**HEE YH DCT RCP Timeline**

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| Timing Relative to RCP Date | Trainee\* | Assigned Educational Supervisor | Clinical Supervisor | TPD | HEE YH Programme Support  | APD |
| By the DCT Start Date | Check access to Axia account and personal details (GDC/Location) Check training familiarity with uploading of evidence Be aware of RCP process and requirementsPlan meeting with Educational Supervisor  | Check trainee linked correctly on AxiaPlan to meet with Trainee and complete relevant forms for appraisal process and PDP/SLEs |  | Check trainee linked correctly on Axia | Set up Axia account for trainees and ES/TPDCirculate RCP requirement link to DCT/TPDs.Confirm date of iRCP and FRCP.Book External and Lay RepresentativesAdd date to website | Confirm date of iRCP and FRCP Welcome all new DCTs and ensure they have access to RCP details and timeline |
| 3 months prior to iRCP |  |  |  |  | Send iRCP dates and deadlines to trainee’s. |  |
| 6 weeks prior to iRCP | Check iRCP submission deadline Meet with Educational Supervisor before to ensure evidence for iRCP uploaded to AxiaPlan to upload evidence to Axia by 2 weeks before. | Meet with Trainee for interim appraisal and view uploaded iRCP evidence on Axia.Complete Interim Review of Competence Progression: ES Report on Axia and publish | Receive, complete and return SLEsSubmit CS report | Respond to request to schedule times for remote attendance to iRCP Panel. | Set up panel for the day and send panel links/times to TPDs and panel members. |  |
| 2 weeks prior to iRCP | Ensure all evidence for iRCP uploaded correctly and visible on Axia for submission deadline |  |  | Review trainee evidence for iRCP outcome with ES, complete Review of Competence Progression: Panel Report **as draft** – **do not publish****Discuss any predicted non-standard outcomes with APD** | Following trainee submission, collate iRCP outcomes and send spreadsheets to APD, External and Lay Rep | Review DCTs’ evidence on Axia and spreadsheet. Discuss any predicted non-standard outcomes with TPD |
| At iRCP  | Does not attend | Does not attend | Does not attend | Present | Present  | Present |
| Post iRCP |  |  |  | Following discussion with panel **publish** Review of Competence Progression: Panel Report Feedback Outcomes to Trainees. Outcome 2s (where applicable) for panel feedback, recommendations and need for PDP. | Inform trainees of outcome via email. |  |
| By 2/52 post iRCP | Outcome 5. Missing Evidence Uploaded.(where applicable)  |  |  | Review outcome 5s and publish new Review of Competence Progression: Panel ReportInform programme support review has taken place. Inform trainees of updated outcomesMeet trainees who received outcome 2 | Record updated outcomes | Check all Reports and Outcomes have been completed. |
| 3 months prior to FRCP |  |  |  |  | Send iRCP dates and deadlines to trainee’s. |  |
| 6 weeks prior to final RCP | Book meeting with Educational SupervisorPlan to upload evidence to Axia by 2 weeks before. | Meet trainee and make a plan to complete evidence for FRCP | Receive, complete and return SLEsSubmit CS report | Troubleshoot any issues with ES and trainee | Set up panel for the day and send panel links/times to TPDs and panel members. |  |
| 2 weeks prior | Ensure all evidence is submitted and visible on AxiaEnsure GDC number and location are correct on Axia. | Ensure all evidence is submitted and visible on AxiaIdentify expected outcome to the traineeComplete Review of Competence Progression: ES Report on Axia |  | Review trainee evidence for FRCP outcome and liaise with ES.Complete Final Review of Competence Progression: Panel Report **as draft** – **do not publish**Identify expected outcome to the trainee**Discuss any predicted non-standard outcomes with APD** | Collate DCT FRCP outcomes and send spreadsheets to APD, External and Lay RepConfirm with APD Outcome 3 face to face interview date | Review DCTs’ evidence on Axia and spreadsheet. Discuss any predicted non-standard outcomes with TPDConfirm outcome 3 face to face interview date |
| At FRCP (1st Weds in July) | Does not attend | Does not attend | Does not attend | Present | Present  | Present |
| Post FRCP |  |  |  | Following discussion with panel **publish** Review of Competence Progression: Panel Report Feedback ALL Outcomes to Trainees  | Inform trainees of outcome via email.Inform trainees of meeting (where applicable) and confirm appointments |  |
| By 2/52 post FRCP | Outcome 5. Missing Evidence Uploaded.(where applicable)  |  |  | Review outcome 5sReview of Competence Progression: Panel Report **and publish.** | Inform trainees who received outcome 3 of meeting timeRelease Certificates | Check all Reports and Outcomes have been completed. |
| By 3/52 post FRCP | Outcome 3 interview (where applicable) Download certificate from Axia last week of post. |  |  | TPD to meet with APD prior to outcome 3 meeting. | Meet with trainees who received an outcome 3 | APD to meet with TPD prior to outcome 3 meetingMeet with trainees who received an outcome 3 |