Summary of Evidence for ARCP for all Y&H Dental Specialty Trainees

Setting up a placement and learning agreement on ISCP:

Placements are set up by the trainee by: Dashboard – Trainee Setup – Training History – Add a New Placement. (or by Add – Training History – Placement)

Please note that placement dates should be set up from ARCP to ARCP. There should be no overlap in placements nor gaps between placements.

Evidence Red = essential	For Trainees Location to upload on ISCP:	For ARCP panel Location on ISCP at ARCP: (Trainee Progress – Viewing -)
Up to date CV	Dashboard – Trainee Setup – Upload a CV	Summary
Clinical Supervisor Comments	Clinical supervisors should be prompted by ISCP to complete these fields. Trainees can also email clinical supervisors to request they do this prior to lockdown. Once clinical supervisors have completed their report this should be visible within the current learning agreement. In order for clinical supervisors to be able to add a comment, clinical supervisors must be added to the current 'placement' by the trainee. This should be done when setting up a new placement. Alternatively, if a placement is already set up and you need to add a clinical supervisor retrospectively, go to: dashboard – trainee set up - training history, click on the current placement, retract, edit accordingly and re-submit placement.	Progress – Learning Agreement – Current ARCP Period
AES Report	Learning – Your Placements & Learning Agreement – click on current placement. All aspects of the objective setting, interim review and final review meetings need to be completed to be able to open up and complete	Progress – Learning Agreement – Current ARCP Period

	the AES report. All aspects of AES report must be completed.	
Logbook	Add – Other Evidence - Miscellaneous	Evidence – Other Evidence - Miscellaneous
Collated Clinical supervisors Assessment form.	Add – Other Evidence – Miscellaneous. A Clinical Supervisor Recommend Outcomes Form should be sent to all clinical supervisors. Each CS should complete and send this form to the ES who shall collate all the responses. The collated form is then shared with the trainee and uploaded by the trainee. The Clinical Supervisor form is available at http://www.yorksandhumberdeanery.nhs.uk/dentistry/dental_specialty_training/dental_trainers/. This is found on the website under Dental Trainers – ARCP – Clinical Supervisors Report	Evidence – Other Evidence - Miscellaneous
Academic progress Report **(for academic trainees only)**	Add – Other Evidence – Miscellaneous.	Evidence – Other Evidence - Miscellaneous
PDP	Add – Other Forms - PDP	Other Forms
Direct Observation of Procedural Skills (DOPS)*	Add – Evidence - DOPS	Evidence
Clinical Evaluation Exercise (CEX)*	Add – Evidence - CEX	Evidence
Case Based Discussion (CBD)*	Add – Evidence - CBD	Evidence

Participation in Audit	Add – Other Evidence - Audit	Evidence – Other Evidence
Multi-Source Feedback (MSF)*	Add – Evidence - MSF	Evidence
CPD	Add – Other Evidence – Miscellaneous A CPD log should be uploaded in a format that meets GDC enhanced CPD requirements. A CPD activity log template can be found on the GDC website.	Evidence – Other Evidence - Miscellaneous
Examinations	Add – Other Evidence - Examinations	Evidence – Other Evidence
Patient Feedback	Add - Other Evidence – Patient Feedback received	Evidence – Other Evidence
Presentations	Add - Other Evidence – Presentation	Evidence – Other Evidence
Research	Add - Other Evidence – Research	Evidence – Other Evidence
Teaching	Add - Other Evidence – Teaching sessions by trainee	Evidence – Other Evidence
Positions of responsibility	Add - Other Evidence – Positions of Responsibility	Evidence – Other Evidence
Significant Events	Add - Other Evidence – Significant Event/Critical Incident	Evidence – Other Evidence
Awards & Prizes	Add – Other Evidence – Awards & Prizes	Evidence – Other Evidence
Publication	Add – Other Evidence - Publication	Evidence – Other Evidence
Project	Add – Other Evidence - Project	Evidence – Other Evidence
Rota	Add – Other Forms - Rota	Other Forms

Journal Entry	Add – Other Forms – Journal Entry	Other Forms
Assessment of Audit (AoA). **Clinical Evaluation Exercise for Consent (CEXC).** **Observation of Teaching (OoT).** **Procedure Based Assessment (PBA)**	Add – Evidence –AoA/CEXC/OoT/PBA These items are not currently in routine use but may be added under specific circumstances	Evidence These items are not currently in routine use but may be added under specific circumstances

*See SAC Guidance for numbers