

ARCP preparation timeline for Anaesthetic trainees in South Yorkshire – 2019 update

- **6 weeks before your ARCP** - review all your evidence, start adding anything still required, and get an appointment made to see your Educational Supervisor (ES) for your final meeting (remember that your ES may have annual leave, or be very busy so get the date in both your diaries).
- **3 - 4 weeks before your ARCP** – meet your ES, review everything. Create the ESSR if everything is ready at that meeting. Ask your ES to either sign the ESSR there and then, or if you still have things to add, ask them to look out for it, and sign it in good time.
- **2.5 weeks before your ARCP** – the very latest date you should create your ESSR, so your ES can sign it.
- **2 weeks before the ARCP** – the ESSR should be ready for your college tutor to sign. It is important to make sure it will go to the correct college tutor – please check that you are down as being in the correct hospital in the “current placement and profile” section at the bottom of your dashboard page on the LLP. It doesn’t do any harm to email your college tutor and ask them to look out for it, putting the date that it needs to be completed by i.e. 1 week before the panel date (but remember this is only reasonable if you have given them the necessary amount of notice).
- **1 week before the ARCP** – ESSR should be ready to view

Some other useful points:

1. The ESSR on the LLP does not need to be prepared and added to. Once you create it, it will scoop everything in between the start date you enter, and the date that you create it. Please note, anything added on the same day that you create it will not be included in the ESSR.
2. The MSF on the LLP does not work in the same way as on the old portfolio. You can open it at any time, add people at any time, and decide when to close it. It makes sense to collect feedback well in advance of your ARCP, and close it well before your ESSR is triggered, again in time for your ES to release the results.
3. If there is a piece of evidence which is not ready by the time you should be creating your ESSR, it is far better to make the ESSR and accept the fact that the specific piece of evidence will not be included in it. Otherwise you risk the panel not being able to see anything at all. If this happens, please email your TPD to let them know that you will be trying to add a specific piece of information later.