**HEE YH ARCP Timeline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Timing Relative to ARCP Date | Trainee\* | Assigned Educational Supervisor | Clinical Supervisor | TPD | External | HEE YH |
| End of previous ARCP meeting |  |  |  | Confirm date for 6 months’ time -inform programme support who will require ARCPs and external Confirm date for 6 monthsSet date for one year |  | Book room and externalAdd one year date on website |
| 12 weeks prior | Receive letter confirming ARCP and lockdown date | Distribute clinical supervisor outcome forms  | Receive, complete and return clinical supervisor’s outcome Form to AES. | Receive letter Set up ARCP on ISCPDistribute timeline to ES and CS |  | Letter to trainees copied to TPD re date of ARCP and lockdown date. |
| By 7 weeks prior | Complete Portfolio (ISCP)Upload Logbook | Collect and collate clinical supervisor outcome forms | Add comments to ISCP. |  |  |  |
| By 6 weeks prior (lockdown) | Submit form R, trainee assessment form (s) and health and probity forms to deanery.Upload collated clinical supervisor form | Meet with traineeReview evidence.Update PDPComplete Structured AES Form |  |  |  |  |
| Lockdown6 weeks before No guarantee that evidence submitted after this date will be considered. |
| 4 weeks prior |  |  |  | Consider all evidence (with ADD) - Remote ReviewInform programme support of probable outcomes | Consider all evidence (with ADD) – Remote Review | Screen Form RAlert TPD to potential problems.Letter to trainees inviting them to ARCP and informing of likely outcome. |
| ARCP | Present if adverse outcome. |  |  | Present. | Present | Present if adverse outcome a possibility. |
| Post ARCP | Sign off outcomes. |  |  | Complete Outcomes | Submit report to relevant SAC | Inform candidates of outcome.  |
| By 2/52 post ARCP | Outcome 5. Missing Evidence Uploaded. |  |  |  |  |  |

**\*Summary of Trainee Forms in addition to ISCP**

**Documents to be uploaded into “other evidence” on ISCP**

1. **Collated Clinical Supervisors Outcome Form**
2. **Log Book**

**Forms to be returned to HEE YH**

1. **Form R**
2. **Trainee Assessment Form (s)**
3. **Health and Probity Form**