

**YORKSHIRE & HUMBER  
ICM TRAINING**

**How to Pass your ARCP**

**A Guide for Trainees**

**2018/19**

## INTRODUCTION TO YOUR ARCP

- Your ARCP (annual review of competency progression) will occur **annually**. It is not a pass / fail exercise.
- Early preparation is vital.
- It is a review of *EVIDENCE* and *PROGRESS* at a face-to-face vs. remote meeting. You will be notified which type of meeting prior to your ARCP. It usually lasts 30 minutes.
- It is an opportunity for you to plan future rotations with the panel and discuss OOPE.
- Once the Deanery has contacted you regarding your ARCP, you should confirm that you will be attending.
- You need to provide a **FORM R (Part B)** as this is the data needed for the Postgraduate Dean to **re-validate** you.
- If you are having **any problems** completing the steps, you should address these to your Educational Supervisors, Faculty Tutors & Training Programme Directors. Early recognition of problems is vital and addressed **before** the ARCP.

## SUMMARY OF ARCP OUTCOMES

- You will be given an “Outcome”. You are aiming for an **Outcome 1**. Most trainees should expect to achieve this if they follow the guide and have been progressing at a reasonable rate.
- Some trainees may have had problems during their training and may need some extra time.

RANGE OF ARCP OUTCOMES	
<b>Outcome 1</b>	Progressing satisfactorily & may progress to the next year
<b>Outcome 2</b>	Need targeted training to address a weak area but doesn't need extra training time
<b>Outcome 3</b>	Needs more training time
<b>Outcome 4</b>	Not progressed – exited from the programme
<b>Outcome 5</b>	Didn't have the required evidence at ARCP
<b>Outcome 6</b>	Completed training

- **Two outcomes “5s” will NOT become an outcome 1.**
- The new guidelines mean you cannot get an outcome 5 two years running.
- You will get an outcome 3 if you do not have evidence of all that is required to gain an outcome 1
- It is likely that if you get repeated “5s” in your training that it will compromise your opportunity to apply for an OOPE in the future

## TOP TIPS

1. Only evidence on the e-Portfolio will be considered - no paper evidence will be considered by the ARCP panel. If you have paper evidence, make sure to scan the documents and upload onto your personal library.
2. The e-Portfolio will **lock you out 1 week before the ARCP** to allow the ARCP panel to review your evidence.
3. **WBA:**  
Work based assessments. These must be completed on your e portfolio.

### WPBA Per 3 month ICM block/rotation:

1 x DOPS 1 x ICM -CEX 1 x CBD  
1 x ACAT

Trainees on **dual CCTs** programmes are not expected to demonstrate a full year's worth of Work Based Assessments if they are spending time in their partner specialty, but should show progression towards the CCT in ICM in their ARCP

4. 10% of the evidence will be reviewed by an external assessor.
5. Use the '**Intensive care medicine ARCP checklist**' to ensure all mandatory documents have been uploaded on your e-portfolio (separate document)
6. It takes **at least one month to do an electronic MSF**. Just remember, the MSF starts from when the Educational Supervisor approves it so try not to leave it too late
7. Before attending ARCP you **must** have completed

the **ESSR** with your Educational Supervisor on the e-portfolio.

8. Ensure your evidence is uploaded and linked to the correct **stage of training** in the e-portfolio. One week before the ARCP, the portfolio is “**Locked**” and **no further evidence** can be added. If your evidence is not in then you ***cannot get an Outcome 1***
9. The ARCP panel will review your **e-portfolio evidence** and **ESSR** and decide an outcome (with or without your presence)
10. You may be asked to meet the ARCP Panel to discuss your Outcome and plan for the next year. You will be informed if you need to attend your ARCP.
11. Checking and Amending your Personal Details

On the top menu click “**Profile**” > “**Personal Details**”  
Some of the fields will be pre-populated.

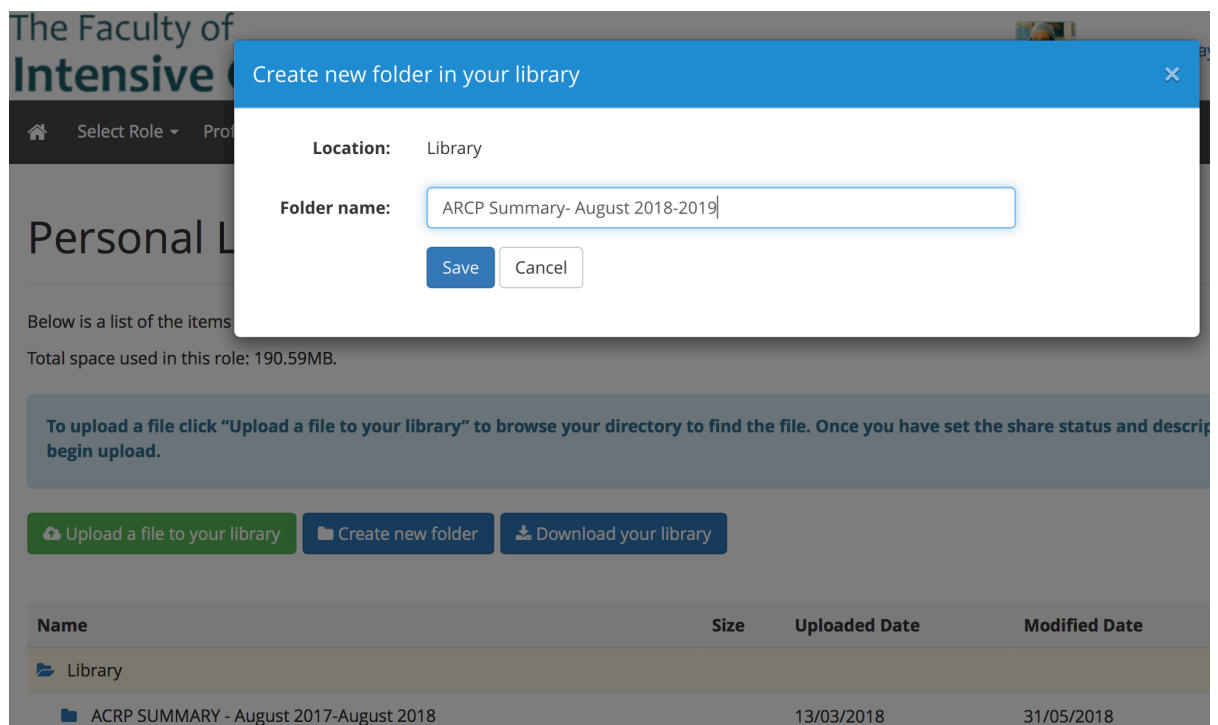
If you want to add or change any details: click ‘**Edit Details**’. You can then upload a photo by clicking on the ‘**Photo**’ tab. This is helpful as some of your ARCPs will be remote.

To change your username or password click on the ‘**login details**’ tab.

## HOW TO ORGANISE YOUR E-PORTFOLIO

We recommend you commence each training year with a separate folder in your personal library called eg. 'ARCP SUMMARY 2018-2019'.

- Click on: **Profile**
- Click: **Personal Library**
- Click: **Create new folder**
- Complete: **Folder name: ARCP SUMMARY 2018-2019**



The Faculty of Intensive

Select Role ▾ Profile

Personal Library

Below is a list of the items

Total space used in this role: 190.59MB.

To upload a file click "Upload a file to your library" to browse your directory to find the file. Once you have set the share status and description begin upload.














Upload a file to your library Create new folder Download your library

Name	Size	Uploaded Date	Modified Date
Library			
ACRP SUMMARY - August 2017-August 2018		13/03/2018	31/05/2018

We recommend the below folders within your ARCP SUMMARY tab as a guidance (please see example screenshot below). This will help in organising your evidence, and make it easy for the ARCP panel to sign you off as an Outcome 1:

- **ARCP Checklist**
  - Prior to your ARCP, fill out the '**Intensive care medicine ARCP checklist**' with your supervisor and upload it into this folder.
- **Compliments, complaints and comments**
- **Courses**
- **FICM Survey**
  - We recommend you take a 'snapshot' of evidence of completion of this survey, as confirmation e-mail does not always get sent.
- **Form R**
- **GMC Survey**
- **Journal Club**
- **Log Book**
- **M&M**
- **Management**
- **Presentations (including posters)**
- **Publications**
- **Quality Improvement Projects**
- **Reflections**
  - You will need to have minimum of three reflections each year, of which at least one must be clinical. Additionally, any incidents that occur during the year should have a reflection. See section 14
- **Regional ICM Teaching Days**
  - You will be provided with certificates of attendance after each regional ICM teaching day.
- **Teaching delivered**
- **Teaching received**

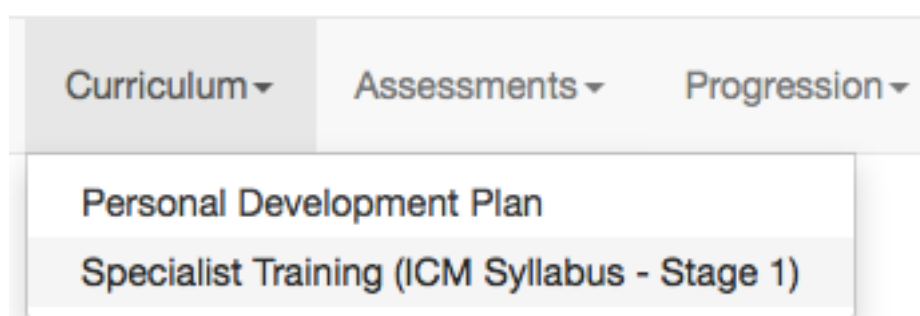
- **WpBA** ('other speciality' assessments + scanned documents)

<a href="#">Home</a> <a href="#">Select Role</a> <a href="#">Profile</a> <a href="#">Curriculum</a> <a href="#">Assessments</a> <a href="#">Progression</a> <a href="#">e-LfH</a> <a href="#">Messages</a> <a href="#">Help</a>			
 ARCP SUMMARY - Aug 2018-August 2019	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 Checklist	07/09/2018	07/09/2018	<a href="#">Actions</a> ▾
 Compliments, complaints and comments	07/09/2018	07/09/2018	<a href="#">Actions</a> ▾
 Courses	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 FICM Survey	07/09/2018	07/09/2018	<a href="#">Actions</a> ▾
 Form R	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 GMC Survey	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 Journal Club	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 Log Book	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 M&M	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾
 Management	14/08/2018	14/08/2018	<a href="#">Action</a> ▾
 Presentations (including posters)	07/09/2018	07/09/2018	<a href="#">Actic.</a> ▾
 Publications	14/08/2018	14/08/2018	<a href="#">Actions</a> ▾



## ADDING NEW EVIDENCE TO CURRICULUM

- Select Curriculum from menu
- Choose the appropriate Specialist Training Stage (i.e. 1, 2 or 3).
- Each Stage will be released on your e-portfolio, as your regional advisor releases your Stage 1-3 Training Certificate (you must have completed all the required competencies and time for this training certificate to be completed).



- Towards the bottom of the page, the Competencies are listed & divided into Domains
- Choose “**Expand All**” (from the right) to view all competencies
- Select “**Link**”
- In the pop-up window, choose either the form, file or certificate you wish to link
- Once you’ve chosen the evidence, select “**Add Links**” at bottom of page.
- Once you’ve added all the evidence you wish for that competency, then close the pop-up window

## 1. **DECLARATION OF HEALTH & PROBITY & FORM R**

- Please complete Form R which is available for download from the Yorkshire and Humber Deanery website.
- Then upload as evidence to your e-portfolio in your personal library titled “Form R”
  
- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Form R**
- Upload: **Appropriate documentation**

## 2. PERSONAL DEVELOPMENT PLAN

- Click on **Curriculum**
- Click on **Personal Development Plan:**

Go to curriculum,

Click on **personal development plan**

Choose **add new PDP** (bottom right corner)

- Complete the form:

TITLE: e.g. plan for ST... year – work towards...

ACHIEVED: e.g. Exam, Course, Management activity, Teaching, Leadership, Meetings, Presentations, Research/ Audit activity.

HOW ACHIEVED: e.g.

ASSESSED: e.g. WPBA, e portfolio evidence, Certificates, feedback

DATES: target completion (pre ARCP date)  
and interim assessment date (6 months)

COMMENT ON INTERIM ASSESSMENT:  
(Remember to paste your interim assessment into this section)

AGREEMENT TO OUTCOMES BY TRAINEE & SUPERVISOR.

### 3. RECORD OF MEETINGS WITH EDUCATIONAL SUPERVISOR (ES)

You should meet within 2 weeks of starting your placement for the year. This is your INITIAL MEETING.

At 6 months you should have your INTERIM MEETING.

Please arrange a meeting 2- 3 weeks prior to your ARCP with your ES to complete the Educational Supervisor Structured Report (ESSR) for the ARCP panel to review.

Creating a form:

- Click on:           **Progression**  
                          Educational Supervisor Meetings
- Click:               **Add New meeting or form**
- Click:               **Create**
- Complete:         **Educational agreement form**

The form is designed so that the same form is used for the initial, intermediate & final meeting.

Record a meeting:

Initial Meeting:

Complete the boxes up to and including 'target completion date' which may well be the end date of the post. Then scroll to the bottom of the form to complete the reflection box

Sign & Click "**save**"

Intermediate or Final meeting:

Complete the relevant boxes from 'date of any interim assessment' onwards (only reflection is mandatory).

Sign & Click "**save**"

## **MEETINGS WITH CLINICAL SUPERVISORS**

Your clinical supervisor looks after you for each Clinical placement.

You should meet at the beginning and end of your placement, with an interim meeting if any issues need addressing

#### **4. STAGE 1 /2 /3 CERTIFICATE**

These certificates are generated electronically by your regional advisor.

Your regional advisor must generate it, **you can not create the Stage 1/2/3 training certificate.**

- Click on: **Progression**
- Click: **Summary overview**
- Click: **Create**
- Complete: **Stage 1/2/3 Training Certificate.**

E-mail the faculty to let them know the training certificate has been generated, and your next stage curriculum will be released on the e-portfolio. This means you can start with your assessments for the next Stage of training.

## 5. LOGBOOK OF EXPERIENCE

If you click Assessments -> Logbook, you'll get to a page identical to the one you would have seen if you had chosen "Work Based Assessments"

Unfortunately, there is no assessment called "logbook", and no way to enter a logbook entry into the assessment list.

Therefore, we recommend you use a 'third party' logbook database, which can then be uploaded into your Personal Library.

We recommend the Sunderland ICU logbook, which is an Excel spreadsheet, and can be online found here:

<http://www.iccueducation.org.uk>

To upload this file to your library:

Make sure you name your Excel spreadsheet an appropriate file name:

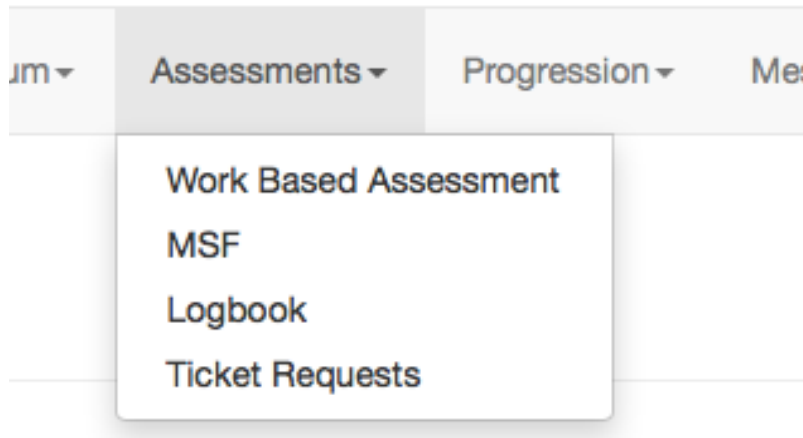
i.e. Logbook for Dr ..... .xls dd/mth/yr

In the e-portfolio:

- Click on: **Personal Library**
- Click: **ACRP Summary 2018-2019**
- Click: **Logbook**
- Upload: Upload logbook document/spreadsheet

## 6. EVIDENCE OF WORK BASE ASSESSMENTS

- Click **Assessments**
- Choose **Work Based Assessments**



EITHER:

- Click **Request External Assessment** (to send “ticket” to someone else)
- Then “Request New Assessment”  
Choose your post and the type of assessment you want (ACAT, DOPS, etc.)
- <next>  
Enter the assessors email address,
- <next>  
The assessors details will likely be “auto-completed”
- **ENTER SOMETHING IN THE “COMMENT FOR ASSESSOR” BOX**  
**THIS IS THE ONLY WAY THE PERSON ASSESSING YOU KNOWS WHAT YOU WANT ASSESSING.**  
i.e. “Dear Dr XX, Thanks for agreeing to complete a DOPS for the central line you saw me insert”
- Make sure that “Send email to assessor?” is ticked “yes”
- Then “**Finish**” to send



OR: If completing WBA with the supervisor immediately

- Click “**Add New Assessment**”
- Complete all the boxes as listed (will depend on the WBA selected)
- Complete the assessor’s details
- Choose to “**sign**” it by selecting your name from the drop-down box
- Click “**Save**” to complete it
- You should notify your Educational Supervisor so they can review it and sign the assessment

## 8. MULTISOURCE FEEDBACK (MSF)

### To send an MSF (aka a TAB)

- Choose **Assessments** -> MSF
- You need to complete a Self TAB before you can send MSF tickets to others
- Click “**Create**” (to the right of the Self TAB), and complete your honest self-assessment!
- Choose “**Save**” when complete
- Then “**Continue**”.

You will now be back at the main MSF page.  
Towards the bottom of the page you can:

- “Create a ticket for your TAB”
- Complete the boxes.

Note the required distribution of roles required for your assessors, and ensure your TAB spreads across these. Also need 12 responses as a minimum, therefore you may want to send it out to more than 12 people.

You can monitor the progress of your MSF requests on this page

Tickets Sent / Pending / Completed are listed in the bottom right hand corner

Your TAB summary is visible once your Educational Supervisor has released it.

## 9. EVIDENCE OF QUALITY IMPROVEMENT ACTIVITY

### Requirements:

You are expected to produce a Quality Improvement Project progress report for every year of training. This can be a project that is already on-going from the previous year.

For QIP:

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Quality Improvement**
- Upload: Appropriate and relevant documentation

Alternatively:

- Click “**profile**”
- Click “**professional activity**”
- Click on “**Audit/Quality Improvement**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:
  - Title:
  - Date:
  - Type of Activity:
  - Outline:
  - Reflection of Activity:
- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum: **See Reflective Practice**

## **RESEARCH ACTIVITY / PUBLICATIONS**

This is not compulsory to get an Outcome 1 at your ARCP.

However if you are involved in research, ensure to upload this to your personal library. This includes any research methodology courses (which should also be uploaded to your courses folder)

## 10. EVIDENCE OF ICM MANDATORY TEACHING

**Requirements:**      **50% attendance** required for ARCP  
(usually a minimum of 3 days  
attended per ARCP year)

- Click” **Personal Library**”
- Create Folder & Title **TEACHING DELIVERED**
  
- Click on:            **Personal Library**
- Click:                **ARCP Summary 2018-2019**
- Click:                **ICM Mandatory Teaching**
- Upload:             Appropriate documentation (eg.  
certificates)
- 

Alternatively

- Click “**profile**”
- Click “**professional activity**”
- Click on “**Teaching**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:  
Title:  
Date:  
Type of Activity:  
Outline:  
Reflection of Activity:
- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum: **See Reflective Practice**

## 11. EVIDENCE OF TEACHING YOU HAVE DELIVERED

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Teaching delivered/received**
- Upload: Appropriate documentation (eg. certificates, feedback, etc)

Alternatively:

- Click “**profile**”
- Click “**professional activity**”
- Click on “**Teaching**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:
  - Title:
  - Date:
  - Type of Activity:
  - Outline:
  - Reflection of Activity:
- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum:

Linking to the curriculum: (general)

- Choose “**Curriculum item**”, and expand the syllabus by clicking on it.
- Check the boxes next to the domains you are linking to. i.e. “12.14 Participates in multidisciplinary teaching”

Check as many as you feel are demonstrated by your activity!

- You can then select “**File in the personal library**” (on the left), and then link your professional activity to some evidence. i.e. Link your audit activity to a PowerPoint presentation in your library

## 12. ATTENDANCE AT MEETINGS AND COURSES

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Courses OR M&M OR Management OR Journal club**
- Upload: Appropriate documentation (eg. certificates)

Alternatively

- Click “**profile**”
- Click “**professional activity**”
- Click on “**Teaching**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:
  - Title:
  - Date:
  - Type of Activity:
  - Outline:
  - Reflection of Activity:
- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum:

Linking to the curriculum: (general)

- Choose “**Curriculum item**”, and expand the syllabus by clicking on it.



- Check the boxes next to the domains you are linking to. i.e. “12.14 Participates in multidisciplinary teaching”  
Check as many as you feel are demonstrated by your activity!
- You can then select “**File in the personal library**” (on the left), and then link your professional activity to some evidence. i.e. Link your audit activity to a PowerPoint presentation in your library

### 13. EVIDENCE OF MANAGEMENT ACTIVITY

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Management**
- Upload: Appropriate documentation (eg. certificates, feedback, etc)

Alternatively:

- Click “**profile**”
- Click “**professional activity**”
- Click on “**Management**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:
  - Title:
  - Date:
  - Type of Activity:
  - Outline:
  - Reflection of Activity:
- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum: **See Reflective Practice**

## 14. EVIDENCE OF REFLECTIVE PRACTICE

### Mandatory requirements: 3 per year

#### This is to be completed for:

- Serious Untoward Incidents,
- Critical Incidents relating to mortality and morbidity
- Points of Personal Reflection.
- OOPE

### Guidance on reflective practice

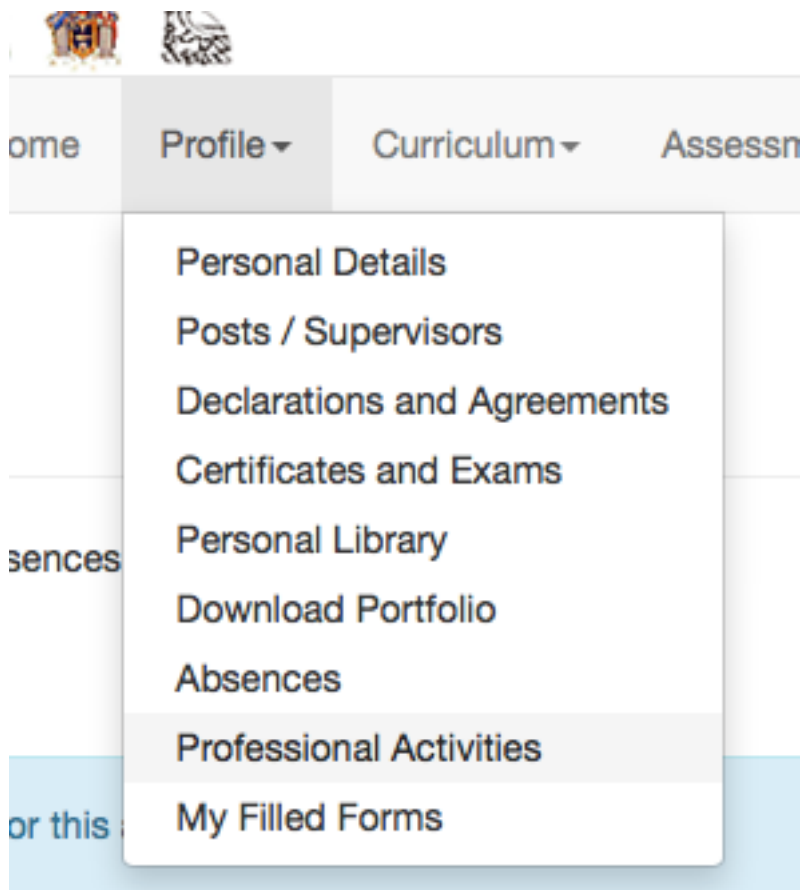
Heading	Prompts
<p>Description of activity or event</p> <p>What have you learned?</p>	<p>►■ Which category of activity does this match? (Keeping up to date, review of your practice or feedback from others – including complaints or compliments).</p> <ul style="list-style-type: none"> <li>• ►■ Describe how this activity contributed to the development of your knowledge, skills or professional behaviours.</li> <li>• ►■ You may wish to link this learning to one or more of the domains (knowledge, skills and performance; safety and quality; communication, partnership and teamwork; and maintaining trust) of Good Medical Practice to demonstrate compliance with the principles and values in this GMC guidance document.</li> </ul>
<p>How has this influenced your practice?</p> <p>Looking forward, what are your next steps?</p>	<ul style="list-style-type: none"> <li>• ►■ How have your knowledge, skills and professional behaviours changed?</li> <li>• ►■ Have you identified any skills and knowledge gaps relating to your professional practice?</li> <li>• ►■ What changes to your professional behaviour were identified as desirable?</li> <li>• ►■ How will this activity or event lead to improvements in patient care or safety?</li> <li>• ►■ How will your current practice change as a result?</li> <li>• ►■ What aspects of your current practice were reinforced?</li> <li>• ►■ What changes in your team/department/organisation's working were identified as necessary?</li> </ul> <ul style="list-style-type: none"> <li>• ►■ Outline any further learning or development needs identified (individual and team/organisation).</li> <li>• ►■ How do you intend to address these needs? (set SMART – specific, measurable, achievable, relevant and time-bound – objectives).</li> <li>• ►■ If changes in professional practice (individual or team/ department) have been identified as necessary how do you intend to address these?</li> </ul>

## Initially:

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Reflections**
- Upload: Appropriate documentation

## Alternatively:

- Click “**profile**”
- Click “**professional activity**”



- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:  
Title:

Date:

Type of Activity:

Outline:

Reflection of Activity:

- “**Sign**” it by selecting your name from the drop-down box
- Then click “**save**”.
- On the next page, you can “link” the activity to a file in your personal library AND competencies in the curriculum:

Linking to the curriculum: (general)

- Choose “**Curriculum item**”, and expand the syllabus by clicking on it.
- Check the boxes next to the domains you are linking to. i.e. “12.14 Participates in multidisciplinary teaching”  
Check as many as you feel are demonstrated by your activity!
- You can then select “**File in the personal library**” (on the left), and then link your professional activity to some evidence. i.e. Link your audit activity to a PowerPoint presentation in your library

## **15. DOCUMENTATION OF SERIOUS UNTOWARD EVENTS**

This should be part of your reflective practice  
(See Reflective practice on how to complete).

## 16. CRITICAL INCIDENTS, COMPLIMENTS, COMPLAINTS

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **Compliments, complaints and comments**
- Upload: Appropriate documentation

Alternatively:

- Choose “**Profile**” -> “**Professional Activities**”
- Select the green button “**Add a new professional activity**”
- Choose “**Create**” (on the right)
- Complete the boxes:
  - Title:
  - Date:
  - Type of Activity:
  - Outline:
  - Reflection of Activity:

“**Sign**” it by selecting your name from the drop-down box, then click save

## 17. RECORD OF EXAMS PASSED OR FAILED

- Choose “**Profile**”
- Click on “**Certificates and Exam**”
- Click “**Add Exam**”
- Choose the Exam from the list (or choose other)
- Complete the rest of the details
- Click “**Save**”

The entry now appears in the list.

- On the right of the table, choose “**Actions**”  
-> “**Upload**”
- You can now upload an image of the exam certificate
- Please note this uploads a file from your computer  
not your personal library

There is no option to add a failed exam attempt in this section.

If you wish to document a failed attempt, then you could enter it as a professional activity (plus a reflective entry) OR generate a separate folder in your Personal Library and label it ‘Exams’



## 18. GMC SURVEY & FICM SURVEY

- Click on: **Personal Library**
- Click: **ARCP Summary 2018-2019**
- Click: **GMC Survey OR FICM Survey**
- Upload: **Appropriate documentation**
  
- Upload Evidence of GMC Survey completed with date completed.

## **19. DEMONSTRATE PROGRESSION IN PARTNER SPECIALITY**

Upload evidence of progression in your partner speciality pre ARCP. i.e. ESSR / Progress report to your ICM portfolio.

## **20. DECLARATION & REFLECTION OF NON TRAINING CLINICAL WORK**

Upload declaration of work done outside your training e.g. event medicine, mountain rescue to personal library & reflect on your work done.

## **21. CURRICULUM VITAE**

- Click “Personal Library”
- Create Folder & Title CURRICULUM VITAE
- Upload your Current Curriculum Vitae with date

## **22. A Special note about your ARCP if you are completing a year in your partner speciality**

If you are coming to the end of a year in your partner speciality (i.e. NOT an ICU year) then your ARCP is likely to occur and be recorded on your partner portfolio. However, there is a requirement to have an ARCP recorded for ICM each year EVEN IF YOU HAVEN'T DONE ANY ICM. The reason for this is the ICM Tutors and TPDs may not have access to your other portfolio and cannot therefore confirm your progression.

Consequently, at the time of your dual Speciality ARCP there should be an ICM representative there who can record the ARCP Outcome on your ICP portfolio too. Additionally, you should not have different outcomes on the two portfolios. Therefore, you will receive the same

outcome on the ICM portfolio as you were given at ARCP  
in your partner speciality

*DISCLAIMER:*

*THIS IS ADVICE ONLY. PLEASE CONSULT THE  
FACULTY WEBSITE FOR UP TO DATE ADVICE &  
INFORMATION REGARDING THE ARCP PROCESS.*