

*Developing people
for health and
healthcare*

The ARCP

Annual Review of Competence Progression

Richard Balmer



Health Education
Yorkshire and the Humber



Website

- [Health Education YH | Dental Specialty Training](http://yh.hee.nhs.uk)

How Often?

- The ARCP is an annual review.
- Must occur for every trainee once in each training year (as a minimum).
- Trainees in year one of training should have an interim ARCP at six months and an ARCP at the end of the first year of training.
- May require further 6 monthly (interim) ARCPs

Timing Relative to ARCP Date	Trainee*	Assigned Educational Supervisor	Clinical Supervisor	TPD	External	HEE YH
End of previous ARCP meeting				<p>Confirm date for 6 months' time -inform programme support who will require ARCPs and external</p> <p>Confirm date for 6/12</p> <p>Set date for one year.</p>		<p>Book room and external.</p> <p>Add one year date to website.</p>
12 weeks prior	Receive letter confirming ARCP and lockdown date	Distribute clinical supervisor outcome forms	Receive, complete and return trainer assessment form to AES.	<p>Receive letter</p> <p>Set up ARCP on ISCP</p> <p>Distribute timeline to ES and CS</p>		Letter to trainees copied to TPD re date of ARCP and lockdown date.
By 7 weeks prior	<p>Complete Portfolio (ISCP)</p> <p>Upload Logbook</p>	Collect and collate clinical supervisor outcome forms	Add comments to ISCP.			
By 6 weeks prior (lockdown)	<p>Submit form R, trainee assessment form (s) and health and probity forms to deanery.</p> <p>Upload collated clinical supervisor outcome form</p>	<p>Meet with trainee</p> <p>Review evidence.</p> <p>Update PDP</p> <p>Complete Structured AES Form on ISCP</p>				
Lockdown						
6 weeks before	No guarantee that evidence submitted after this date will be considered.					

Timing Relative to ARCP Date	Trainee*	Assigned Educational Supervisor	Clinical Supervisor	TPD	External	HEE YH
Lockdown						
6 weeks prior	No guarantee that evidence submitted after this date will be considered.					
4 weeks prior				Consider all evidence (with ADD) - Remote Review Inform programme support of probable outcomes	Consider all evidence (with ADD) – Remote Review	Screen Form R Alert TPD to potential problems. Letter to trainees inviting them to ARCP and informing of likely outcome.
ARCP	Present if adverse outcome			Present.	Present	Present if adverse outcome a possibility.
Post ARCP	Sign off outcomes.			Complete Outcomes	Submit report to relevant SAC	Inform candidates of outcome.
By 2/52 post ARCP	Outcome 5. Missing Evidence Uploaded.					

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. Trainee Assessment Form (s)
3. Health and Probity Form

Overall Timeline

- Date of ARCP set one year in advance.
- 12 weeks before dental Support will initiate process
- Lockdown at 6 weeks before

Clinical Supervisor

- Add Comments to ISCP
- Complete Clinical Supervisors Outcome Form and return to AES

Clinical Supervisors Outcome Form

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	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			

Clinical Supervisors Outcome Form

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

Clinical Supervisors Outcome Form

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	Outcome 1 – satisfactory progress	Outcome 2 – targeted training required	Outcome 3 – repeat training required
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Knowledge	xxxxx		
Management/ Leadership	xxxx	x	
Research/audit	xxxxx		
Attitudes - Communication/ team working	xxxxx		

Clinical Supervisors Outcome Form

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	Outcome 1 – satisfactory progress	Outcome 2 – targeted training required	Outcome 3 – repeat training required
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Knowledge	xxxxx		
Management/ Leadership	xx	xxx	
Research/audit	xxxxx		
Attitudes - Communication/ team working	xxxx	x	

The Educational Supervisor



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- Distribute and Collate Clinical Supervisor Forms.
- Review the evidence for the ARCP panel, including all assessments, personal development plan, curriculum completion, skills and development logs. If any evidence is lacking the ES should remind the trainee to complete it as otherwise the ARCP outcome will reflect inadequate evidence.

The Educational Supervisor



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- Meet with the trainee and complete a structured report. It is vital that the report is as full as possible as this is a key piece of the evidence to the ARCP panel.
- The report should:
 - Reflect the learning agreement and agreed objectives
 - Be supported by evidence from the workplace-based assessments (WBAs)
 - Provide a summary comment regarding overall progress during training period

The Educational Supervisor



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- Inform the TPD/PGDD in advance if a trainee is unlikely to be awarded a satisfactory outcome

TPD

- 12 weeks before:
 - Receive letter from Dental Support
 - Set up ARCP on ISCP
 - Distribute timeline to ES and CS

TPD



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Remote Review

- ADD, TPD and External Involved
- Setting of provisional outcomes
- Inform and Invite Trainees
- Arrange appropriate support
- Flexibility with timetabling the ARCP day
- Reduce Outcome 5s

The External

The SAC external representative is a subject matter expert nominated by the specialty's SAC. They provide externality to the ARCP process. Their purpose is to:

- Assist in the quality management of the ARCP process
- Evaluate the quality of the training programme being undertaken by the trainee

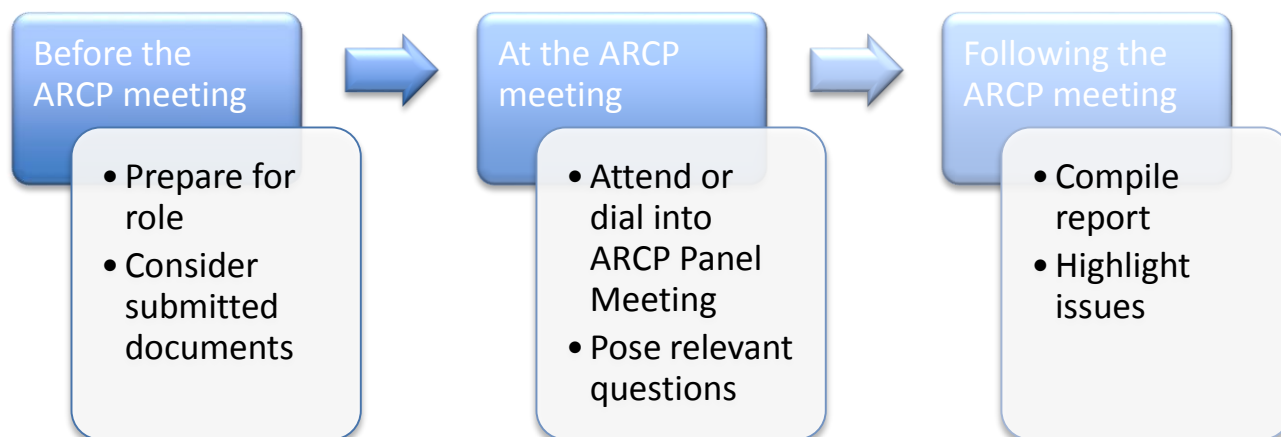
The External

The SAC external representative's role includes:

- Reviewing all documentation
- Endorsing or raising questions on the process and recommended outcome
- Assessing the quality of training offered to the trainee

The External

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What happens at the ARCP



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- Conduct of the ARCP

Minimum Panel Composition



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- Training Programme Director
- HEE YH Representative
- External
- Lay Chair
- Admin Support where adverse outcomes are to be awarded.
- Academic Representative if appropriate

Panel Meet and Consultation



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- Panel will review the evidence for each trainee.
- They will confirm the intended outcome.
- Feedback for the trainee should be agreed upon.
- Reasons for adverse outcomes will be reviewed and in these cases training plans to address these outcomes should be agreed.

Panel Meet with Trainees (Adverse Outcome)

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- Feedback to trainees to include reasons for outcome and recommendations.
- The meeting with the trainee is not a discussion and debate with the trainee about which outcome is given.

Panel Meet with Trainees (All Trainees)



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- Although this is not a part of the ARCP process many training programmes take this opportunity to explore the trainee's experience of the programme in the absence of the immediate training team.

Final Panel Meet

- To receive feedback from HEE YH representative and Lay Chair
- Confirm dates of next ARCPs (both 6 and 12 months)

Help is available.



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- Gold Guide
- HEEYH (website)
- External

Suggestions

- Plan panels well in advance.
- Feedback/update the trainee body via STC