# Summary of activities for ARCP

## CMT (Yorkshire and the Humber)

### Last updated: February 2018

There are many locations that you can put different documents in your ePortfolio. Unfortunately what seems an obvious location to one person may not be seen that way by someone else. In order for your ARCP panel to be able to locate your evidence easily could you please ensure the following is completed and evidence located in the places described:

|  |  |
| --- | --- |
| Trainee’s Name |  |
| Period summarised in this form | e.g. August ’17-July ‘18 |
| Year of training | e.g. CT1 |
| Location of training | e.g. West Yorkshire |
| Trainee comments | e.g. LTFT@60% or nil |
| This document | Title “Summary of activities [year]” and place in folder titled “ARCP” |
| Form R | Title “Form R [year]” and place in folder “ARCP” |

## Clinics

|  |  |
| --- | --- |
| Number of clinics since last ARCP |  |
| Total number of clinics in CMT to date |  |
| Template for recording procedures and clinics (downloadable from JRCPTB) | Place in folder titled "ARCP"If you're using this to record procedures please create a second version of the file and place in a folder titled "Logbook" |

## Teaching attendance

|  |  |
| --- | --- |
| Number of regional teaching days attended |  |
| Dates and topics of regional teaching attendance | e.g. 23/11/17 (resp); 25/01/18 (cardio/neuro) |
| Simulation days attended | e.g. ASCME |
| Regional teaching day certificates (if any) | Place in a folder titled "CMT Regional Teaching" within the folder "Teaching delivered, attended and feedback." |
| Trainee comments |  |

Please don't place certificates for regional training days in the "Exams, certificates & courses" folder. This folder is for external courses and certificates such as ALS or MRCP.