article 11 trainees, even under the final ARCP view, you will be able to select the first option.

If the trainee for some reason is unsatisfactory and one of the Unsatisfactory Progress options is selected, this will trigger additional fields.

For trainees with unsatisfactory outcome only:	
Detailed reasons for recommended outcome	<input type="text"/>
Mitigating circumstances (if any)	<input type="text"/>
Competences which need to be developed	<input type="text"/>
Recommended actions	<input type="text"/>
Recommended additional training time (if required)	<input type="text"/>
Academic recommendations (if appropriate)	<input type="text"/>
Date of next panel review	<input type="text"/> <input type="button" value="..."/>
Signed by:	
----- <i>Chair of panel (on the day of the panel)</i> Date:	----- <i>Trainee</i> Date:
<input type="button" value="Save"/>	

Please Note: Once Complete & Submit is selected the ARCP can no longer be edited.

Each of these additional fields will be compulsory. Should you have clicked on unsatisfactory by mistake, selecting another option will remove these additional fields.

When you have completed the ARCP, there are 2 options at the bottom: 'Save' and 'Complete and Submit'.

'Save' will allow you to save the ARCP, but you can still go back and edit it.

'Complete & Submit' will allow you to send the ARCP form to the Panel Chair for signoff.

You can no longer edit it once this has been done.

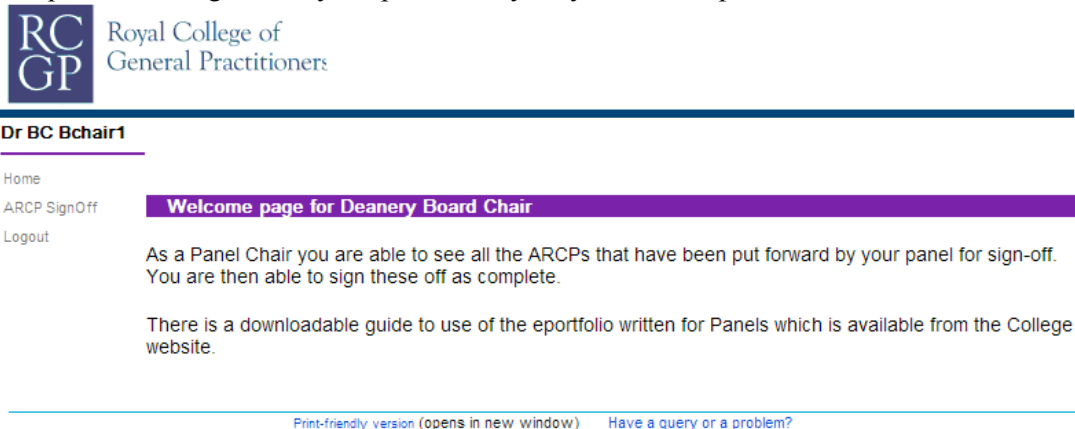
ARCP	Deanery Panels	
Logout	The following trainees have been put forward for deanery panels :	
Trainee	Status	
GP TraineeA	ARCP Complete	Q
GP TRaineeK	ARCP Complete	Q

Once you have submitted the ARCP form, you are taken back to the Panel View.

GP TRaineeK has had their status changed to 'complete'. This means they are pending ARCP Chair Signoff.

Panel Chair

The panel chair login is very simple and they only have one option:



RC GP Royal College of General Practitioners

Dr BC Bchair1

Home
ARCP SignOff
Logout

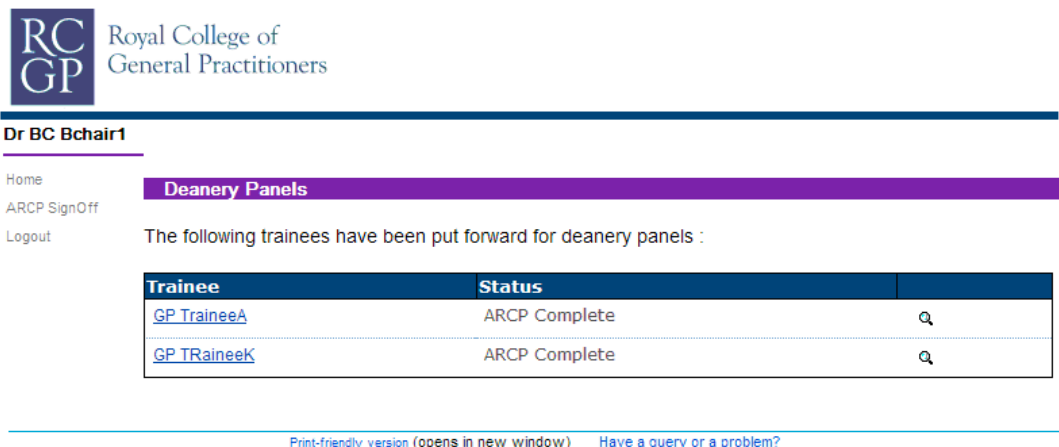
Welcome page for Deanery Board Chair

As a Panel Chair you are able to see all the ARCPs that have been put forward by your panel for sign-off. You are then able to sign these off as complete.

There is a downloadable guide to use of the eportfolio written for Panels which is available from the College website.

[Print-friendly version \(opens in new window\)](#) [Have a query or a problem?](#)

The Panel Chair clicks on ARCP Signoff to see trainees whose ARCP is awaiting signoff.



RC GP Royal College of General Practitioners

Dr BC Bchair1

Home
ARCP SignOff
Logout

Deanery Panels

The following trainees have been put forward for deanery panels :

Trainee	Status	
GP TraineeA	ARCP Complete	🔍
GP TRaineek	ARCP Complete	🔍

[Print-friendly version \(opens in new window\)](#) [Have a query or a problem?](#)

After selecting GP TRaineek, they are taken to the ARCP view. This is a read-only view with the signoff at the bottom:

Recommended outcomes (tick required box)	
Satisfactory progress 6	<input type="checkbox"/> Achieving progress at the expected rate <input checked="" type="checkbox"/> Has gained all the required competencies for the completion of training (Final Review-ST3)
UnSatisfactory progress	<input type="checkbox"/> Development of specific competences required - additional training time not required <input type="checkbox"/> Inadequate progress by the trainee - additional training time required <input type="checkbox"/> Released from training programme with or without specified competences <input type="checkbox"/> Incomplete evidence presented - additional training time may be required
Outcomes for trainees out of programme or not in run through training	<input type="checkbox"/> Out of programme experience for approved clinical experience, research or career break/maternity <input type="checkbox"/> Fixed-term specially outcome - competences achieved identified above <input type="checkbox"/> Top-up training (outcome should be indicated in one of the areas above)
Signed by:	
	<i>I give permission for my personal details to be made available to PMETB as required for the purposes of monitoring, assessing and certifying my specialist training.</i>
----- Chair of panel (on the day of the panel)	----- Trainee
Date:	Date:
Date of next review	<input type="text"/>


ARCP SignOff

Once they click on ARCP signoff, their digital signature is attached to the ARCP and it is sent to the trainee for them to countersign within their ePortfolio.

TraineeK is now removed from the pending list:

Deanery Panels

The following trainees have been put forward for deanery panels :

Trainee	Status
GP TraineeA	ARCP Complete 

Trainee Completion

Once the ARCP has been signed off by the Panel Chair, the trainee will see a notice within the ePortfolio.

Your Educational Supervisor is **Mr GP Trainer2**
 Your Trainer/Clinical Supervisor is **Mr GP Trainer2**

Please check you have signed all the necessary [declarations and agreements](#).

 You have 1 Unsigned deanery panel review.

Main Menu

The trainee will need to accept this and sign it off. Final ST3 trainees will also need to apply for CCT directly within the ePortfolio.

Progress to Certification

>

Target	Progress		Achieved	
AKT	Pass	31/10/2007	✓	Q
CSA	Pass	03/10/2007	✓	Q
Holds valid CPR and AED Certificate	Met		✓	
Has met Out of Hours Session requirements	Met		✓	
Reviews	Most recent: Final Review			Q
ARCPs	Most recent: ST3			Q

When you have attained the above, you can

[apply for CCT](#)

Notes

The following are things to be aware of with the ARCP Panel functionality.

- the ARCP will be viewable in PDF format after completion by the trainee, their Trainer/Supervisors and the Deanery. Anything entered here will appear on this.
- Article 11 trainees can't apply directly via the ePortfolio and you will not get the option to select the final ST3 review for them.
- In the Deanery Panels view, you will see all the trainees that have had completed reviews. Due to differences in start times, at this stage it is not possible to filter this down to just the trainees coming up for ARCP. We may look at improving this at a later stage.
- Unfortunately at the moment there is no search function for the Deanery Panels list. You can get around this by using Ctrl-F to find your trainee on the page.
- The Panel member does not need to be one specific person. And not all panel members will need the Panel Member login.
- If needed, some of the ARCP details can be entered ahead of the panel. This includes things like the Panel Members and dates and ST year. You may find this useful.
- Enabling your browser for Auto-Complete for forms will help with entry of Panel Members on the ARCP form.
- Final ST3 trainees must have the following completed for ARCP signoff:
 - AKT
 - CSA
 - CPR/AED
 - OOH

When the ARCP is complete and any of these are missing, the Panel Chair will not see the option to sign this off. It will remain pending until these are completed. Once they have been achieved, the Panel Chair will then be able to sign them off.

ARCP Panel flow chart

