**Anaesthesia ARCP Checklist**

ARCP will be run by HUB, not by locality of placement e.g. Leeds Hub trainee placed in Sheffield for one year will have ARCP in Leeds

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

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|  | **Assessment Item** | **Notes** | **Satisfactory** |
| 1 | **ARCP documents** | Scanned ARCP documentation from ALL previous ARCPs must be in e-portfolio. |  |
| 2 | **ARCP Checklist**  **(THIS DOCUMENT)** | ARCP checklist including location of evidence and verification by supervisor uploaded |  |
| 3 | **Learning agreement/PDPs defined** | Learning agreement signed. |  |
| 4 | **Supervisors reports** | All reports from ES and CS meetings uploaded |  |
| 5 | **ESSR** | Remember to initiate 1 month before ARCP to allow time for thorough completion and ES and CT sign off |  |
| 6 | **GMC and HEYH survey (receipt)** | Upload completion receipts to e-portfolio and record date on ESSR |  |
| 7 | **Exam progress** | Upload success letter *and* record attempts on ESSR |  |
| 8 | **Basic/Intermediate Level Training Certificates** | Cannot be completed without CUT forms for all required modules. MUST be uploaded onto portfolio and both pages sent to RCoA |  |
| 9 | **Logbook** | Ensure number of cases is recorded on appropriate section of ESSR (31) |  |
| 10 | **WPBAs** | Linking to several units of training is allowed as long as relevance is clear |  |
| 11 | **Units of training\*** | CUT forms must be signed off by appropriate supervisor |  |
| 12 | **MSF** | MSF annually. Remember, completion can take over 6 weeks. Minimum 12 respondents |  |
| 13 | **Audit /research** | Evidence of participation in audit, QI, governance activity or research required annually. |  |
| 14 | **Management development**  **(ST 5-7)** | For example: local management course, rota, MDT, Governance meetings |  |
| 15 | **Presentations/publications** |  |  |
| 16 | **Teaching delivered** |  |  |
| 17 | **Teaching attended** | Record all formal teaching as reflections/activities on e-portfolio |  |
| 18 | **Certificates for meetings/courses** | Including Regional teaching. Upload certs |  |
| 19 | **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 |  |
| 20 | **Form R** | Must be uploaded pre-ARCP |  |
| 21 | **Sick leave documented** | All sickness must be recorded in ESSR and Form R irrespective of duties missed. |  |

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| **Notes + recommended outcome** |  | **Trainer signature and date** |
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| \***Basic Level (Annex B page B-98)**: all units signed off by end core training. **Intermediate level (Annex C page C-76)**: *all* sub-units within General Duties must be signed off. **Higher level (Annex D page D-66)**: need 9 sub-units within General Duties (including Airway, Peri-op medicine and Cardiac Arrest). **Advanced Level (Annex E page E-68):** at least one unit – if General Duties then needs 2 sub-units. | | |