

ARCP Delivery and Arrangements in HEE working across Yorkshire and the Humber

Guidance for Postgraduate Foundation, Medical and Dental Training


V3 20th May 2020: COVID-19 pandemic has meant that guidance is being updated on a regular basis. Please check the [website](#) for the most up to date version.

The COVID-19 pandemic has meant that there are some major differences to the way that ARCPs will be run this year in Yorkshire and the Humber. An understanding of the normal ARCP requirements is still essential.

The major differences are:

1. All ARCPs and their feedback sessions will be virtual.
2. Panel composition will be different.
3. Whilst we will endeavour to perform as many as ARCPs as possible, certain ARCPs will be prioritised and some may be deferred.
4. Required evidence for progression will have been redefined for some stages of training.
5. Introduction of a “no fault” COVID-19 specific outcome in certain circumstances – Outcome 10.

1. Virtual ARCP Panels

- The ARCP Panel will meet virtually, links will be provided by the Programme Support Team (normally via Zoom).
- A member of the Programme Support Team will join the beginning of every virtual ARCP meeting to ensure it is working appropriately.
- Facilities will be available for dial-in; however, we advise panel members to join the call from their tablet or computer, and not their mobile phone so the screen sharing function can be utilised. Users should join the video conference with the **Chrome**.  Zoom can be downloaded [here](#) and you will have to register with the site.
- Security measures have been put in place for Zoom; this includes all meetings requiring a password for access, recording has been disabled, private chat has been disabled and no data is stored to the cloud.
- If joining or chairing an ARCP Panel, please check your device will permit Zoom in advance of the Panel meeting. Testing is encouraged and please contact Programme Support to arrange.
- The Programme Support Team will speak with the Chair a minimum of 2 weeks prior to the ARCP date and 1 working day after, to discuss and clarify any matters. Where possible, this will be done by telephone.
- If there are any difficulties with technology, please discuss with your Programme Support Team contact in the first instance.

2. ARCP Panel Constitution

- The minimum requirement is two panel members, one of which will represent the specialty so they must have knowledge of the relevant curriculum and portfolio. Ideally this will be the HoS, TPD or other School Faculty member. The second person will be an educator, but may be from another specialty, depending on each school’s capacity.

Programme Support will liaise with the Panel Chair to understand capacity on a case-by-case basis.

- Trainees who are dual training or undertaking subspecialty training, or on an academic training pathway, should normally have a representative for the second specialty/subspecialty area or an academic on the panel.
- Lay representatives and Royal College external advisors are not necessary.
- The trainee's Educational Supervisor cannot be a panel member as per Gold Guide 4.79.
- All panels will be able to award the full range of available outcomes and guidance sought from a member of senior faculty prior to awarding an outcome 3 or 4.
- Access to trainee portfolios will be organised by Programme Support, normally 2 weeks in advance of the ARCP. However, the timescales may vary due to potential changes with panel composition and College authorization processes. Therefore screen sharing is the preferred method.
- If any clinical faculty are available and are willing to support ARCPs in other areas/specialties in the region, please register interest with Becky.travis@hee.nhs.uk.

3. Who should have an ARCP?

As a minimum, trainees who fulfil any of the following criteria will require an ARCP:

- Trainees currently on an ARCP Outcome 2 or 3.
- Trainees which are at a critical progression point (e.g. at the end of Core Training, a gateway point for trainees on a run-through programme or CCT).
- Where there are new concerns about a trainee's performance which are unrelated to COVID-19.

These essential ARCPs should be scheduled so that they take place first. We appreciate that some specialties will have concerns regarding capacity, where relevant please discuss this with the Head of School.

In the unlikely event that there is insufficient capacity to perform all ARCPs, non-essential ARCPs may be deferred with agreement from the Deputy or Postgraduate Dean. Trainees should be issued an N13 ARCP Outcome and their ARCP rescheduled. Please note this ARCP must still be no more than 15 months from the date of their last ARCP. It must occur within 3 months of commencing the next stage of training.

4. ARCP Evidence

Each Royal College/SAC has been asked to define the minimum data set for each specialty, for each year of training and to provide clear specialty-specific criteria for non-progression. They have also been asked to describe acceptable compensatory evidence. These should be used where available; when not available, please refer to our [HEE YH guidance](#). Where available, links to documents will be sent to all panel members at least 2 weeks in advance of the ARCP by Programme Support.

Trainees self-declaration: This is mandatory and will be part of the electronic Form R produced for use during COVID-19 pandemic. Trainees will self-assess their progress and provide evidence about how their training has been impacted by COVID-19. This must be forwarded to their ES and uploaded to their portfolio. It can therefore be used to triangulate evidence when deciding an outcome. Trainees may use it to indicate if they need wellbeing support.

5. ARCP Panel Training/Guidance

- The ARCP Panel will be provided with a link to access a [PowerPoint presentation](#) which outlines the ARCP process.
- All panel members should view this in advance of participating in an ARCP.
- All Panel Members must be trained in Equality and Diversity and this should be checked by the Panel Chair.

6. Trainee Post-ARCP Feedback Meetings

- All trainees on a non-standard outcome should have a feedback meeting to discuss the recommendations for their focused training (Gold Guide 4.83).
- Outcome 3 and outcome 10.2s
 - Will normally take place virtually within 2 weeks of the outcome letter (not necessarily delivered by the Panel).
 - Will be arranged by Programme Support with the Panel Chair and the trainee.
 - Programme Support will take notes.
- Outcome 2 or 10.1
 - Will normally take place within 4 weeks of the outcome letter.
 - This will be by the Educational supervisor and arranged directly between the Trainee and ES.
 - Programme Support will not take notes.
 - The person delivering the feedback should record an educator note (or equivalent) on the trainee's ePortfolio.
- If Schools wish to offer feedback to trainees in receipt of an outcome 1 or 6, this will need to be arranged locally between the person delivering the feedback and the trainee. Programme Support teams will issue notification of the ARCP outcome to the trainee.
- If there are any difficulties with technology, please discuss with the Programme Support Team contact in the first instance.

7. Application of ARCP Outcomes during the Contingency Period

All normal outcomes are available. However, during the COVID-19 pandemic:

- Outcome 4s – trainees will normally be deferred where no patient safety concerns have been identified.
- Outcome 5s – trainees may only be issued when trainees have failed to submit a Form R/Self Declaration Form for the ARCP:
 - This Form is still required to record full scope of practice, even though the GMC have deferred for a year the revalidation of those trainees due to revalidate before 30 September 2020.
- Outcome 6 for CCT - trainees can progress to a consultant role, as revalidation and joining the Specialist Register have been uncoupled (see above).
- Outcome 10 is a “no fault” outcome where COVID-19 has affected the trainees' ability to acquire the relevant competencies, and no compensatory evidence has been described:
 - 10.1: the trainee can progress but has competencies to be made up by the next ARCP. The trainee can request a Review of this outcome.
 - 10.2: the trainee needs an extension to acquire the competencies – given at a critical progression point. The trainee can Appeal this decision.
 - These are all supplemented by the relevant C codes.
- Outcome 8 - where a trainee has returned from an OOP/parental leave early (due to COVID-19) and they are returning to complete their OOP/parental leave, an outcome 8 should be awarded as per normal Gold Guide arrangements.

- When a trainee is already on an outcome 3 and outstanding competencies to move to the next stage of training/CCT were unobtainable due to COVID-19 pandemic, then an Outcome 10.2 should be awarded unless the specific Royal College/SAC guidance states otherwise.
- C Codes – supplement all outcome 10s, and more than one can be used for any trainee:
 - C3 – redeployment leading to a failure to acquire appropriate curriculum-related experience due to service changes. This should also be used for redeployment within the parent specialty if moving from one specialty/sub-specialty area to a more general/different area (e.g. moved from Paediatric services [EM or anaesthetics] back to adult services).
 - C12 – other: this should be used for a failure to acquire appropriate curriculum-related experience due to service changes when a trainee remains within the same specialty area (e.g. any surgical trainee that has all elective surgery cancelled and continues to do virtual clinics within the same specialty area).

Specific decision aids for use during the COVID-19 pandemic have been produced by Royal Colleges/SACs. There is a flow chart in the [ARCP decision aid](#) which should be consulted and links to all College decision aids are available on [Trainer Resources](#).

A senior faculty representative will be available to you on the day of the ARCP via telephone. They are available for any questions or support, particularly if you feel an outcome 3 or 4 is necessary. Programme Support will inform you of their contact details. Prior to the ARCP, please contact your Head of School or Deputy Dean for guidance as normal.

8. Educational Supervisors Reports

Educational Supervisors have a very important role in the ARCP process, particularly this year as the ARCP process is simplified. To support our Educational Supervisors, short [guidance](#) has been put together to enable them to effectively capture performance on the ES Report prior to ARCP.

Each Royal College/SAC should have defined what is acceptable in the absence of a comprehensive ES report (see section 7). If not, as a minimum there should be a statement from an experienced educator (e.g. TPD) giving an assessment of the overall progression compared to curriculum requirements. This should reference the WPBAs, CS comments and any reports prior to COVID-19 pandemic. They should give a holistic assessment, including the team's view of the trainee progression, including the GPCs.

The Educational Supervisor or Educator report should take into consideration the Trainee Self Declaration (see Section 4: **ARCP Evidence**).

9. ARCP Appeals and Reviews

If trainees wish to request a Review or Appeal, they should do so in writing via the normal mechanisms.

ARCP appeals will proceed and will be virtual. The panel composition is altered; there will be 3 members, with the Chair being the Postgraduate Dean or their representative. The two other panel members will be drawn from:

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| • External College/SAC representative | • Lay representative |
| • Senior doctor from the same specialty | • HR support/representative |
| | • Trainee representative |

Appeals will normally be held within 30 working days of the appeal request, and a maximum of one year of the original decision date (Gold Guide 4.173). It is anticipated that during COVID-19 pandemic, in Yorkshire and the Humber, these will be outside the 30-working day norm.