

## 2021 YHFS ARCP Timetable for FY2s Completion of Foundation Training

Date	Action
By Friday 28 <sup>th</sup> May 2021	<ul style="list-style-type: none"> <li>• <b>Evidence upload deadline: Horus ePortfolio virtual Lock Down for FY2 Trainees.</b></li> </ul>
<p>Deadline for adding an FY2 trainee with a potential adverse outcome (3 or 4) to a central panel: Friday 18<sup>th</sup> June 2021</p> <p>Satisfactory FY2 sign off can take place locally until Friday 23<sup>rd</sup> July 2021</p>	<ul style="list-style-type: none"> <li>• <b>Educational Supervisors</b> to complete End of Year Report.</li> <li>• <b>Foundation Trainees</b> to complete Foundation Form R as part of the ARCP / revalidation process. Form R to be saved on Horus ePortfolio and a copy provided to local Foundation Trust Administrator.</li> <li>• <b>Trust Local ARCP panels</b> are established / convened.</li> <li>• <b>Trust Local ARCP Panels</b> to review the Horus ePortfolio and any additional ARCP evidence submitted.</li> <li>• <b>FTPD</b> assigns an ARCP outcome to the trainee via the FY2 ARCP outcome form on Horus ePortfolio.</li> </ul> <p><b>NB//</b> Dates for period covered on ARCP outcome form is 05/08/2020 to 03/08/2021.</p> <ul style="list-style-type: none"> <li>• <b>Trainee</b> to sign the FY2 ARCP outcome form via Horus ePortfolio within <b>10 working days</b> of the ARCP panel meeting.</li> <li>• <b>Foundation Trust Administrator</b> advise YHFS when trainees have been signed off.</li> <li>• <b>YHFS</b> invites trainees with expected Outcomes 3 or 4 to attend a Central Foundation ARCP.</li> </ul> <p><b>It is recommended that trainees who may receive an adverse outcome (3 or 4) should be seen in the Trust in early June and should be seen at a central panel.</b></p> <p><b>If an outcome 5 is awarded, the local ARCP panel <u>must</u> convene again two weeks later to review whether outstanding competencies have been achieved, if they have, the trainee can be signed off locally, if not, they can be referred to a central ARCP panel for an adverse outcome or discussed with FSD/Deputy.</b></p> <p>Please discuss trainees with potential adverse outcomes with the FSD / Deputy and advise YHFS by sending the central panel referral form to the generic inbox – <a href="mailto:foundation.yh@hee.nhs.uk">foundation.yh@hee.nhs.uk</a> by <b>Friday 18<sup>th</sup> June 2021</b>, so they can be allocated to a central panel.</p>
Friday 2 <sup>nd</sup> July 2021	<b>Trusts</b> aim for 50% to be completed
Friday 23 <sup>rd</sup> July 2021	<b>Trusts</b> aim for 100% to be completed

<b>Date</b>	<b>Action</b>
<b>By Friday 2<sup>nd</sup> July 2021</b>	<ul style="list-style-type: none"> <li>• <b>FSD / Deputy</b> to review the ARCP panel's recommendation and will sign the FY2 ARCP outcome form on ePortfolio for those trainees awarded with an Outcome 6 (if satisfied)</li> <li>• <b>YHFS</b> issues the "Foundation Achievement of Competency Document" (FACD) to confirm successful completion of the FY2 year.</li> </ul>
<b>Central Panel All YHFS trainees: Monday 28<sup>th</sup> June 2021 - Friday 2<sup>nd</sup> July 2021 10am till 5pm</b>	<b>YHFS</b> <ul style="list-style-type: none"> <li>• Monday 28<sup>th</sup> June 2021</li> <li>• Tuesday 29<sup>th</sup> June 2021</li> <li>• Wednesday 30<sup>th</sup> June 2021</li> <li>• Thursday 1<sup>st</sup> July 2021</li> <li>• Friday 2<sup>nd</sup> July 2021</li> </ul>
<b>Deadline to appeal ARCP outcome Friday 16<sup>th</sup> July 2021</b>	<p>Trainees wishing to appeal the outcome of the ARCP Panel must do so in writing, to the Postgraduate Dean within <b>10 working days</b> after they have received the outcome letters from their ARCP.</p> <p><b>Only the process can be subject to an appeal, not the outcome.</b></p>
<b>Appeals Panel Wednesday 28<sup>th</sup> July 2021</b>	<ul style="list-style-type: none"> <li>• <b>YHFS Appeals Panel</b> – covers central ARCPs up to Friday 2<sup>nd</sup> July 2021 ARCP dates.</li> <li>• Appeal panel to convene <b>Wednesday 28<sup>th</sup> July 2021</b></li> <li>• Outcome to be communicated to the trainee within 5 working days</li> </ul>
<b>Tuesday 3<sup>rd</sup> August 2021</b>	<b>FY2 trainee completes FY2 training</b>