

Appendix D

Use of Portfolio Psychiatric Supervisor Report and ARCP Educational Supervisor Summary Report Guidance to clinical and educational supervisors

From August 2018 the RCPsych Portfolio assessment forms will be used by the School of Psychiatry in preparation for the December 2018 local ARCPs. This change will bring the School in line with the other Schools in HEE, ensuring a level of standardisation across the country, particularly for trainees who pursue inter-deanery transfers.

The implementation will require a culture change within the School as long-established assessment forms are switched to the Portfolio forms that are ILO as opposed to essential competency based.

The **Psychiatric Supervisor Report** forms are detailed assessment forms that overlap with existing mid/end placement and ASR forms. The **ARCP Educational Supervisor Summary Report** forms are much more brief summary forms that feed in to ARCP.

The School acknowledges that there is variation in the way the Portfolio forms are used around the country and acknowledges that local forms are used by other Schools. We have chosen to retain the ASR forms as they provide a more focused summary of curriculum attainment than the Portfolio forms. This will provide continuity for trainees and trainers as they adapt to the new Portfolio forms and it will continue to provide a thorough and consistent evidence base for ARCP panels.

General principles:

- Clinical supervisors only have to do **Psychiatric Supervisor Report** forms once every six months, but they may wish to use the old mid/end placement review forms as review templates
- Educational supervisors have to do **ARCP Educational Supervisor Summary Report** forms in addition to ASRs (in some rotations this may be the College tutor, Clinical tutor, Specialty Clinical tutor or TPD)
- Every trainee has their job plan and PDP reviewed twice a year by the clinical supervisor (at the start of each six-month placement for core trainees and mid-way through a year-long placement for higher or LTFT trainees)
- Every trainee is reviewed by their educational supervisor at least three times a year for the purpose of PDP reviews and ASR/ **ARCP Educational Supervisor Summary Report** form completion
- The old mid/end placement review forms are now replaced by the **Psychiatric Supervisor Report** forms. Each trainee must have two **Psychiatric Supervisor Report** forms completed annually. For core trainee six-month placements these are completed by the clinical supervisor towards the end of the placement (or prior to ARCP). For higher trainees or LTFT these are completed mid-way through the placement and then towards the end of the placement (or prior to ARCP)

- LTFT trainees, irrespective of their % wte, have to complete the same number of forms as FT trainees (they are also subject to annual ARCP)
- The ARCP panel will need to see an up to date **Psychiatric Supervisor Report** form, a **ARCP Educational Supervisor Summary Report** form, an ASR, and an up to date Form R
- The **ARCP Educational Supervisor Summary Report** forms will be used for developmental reviews by the TPD following an adverse ARCP outcome
- Trainees will still have to upload ASRs and Form Rs from the HEE YH website.
- TPDs are responsible for local implementation within their rotations from August 2018, it is likely there will be some overlap in form usage for those trainees requiring ad hoc local or central panels between August 2018 and November 2018 (the general recommendation would be to use the new forms)
- Table 1 summarizes the changes for trainees starting in August or February. In some higher rotations' trainees start at different times although the local ARCP panels are held at the same time, the relevant TPDs will therefore need to adjust the dates of form completion accordingly, providing the general principles are retained.

Table 1. Training calendar

	Supervision Pre-August 2018	Supervision Post-August 2018	ARCP
August – new trainee induction	Clinical supervisor: clarify job plan and develop PDP Educational supervisor: review PDP	Clinical supervisor: clarify job plan and develop PDP Educational supervisor: review PDP	
September			
October	Clinical supervisor: Mid placement review		
November	Educational supervisor: ASR (February starters)	Clinical supervisor: Psychiatric Supervisor Report form Educational supervisor: ASR and ARCP Educational Supervisor Summary Report form (February starters)	
December			Local panel (February starters) Form R needed
January	Clinical supervisor: End placement review		Central panel

February – new trainee induction	Clinical supervisor: clarify job plan and develop PDP Educational supervisor: review PDP	Clinical supervisor: clarify job plan and develop PDP Educational supervisor: review PDP	
March			
April	Clinical supervisor: Mid placement review		
May	Educational supervisor: ASR (August starters)	Clinical supervisor: Psychiatric Supervisor Report form Educational supervisor: ASR and ARCP Educational Supervisor Summary Report form (August starters)	
June			Local panel (August starters) Form R needed
July	Clinical supervisor: End placement review		Central panel

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