**HEE YH ARCP Timeline**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Timing Relative to ARCP Date | Trainee\* | Assigned Educational Supervisor | Clinical Supervisor | TPD | External | HEE YH |
| End of previous ARCP meeting |  |  |  | Confirm date for 6 months’ time - inform programme support who will require ARCPs and external Confirm date for 6 monthsSet date for one year | Confirm proposed date is possible | Book room and externalAdd one-year date on website |
| 12 weeks prior | Receive letter confirming ARCP and lockdown date | Distribute clinical supervisor outcome forms  | Receive, complete and return clinical supervisor’s outcome Form to AES. | Receive letter Set up ARCP on ISCPDistribute timeline to ES and CSMake contact with external and set up remote review |  | Letter to trainees copied to TPD re date of ARCP and lockdown date.Confirm external availability |
| By 5 weeks prior | Complete Portfolio (ISCP)Upload Logbook | Collect and collate clinical supervisor outcome forms | Add comments to ISCP. |  |  |  |
| 4 weeks prior - LockdownNo guarantee that evidence submitted after this date will be considered. | Submit form R, trainee assessment form(s) and health and probity forms to deanery.Upload collated clinical supervisor form | Meet with traineeReview evidenceUpdate PDPComplete Structured AES Form |  | Consider all evidence (with ADD) - Remote ReviewInform programme support of predicted outcomesInform trainee and ES of likely outcome | Consider all evidence (with ADD) – Remote Review | Screen Form RAlert TPD to potential problems.Letter to trainees informing of predicted outcome.Send out agenda and submitted forms |
| ARCP |  |  |  | Present. | Present | Present if adverse outcome a possibility. |
| Post ARCP | Sign off ARCP Outcome form. |  |  | Complete ARCP Outcome Form on day of ARCP | Submit report to relevant SAC | Inform candidates of outcome.  |
| By 2/52 post ARCP | Outcome 5. Missing Evidence Uploaded. |  |  |  |  |  |
| By 4/52 post ARCP | Meet with ES – first ES meeting of new cycle. In light of ARCP outcome. |  |  | Feedback to trainee and ES if required  |  |  |

**\*Summary of Trainee Forms in addition to ISCP**

**Documents to be uploaded into “other evidence” on ISCP**

1. **Collated Clinical Supervisors Outcome Form**
2. **Log Book**

**Forms to be returned to HEE YH**

1. **Form R**
2. **Training Post Assessment Form**
3. **Specialty Training Trainee Assessment Form**
4. **Health and Probity Form**