**Draft ARCP checklist for new ICM curriculum**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee Name:** |  | **Date:** |  |
| **Stage of Training:**  |  | **Est CCT:**  |  |

|  |
| --- |
| **Evidence no longer required on ARCP checklist** |
| The following information is no longer specifically checked at ARCP but MUST be signed off annually in the designated place by the ES | Top 30 Cases | Removed with new curriculum (needed if staying on old) |
| Extended Case summaries | Removed previously. No longer needed by anyone |
| Stage Certificates  | Complete on eportfolio |
| PDPs  | Complete on eportfolio |
| Learning agreement | Must be signed on Form R |
| QI / Audit / research | Annual evidence uploaded to HiLLO 2+3 and signed by ES |
| Teaching delivered | Annual evidence uploaded to HiLLO 4 and signed by ES |
| Management activity | Annual evidence uploaded to HiLLO 1 and signed by ES |
| M+M attendance | Annual evidence uploaded to HiLLO 1 and signed by ES |
| **Notes** | **Satisfactory** |
| **ARCP documents**Scanned ARCP documentation from ALL previous ARCPs must be in e-portfolio, therefore please ensure outcomes from other portfolios are scanned across. |  |
| **ARCP Checklist (THIS DOCUMENT)**ARCP checklist including location of evidence and verification by supervisor uploaded |  |
| **Supervisor Reports**All reports from ES and CS meetings must be available. This is especially important for placements outside Anaes/ICM which won’t be on e-portfolio e.g. Medicine |  |
| **ESSR**Remember to initiate 1 month before ARCP to allow completion and ES + CT sign off |  |
| **GMC and HEYH survey (receipt)**Upload completion receipts to e-portfolio and record date on ESSR |  |
| **Exam progress (FFICM)**Upload success letter *and* record attempts on ESSR |  |
| **Logbook**Use of a logbook is recommended. Sunderland logbook is popular but not mandated. Recording of clinical presentation, age, involvement with case and practical procedures advised for certain HiLLO evidence |  |
| **Learning Outcome Completion (LOC) forms**LOC forms can be completed at any time if appropriate evidence is complete, not just before Critical progression ARCP. Ensure Stage and Capability level is highlighted |  |
| **Supervised Learning Events (SLEs)**Formerly WPBA. Linking to several HiLLOs is recommended as long as relevance is clear |  |
| **MSF** Recommended annually. Completion can take over 6 weeks. Minimum 12 respondents |  |
| **Publications**Record all publications as reflections/activities on e-portfolio. Remember to link to appropriate HiLLOs |  |
| **Teaching attended** Record all teaching attended (CPD) as reflections/activities on e-portfolio, including certificates where possible. This includes regional teaching, external courses, Life support courses etc. Remember to link to appropriate HiLLOs |  |
| **Reflective practice**All serious incidents, complaints etc must have their own reflectionMandatory evidence of formal reflection (minimum 3 - two of which are clinical) Guidance on Academy of Medical Royal Colleges website www.aomrc.org.uk |  |
| **Form R**Must be uploaded pre-ARCP All sickness must be recorded in ESSR and Form R irrespective of duties missed. |  |