

Additional Training Time Support Proforma

- This form should be completed by the ARCP panel when making the decision to issue an outcome 3.
- The ARCP panel should complete all sections of this form during the ARCP. Please ensure that the information provided above is translated into attainable training objectives on the ARCP outcome form (e.g. using SMART tools).
- The ARCP Panel must save the completed form to the training portfolio and share the form with the doctor/dentist's TPD, Educational Supervisor and future DME.
- The ARCP Panel should also share the completed form with the relevant Programme Support team. The Programme Support team should save the completed form to the training file.

Date:	Click or tap to enter a date.
Individual(s) undertaking review:	Click or tap here to enter text.
Trainee Name:	Click or tap here to enter text.
Grade:	Click or tap here to enter text.
Training Programme:	Click or tap here to enter text.
GMC/GDC Number:	Click or tap here to enter text.
Gender:	Click or tap here to enter text.
Country of PMQ:	Click or tap here to enter text.
Ethnicity:	Click or tap here to enter text.

Please only complete sections which are relevant to this doctor or dentist; write 'not applicable' in the other sections.

Question 1
What is the primary reason for the outcome 3?
Click or tap here to enter text.
Question 2 – Screening
Has dyslexia or neurodiversity screening been considered? If so, has this been discussed with the trainee?
Click or tap here to enter text.
Question 3 - Health
Have any issues with the health or wellbeing of the trainee been considered? If so, has this been discussed with the trainee (including occupational health referral)?
Click or tap here to enter text.
Question 4 - Exams
Does the trainee require any additional support with exams (for example, does the specialty offer any in-house support for exams/courses and has the trainee accessed this?)

Click or tap here to enter text.

Question 5 – Clinical capabilities

Does the planned placement for the trainee provide targeted opportunity for development of the outstanding capabilities specified in the outcome 3?

Click or tap here to enter text.

Question 6 – Professional capabilities

If relevant, what support will be provided for the trainee around development of their outstanding capabilities in areas such as communication, time management, organisation, leadership under pressure, team working etc.

Click or tap here to enter text.

Question 7 - Process

Was the trainee given an educational induction to the specialty, including familiarisation with ePortfolio and expectations of the ARCP? Do any elements need to be revisited?

Click or tap here to enter text.

Question 8 - Process

Are there any mitigating circumstances and have these been documented on the ePortfolio/ARCP outcome forms?

Click or tap here to enter text.

Question 9 - Process

How much additional training time has been awarded prior to this outcome? Please supply details of extensions and CCT calculations.

Click or tap here to enter text.

Question 10 - Process

On reflection, could alternative ARCP outcomes and/or objectives have been considered earlier? If so, please detail the recommended plan of action to redress this.

Click or tap here to enter text.

Question 11 – Feedback and follow up

- a. Who will be giving detailed feedback to the trainee and uploading the record of the discussion to the portfolio?
- b. Who will be providing support to the trainee from the Yorkshire and Humber Deanery and the employer (e.g. TPD, DME, ES)?

Click or tap here to enter text.

