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**ARCP process guide**

The Dental Gold Guide determines how the ARCP process should be conducted.

Where the TPD, educational supervisor or academic educational supervisor has indicated that there *may* be an unsatisfactory outcome through the ARCP process (Outcomes 2, 3 or 4) the trainee will be informed prior to the panel of the possible outcome and ***must*** meet with the panel but only *after* the panel has considered the evidence and made its judgement.

In order to facilitate this decision making process it is recommended that the grid (Form A) below is filled out by all trainers/supervisors in addition to their free text comments and forwarded to the trainees AES. The opinions of all trainers/supervisors will be collated by the AES/TPD in order that there is clarity regarding the decision as to whether an unsatisfactory outcome may be awarded.

If there is the possibility of an unsatisfactory outcome then this should be discussed with the TPD and ADD and the trainee informed of this possibility prior to the ARCP panel making a decision.

**Clinical Supervisor Recommended Outcomes.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outcome 1 – satisfactory progress | Outcome 2 – targeted training required | Outcome 3 – repeat training required |
| Clinical skills |  |  |  |
| Knowledge |  |  |  |
| Management/ Leadership |  |  |  |
| Research/audit |  |  |  |
| Attitudes - Communication/ team working |  |  |  |