**Draft ARCP checklist for new ICM curriculum**

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| **Trainee Name:** |  | **Date:** |  |
| **Stage of Training:** |  | **Est CCT:** |  |

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| **Evidence no longer required on ARCP checklist** | | | |
| The following information is no longer specifically checked at ARCP but MUST be signed off annually in the designated place by the ES | Top 30 Cases | Removed with new curriculum (needed if staying on old) | |
| Extended Case summaries | Removed previously. No longer needed by anyone | |
| Stage Certificates | Complete on eportfolio | |
| PDPs | Complete on eportfolio | |
| Learning agreement | Must be signed on Form R | |
| QI / Audit / research | Annual evidence uploaded to HiLLO 2+3 and signed by ES | |
| Teaching delivered | Annual evidence uploaded to HiLLO 4 and signed by ES | |
| Management activity | Annual evidence uploaded to HiLLO 1 and signed by ES | |
| M+M attendance | Annual evidence uploaded to HiLLO 1 and signed by ES | |
| **Notes** | | | **Satisfactory** |
| **ARCP documents**  Scanned ARCP documentation from ALL previous ARCPs must be in e-portfolio, therefore please ensure outcomes from other portfolios are scanned across. | | |  |
| **ARCP Checklist (THIS DOCUMENT)**  ARCP checklist including location of evidence and verification by supervisor uploaded | | |  |
| **Supervisor Reports**  All reports from ES and CS meetings must be available. This is especially important for placements outside Anaes/ICM which won’t be on e-portfolio e.g. Medicine | | |  |
| **ESSR**  Remember to initiate 1 month before ARCP to allow completion and ES + CT sign off | | |  |
| **GMC and HEYH survey (receipt)**  Upload completion receipts to e-portfolio and record date on ESSR | | |  |
| **Exam progress (FFICM)**  Upload success letter *and* record attempts on ESSR | | |  |
| **Logbook**  Use of a logbook is recommended. Sunderland logbook is popular but not mandated. Recording of clinical presentation, age, involvement with case and practical procedures advised for certain HiLLO evidence | | |  |
| **Learning Outcome Completion (LOC) forms**  LOC forms can be completed at any time if appropriate evidence is complete, not just before Critical progression ARCP. Ensure Stage and Capability level is highlighted | | |  |
| **Supervised Learning Events (SLEs)**  Formerly WPBA. Linking to several HiLLOs is recommended as long as relevance is clear | | |  |
| **MSF**  Recommended annually. Completion can take over 6 weeks. Minimum 12 respondents | | |  |
| **Publications**  Record all publications as reflections/activities on e-portfolio. Remember to link to appropriate HiLLOs | | |  |
| **Teaching attended**  Record all teaching attended (CPD) as reflections/activities on e-portfolio, including certificates where possible. This includes regional teaching, external courses, Life support courses etc. Remember to link to appropriate HiLLOs | | |  |
| **Reflective practice**  All serious incidents, complaints etc must have their own reflection  Mandatory evidence of formal reflection (minimum 3 - two of which are clinical) Guidance on Academy of Medical Royal Colleges website www.aomrc.org.uk | | |  |
| **Form R**  Must be uploaded pre-ARCP  All sickness must be recorded in ESSR and Form R irrespective of duties missed. | | |  |