

**Summary of Evidence for ARCP**

**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	For Trainees	For ARCP panel
<b>Red = essential</b>	<b>Location to upload on ISCP:</b>	<b>Location on ISCP at ARCP:</b> (Trainee Progress – Viewing - )
<b>Up to date CV</b>	Dashboard – Trainee Setup – Upload a CV	Summary
<b>Clinical Supervisor Comments</b>	<p>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.</p> <p>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.</p>	Progress – Learning Agreement – Current ARCP Period
<b>AES Report</b>	<p>Learning – Your Placements &amp; Learning Agreement – click on current placement.</p> <p>All aspects of the objective setting, interim review and final review meetings need to be completed to be able to open up and complete the AES report. All aspects of AES report must be completed.</p>	Progress – Learning Agreement – Current ARCP Period

<b>Logbook</b>	Add – Other Evidence - Miscellaneous	Evidence – Other Evidence - Miscellaneous
<b>Collated Clinical supervisors Assessment form.</b>	<p>Add – Other Evidence – Miscellaneous.</p> <p>A Clinical Supervisor Recommended Outcomes Form should be sent to all clinical supervisors. Each CS should complete and send this form directly to the ES who shall collate all the responses. The collated form is then shared with the trainee and uploaded by the trainee.</p> <p>The Clinical Supervisor Recommended Outcome Form is available within the ARCP section of each <a href="#">specialty page</a> on the HEE YH dentistry website.</p>	Evidence – Other Evidence - Miscellaneous
<b>Academic progress Report</b> <b>(for academic trainees only)</b>	Add – Other Evidence – Miscellaneous.	Evidence – Other Evidence - Miscellaneous
<b>PDP</b>	Add – Other Forms - PDP	Other Forms
<b>Direct Observation of Procedural Skills (DOPS)*</b>	Add – Evidence - DOPS	Evidence
<b>Clinical Evaluation Exercise (CEX)*</b>	Add – Evidence - CEX	Evidence
<b>Case Based Discussion (CBD)*</b>	Add – Evidence - CBD	Evidence
<b>Participation in Audit</b>	Add – Other Evidence - Audit	Evidence – Other Evidence

<b>Patient Feedback</b>	<p>This should be completed at ST1 (for the 6-month ARCP) and ST4 (if you are in a post-CCST programme or programme duration greater than 3 years)</p> <p>Each <a href="#">specialty page</a> on the HEE YH dentistry website has a patient feedback section where the form and further details are available. A minimum of 20 responses is required and a collated document should be uploaded to:</p> <p>Add – Other Evidence - Miscellaneous</p>	Evidence – Other Evidence - Miscellaneous
<b>Multi-Source Feedback (MSF)*</b>	Add – Evidence - MSF	Evidence
<b>CPD</b>	<p>Add – Other Evidence – Miscellaneous</p> <p>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.</p>	Evidence – Other Evidence - Miscellaneous
<b>Examinations</b>	Add – Other Evidence - Examinations	Evidence – Other Evidence
<b>Presentations</b>	Add - Other Evidence – Presentation	Evidence – Other Evidence
<b>Research</b>	Add - Other Evidence – Research	Evidence – Other Evidence
<b>Teaching</b>	Add - Other Evidence – Teaching sessions by trainee	Evidence – Other Evidence
<b>Positions of responsibility</b>	Add - Other Evidence – Positions of Responsibility	Evidence – Other Evidence
<b>Significant Events</b>	Add - Other Evidence – Significant Event/Critical Incident	Evidence – Other Evidence
<b>Awards &amp; Prizes</b>	Add – Other Evidence – Awards & Prizes	Evidence – Other Evidence
<b>Publication</b>	Add – Other Evidence - Publication	Evidence – Other Evidence

<b>Project</b>	Add – Other Evidence - Project	Evidence – Other Evidence
<b>Rota</b>	Add – Other Forms - Rota	Other Forms
<b>Journal Entry</b>	Add – Other Forms – Journal Entry	Other Forms
<b>Assessment of Audit (AoA).</b> <b>Clinical Evaluation Exercise for Consent (CEXC).</b> <b>Observation of Teaching (OoT).</b> <b>Procedure Based Assessment (PBA)</b>	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

HEE YH ARCP Checklist v3.2

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