**Timeline for YH Dental Core Training RCPs**

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| **By 1st September** |
| * Associate Dental Dean (ADD) to confirm dates for next year’s RCPs to Dental Support * Dental Support to confirm the RCP dates with the External Representative * Dental Support to update the website and confirm dates to Dental Core Trainees (DCTs) and Training Programme Directors (TPDs) * TPDs to confirm to Dental Support the Educational Supervisor (ES) for each DCT. * Dental Support to link ESs on Axia. |
| **By end of September** |
| * DCTs and ESs to check that they are appropriately linked on Axia * DCTs to check training familiarity with uploading of evidence * DCTs to be aware of RCP process and requirements * DCTs to plan initial meeting with Educational Supervisor |
| **At least 14 weeks prior to the RCP** |
| * Dental Support to liaise with TPDs about their slot for attending the RCP to present their DCTs’ portfolios * Dental Support to book a Lay Rep for the RCP |
| **12 weeks prior to the RCP** |
| * Dental Support to send 12 week notification to DCTs which confirms date of RCP and evidence deadline date * Dental Support to finalise agenda and create joining links |
| **6 weeks prior to the RCP** |
| * DCTs and ESs to meet and discuss curriculum requirements and evidence uploaded to Axia * ES to complete the ES Report on Axia (for either IRCP or FRCP) * Clinical Supervisors (CSs) to complete and return SLEs and submit the Clinical Supervisor report |
| **1 week prior to RCP evidence deadline** |
| * Dental Support to send TPDs a copy of checklist of RCP evidence report identifying what evidence is available on their DCTs’ portfolios. |
| **2 weeks prior to RCP** |
| * DCTs to ensure that all evidence has been uploaded to their Axia portfolio by the evidence deadline date * Dental Support to circulate the final agenda and checklist of RCP evidence reports to TPDs and other panel member. * TPDs and ADD to review DCTs’ portfolios and to highlight any predicted outcome 2, 3 or 4s * All panel members to confirm that they have completed Equality and Diversity training |
| **At the RCP** |
| * RCP panel members to attend and review all DCTs’ portfolios. DCTs do not attend the RCP panel. * All RCP outcome forms to be completed and submitted by the TPD * Additional Training Time Proforma to be completed by the Panel Chair and returned to Dental Support, if applicable * Agenda to be updated and returned to Dental Support confirming outcomes awarded and who will feedback to ESs on the quality of their Educational Supervisor’s Report * Panel Chair Checklist to be completed by the Panel Chair |
| **Following the RCP** |
| * Dental Support to send outcome confirmation email to each DCT * Dental Support to add RCP outcomes to TIS * DCTs to arrange to meet with their ES/TPD to discuss the RCP outcome and plans for the remaining training year, if applicable. This should take place within two weeks of the RCP. * PDiTs awarded an Outcome 5 to be given a deadline to upload missing evidence. * All outcome 5s to be re-reviewed by the panel within two weeks. TPD must notify Dental Support once this has taken place so that they can send the updated confirmation email and update TIS * Any DCT that has been awarded an outcome 2, 3 or 4 will be invited to meet the ADD for panel feedback and recommendations * Any DCT that has been awarded an outcome 2, 3 or 4 will have 10 working days from receipt of their outcome confirmation email to request a review or an appeal. Dental Support will inform the panel members when an outcome has been reviewed/appealed. |
| **During the final week of the training post** |
| * Dental Support to release the completion certificates for all DCTs awarded an RCP outcome 1 * DCTs to download a copy of their completion certificate from Axia and retain for their records. Replacement certificates will not be issued. |