**Trainee Executive Forum Meeting:** 20/07/2021

Present:

Annabelle Carter, Peter Webster (minutes), Nicholas Weatherley, Ashkan Eighaei Sedeh, Lauren Harkin, Opeoluwa Adeniran, Sana Fatima. Lucy Mccabe

Apologies

Rammina Yassaie, Alexandra Damazer, Stuart Stokes, Sidra Chaudhry.

*Discussion of ARCP Process*

Sarah Kaufmann, Nicola Doddridge and Emma James present to answer queries regarding ARCP process.

The ARCP is a “summative assessment of electronic evidence at a point in time”. The trainee is not required to be present on the day of the ARCP. This is a common misunderstanding amongst trainees and trainers. The trainee is, however, *involved* in the ARCP process; they are responsible for uploading the evidence and can write on their Educational Supervisor report what outcome they feel they should receive. The trainee is free to disagree with the Educational Supervisor outcome and can write this on the report. The ARCP panel will assess all submitted electronic evidence, including the Form R Part B, but evidence from the trainee on the day of ARCP is not considered or possible.

After the ARCP a virtual call will be made to the trainee to inform them of their outcome and why the panel reached that decision. The call will not discuss how the trainee should address adverse outcomes – It is recommended:

* After an Outcome 2 or 10.1 trainees should have a further meeting with their Educational Supervisor to address issues going forward.
* After an Outcome 3, 4 or 10.2 the trainee will have a follow up meeting with a senior faculty member from the school to address issues going forward.

Trainees can ask for a review of Outcomes 2 or 10.1. The same panel will then re-review the submitted electronic evidence. Trainees can appeal Outcomes 3,4 and 10.2. In this setting a completely new panel review the evidence, the trainee will be present and both the trainee and panel will present their arguments. Trainees cannot appeal or ask for a review of an Outcome 1 or 6. Future leaders can be involved in appeal panel, but not on routine ARCP panels. NK stated this is required for fairness/transparency as per Gold Guide in appeal cases but would become an issue of confidentiality in routine ARCP panels.

Universal agreement that information regarding ARCP is not communicated well from HEE. A series of videos and documents from HEE exist explaining ARCP process, terminology and outcomes, but they are not available to trainees. EJ will provide AC with these which the TEF can potentially signpost to if thought to be useful. **AC to help SK draft paragraph that will be included on ARCP invitations explaining role of trainee in ARCP process.**

When previously a TPD, ND attended the first teaching session of the year and outlined the ARCP process for trainees, which received good feedback. TEF highlighted this is not commonplace across all specialities and some trainees have never met their TPD. ND attends annual meeting with TPDs entitled “Breaking Down Barriers to Trainees”. She requested we email with positive examples within specialities of improving the ARCP process **(TEF members to email to AC to collate)**. SK suggested another possibility is an Educational Review midway through the year where the TPD meets each trainee, as a separate process to the ARCP. This is current practice in Cardiothoracics but thinks it won’t be logistically possible in bigger specialities.

HEE are offering virtual educational supervisor and ARCP training courses. They would like attention drawing to failing educational supervisors. It is the trianee’s responsibility to highlight failing educational supervisors. HEE is not responsible for educational supervisors, it is the trust the educational supervisor works for that is. If the educational supervisor is not available due to heavy clinical commitments, this should be highlighted to the TPD or Director of Medical Education. Equally, educational incident reports can be completed. This should be done well in advance of the ARCP (prior to the mid-year meeting).

The new curriculum will not mandate courses for specialities. Current mandatory HEE courses have increased virtual capacity. Currently not aware of significant numbers on waiting lists which are regularly checked.

ARCP feedback survey from last year returned 500 responses. AC meeting with EJ to address questions regarding feedback in future.

AC and LM will maintain close contact with ND and SP regarding ARCP process.

*Debrief*

TEF recognise the ARCP process is perceived very differently between HEE and trainees/trainers. We cannot change the ARCP process.

TEF feel we should primarily focus on:

* Preparing trainees for the ARCP to ensure all relevant evidence is submitted.
* Developing checklists prior to ARCP (Exist in some specialities, but only a minority)
* How to exception report failing Educational Supervisors**.**

*Other Business*

SF presented her current project work on professional support. AC confirmed there are ongoing consultations regarding one to one educational supervisor meetings as part of COVID training recovery programme. It is still unclear how this will be implemented or what quality assurances can provided.

AC quality meeting cancelled due to illness, waiting to be rescheduled.

AE leaving forum, we will be advertising for a West Yorkshire Locality lead. AD to Leave role and assume East Yorkshire Locality Lead. SS to move to South Yorkshire Locality lead when NW leaves forum. In addition to West Yorkshire Locality, Vice Chair and Secretary roles need to be recruited. Possibility of second Vice Chair role, which could be a future leader fellow, to manage volume of work

Mapping out JDFs, School/Specialty Forums with trainee reps, etc. that can feed into Wider Trainee Forum: AC to set up document on shared drive to document all different junior doctor forums within trusts or specialities within Yorkshire. This will be used to disseminate information from the forum. **(All TEF members to contribute)**

Spreading word about forum: AC has reached out to all possible School reps and Chief registrars as possible via email (only by information on website & emailing contacts in HEE) – has done as many as can. **All TEF members to review AC list on share point & try to spread word to local trust JDF & their school trainee forums & colleagues at work. Advise to express interest in joining forum by emailing Annabelle.carter@hee.nhs.uk**

Newsletter Draft: LH has put draft newsletter layout on shared drive. TEF agreed on format. **Need to agree who is going to do what sections for content**. **AC to check if layout in line with HEE guideline once content complete & see who may want to do logo/graphics (Minor formatting issue after agree content).**

Need to assign TEF members to “How to Guides”/Communication Topics e.g. “How to Exception Report”. In some instances this may be a case of finding what sources are already available, collating what is present and signposting/summarising. Ideas discussed included: ARCP timeline, documents, meetings, e-portfolio; Induction Welcome to Yorkshire; Wellbeing & Professional Support; Exception reports- how to fill out, educational vs. work, impact; IMG welcome pack; structure of HEE, Who are TPD/ES/Dean/HOS/DME what they do, who to go to in what circumstance… Ideas to be put on Jam board **(All TEF members to contribute to Jam Board and put name down on one topic would be happy doing & in what format poster/document, video & spend August time to start working on this)**

OA updated TEF on work for International Medical Graduates (IMG). Example website for Wessex which may be signposted to. AC discussed how numerous projects going on simultaneously in HEE but not joined up. Don’t want to duplicate work so has put OA & SC in touch with relevant persons (Louise Flint, Samuel Mercer, Essam, Deputy Dean) **AC and OA to arrange meeting to discuss work further.**

Limited availability for meetings in August 2021. **All TEF: Please fill out Doodle Poll as soon as you can. AC to consider meeting TEF members in small groups/individually over August, or may plan limited meeting.**

Ideas for First Wider Forum Meeting Agenda: Would be great to discuss next TEF August meeting but with limited availability

ACTION POINTS FOR ALL TEF:

* **Think about topics want to do a “how to” or information bulletin on- Update jam board and assign name to one topic & try to gather information & work on this for day allotted in August (can be poster/PDF/video) may just require pulling together of resources already out there rather than duplicating work.** [**https://jamboard.google.com/d/14SGyhFrcsgFVCNKWROR7Y7Yv8AImjBflFpdY8NhOPw4/viewer?f=3**](https://jamboard.google.com/d/14SGyhFrcsgFVCNKWROR7Y7Yv8AImjBflFpdY8NhOPw4/viewer?f=3)
* **Update Jam Board to see what format, structure, topics we want 1st wider training forum meeting** [**https://jamboard.google.com/d/14SGyhFrcsgFVCNKWROR7Y7Yv8AImjBflFpdY8NhOPw4/viewer?f=4**](https://jamboard.google.com/d/14SGyhFrcsgFVCNKWROR7Y7Yv8AImjBflFpdY8NhOPw4/viewer?f=4)
* **Review Newsletter draft on One Drive (those who weren’t able to attend meeting) & offer comments**
* **Review “Contact list” (that AC has drafted on One Drive) of Chief registrars, JDF trainee reps in your trust/friends trusts, school/speciality reps in your specialty/other specialities you may know so we can create a network of contacts**
* **Create a “ARCP checklist” for your specialty for us to pilot next ARCP (e.g. number of reflections needed, number of CBD’s, Form R, Copy of timetable etc…) with an aim to pilot and get specialities to use it to make the ARCP less stressful.**
* **See if anyone else can contribute to August Jam Board (understand rotas aren’t all in yet!)** [**https://doodle.com/poll/x4iezar6ax23hbih**](https://doodle.com/poll/x4iezar6ax23hbih)

**Lucy and Annabelle**

* **To meet with Emma James (ARCP Business manager) about ARCP questionnaire design & Feedback post ARCP**

**Ope and Sidra:**

* **Continue amazing work RE: collating and coordinating IMG work**

**Volunteers Required for Roles (Non urgent):**

* **Someone who would like to format sort of logos/ graphics for newsletter**