**ARCP Psychiatry North West HEE Summer 2021 Panel Guidance**

**1. Introduction**

1.1 The summer 2021 ARCP process for psychiatry trainees has been revised due to the impact of the COVID-19 pandemic. This guidance is a supplementary support to the ARCP panels and should be read in conjunction with the HEE training materials:

By agreeing to be a panel member it is understood that you are appropriately trained in equality & diversity (refreshed every three years) and have knowledge of the ARCP principles contained within:

* [GMC Promoting Excellence: Standards for medical education and training](https://www.gmc-uk.org/-/media/documents/Promoting_excellence_standards_for_medical_education_and_training_0715.pdf_61939165.pdf)
* [The Gold Guide](https://www.copmed.org.uk/gold-guide-8th-edition/)
* [Revalidation](https://www.nwpgmd.nhs.uk/revalidation)
* [ARCP protocol for Specialty Trainees](https://www.nwpgmd.nhs.uk/policies-procedures)
* [ARCP Process Video](https://specialtytraining.hee.nhs.uk/ARCP)

In addition to the above, please ensure you are aware of the principles in the following:

* [ARCP Webinar – Covid-19](https://web.microsoftstream.com/video/a802fb94-2ecf-4569-be96-b76f1fb7f089)
* [ARCP Decision Aid - Supporting the COVID-19 Response: Enabling Progression at ARCP](https://www.copmed.org.uk/images/docs/ARCP_Decision_Aid/ARCP_Decision_Aid.pdf)
* [Coding for ARCPs - 2020 ARCPs where COVID-19 has impacted on trainee progression](https://www.copmed.org.uk/images/docs/Coding_for_ARCPs/Coding_for_ARCPs.pdf)
* [Covid-19 Appeal process](https://healtheducationengland.sharepoint.com/Comms/Digital/Shared%20Documents/Forms/AllItems.aspx?id=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FCovid19%2FARCP%20Appeal%20Process%2Epdf&parent=%2FComms%2FDigital%2FShared%20Documents%2Fhee%2Enhs%2Euk%20documents%2FWebsite%20files%2FCovid19&p=true&originalPath=aHR0cHM6Ly9oZWFsdGhlZHVjYXRpb25lbmdsYW5kLnNoYXJlcG9pbnQuY29tLzpiOi9nL0NvbW1zL0RpZ2l0YWwvRVY4a1I1VTB3WEpHcmJuQkFrdzg2VDhCVHJZdzNCSnlBX3RzQWx0UVRCVUw2UT9ydGltZT16UU1BM0FYMzEwZw)

The following training packages are also available on the HEE e-learning for health portal:

* [Video - ARCP introduction](https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/458981)
* [Video - ARCP specialty and GP](https://portal.e-lfh.org.uk/LearningContent/LaunchForGuestAccess/458988)

1.2 In April 2020 the Statutory education bodies of the four nations published “Supporting the Covid-19 response: Enabling progression at ARCP” together with joint guidance with the GMC regarding “2020 ARCP recording where COVID- 19 has impacted on trainee progression”. These documents detailed the agreed derogations from the 8th Gold guide (GG8). GG8 sets out the arrangements agreed by the 4 UK health departments for progression in specialty training. The amended GG8 includes ARCP outcome 10/Covid-19 (see below), a specific outcome which can be used in training has been directly impacted by the pandemic, and changes in the delivery of ARCPs to streamline the process and allow remote panels.

1.3 On May 1st 2020, HEE released COVID-19 an Annual review of competency progression for specialty training programmes 2020; supplementary guidance for trainees and HEE PGME local teams.  The HEE guidance was further updated and includes the Royal College of Psychiatrists ARCP decision aid/panel guide.

1.4 It has been confirmed by the various statutory bodies that the revised ARCP process and Covid 19 amendments to Gold guide will continue till August 2021.

1.4 HEE have stipulated that wherever possible the usual ARCP outcomes should be used (6.1, COVID – 19, guidance HEE May 11th 2020). We anticipate most trainees should progress as normal but a number will have been impacted by the pandemic through sickness absence, changes to placement or access to training resulting in a delay in progression.

1.5 The purpose of ARCP (Annual Review of Competency Progression) remains the same which is to provide a summative judgement of a period of training. Its main functions are:

* To confirm trainee’s readiness to progress to the next stage of training or successful completion of training
* Provide advice to the Responsible Officer (Post Graduate Dean) about trainee’s revalidation across the whole scope of their work.

1.6 The panel should consider the effect of the Covid-19 pandemic on training during the summer 2020 ARCP. Although there have been learning opportunities during the Covid-19 response, it is acknowledged that opportunities for trainees to demonstrate curriculum competencies may have been impacted for various reasons such as change in working pattern, remote working and supervisor’s availability to complete Workplace-Based Assessments (WPBAs). The ARCP summary report should clearly state if the trainee’s progression has been affected by the pandemic .

1.7 It is recommended the panels adopt a flexible approach . The GG states where possible a global, holistic judgement should be delivered by the ARCP panels, that is aligned to Royal College guidance ( GG8:4.52-4.66)

1.8 Panels should continue to use the normal range of ARCP outcomes for trainees.

Although training has altered since March 2020, it is anticipated that the flexible

requirements for evidence of progression in training will lead to most trainees receiving an Outcome 1 (Satisfactory Progress). Whilst trainees can continue to receive outcomes that will require additional support (Outcomes 2 and 3) or an Outcome 4 (released from training), panels should be particularly mindful of any disruption to training that has occurred as a result of Covid-19 and an award an Outcome 10 (Covid) if appropriate.

1,9 Assessment panels will be composed of two panellists; TPDs and / or ES at core, ESs and /or TPDs from another speciality at Higher. Panels will be held remotely and will have access to administrative support. Training materials will be circulated ahead of panels.

1.10 Panels will complete the ARCP proforma form, which has been amended for this round. Appendix 2

1.10 Feedback panels will be composed of three panellists: Associate Dean, Head of School or Associate Head of School and a speciality TPD.

1.11 Trainees will have a right to appeal the ARCP outcome, as per normal processes

**2. ARCP Outcomes**

The ARCP panel will recommend one of the following outcomes:

Outcome 1: Making progress of the expected rate  
Outcome 2: Development of specific competences – no additional training time

required

Outcome 3: Inadequate progress- additional training programme time required  
Outcome 4: Released from programme- with or without specific competencies  
Outcome 5: Incomplete evidence presented   
Outcome 6: Gained all required competences   
Outcome 8: Trainees are out a programme   
Outcome 10.1: Development of specific competencies, progression to next stage of

training, no additional training time required. Trainee either at a non -critical progression point or the Royal College has made amendments to allow progression. For example amendment to psychotherapy requirements at end of CT3, allowing a case to be completed in higher training

Outcome 10.2: The trainee cannot progress and will need additional training time.

Example when this could be used include following prolonged isolation. Trainees receiving outcome 10 will be informed of the specific requirements needed, supported by a developmental plan to address the needs at feedback panel.

See Appendix 1 for flowchart

The process for review of Outcome 10’s awarded in Summer 2020 ARCP panel is set out in below document



**3. Documentation and Minimum Data Set**

All documentation including WPBA’s, Psychiatry Supervisors report (one for each post) and ARCP summary report (one per training year), evidence of reflection, form R and self-declaration form would be in trainee’s e-portfolio. The self-declaration from is an additional HEE document for this ARCP round, It allows the trainee to document their view on progression and any impacting factors, The form is linked to the Form R and requires validation by the clinical supervisor.

3.1 Supervisor Reports

Reports from the Psychiatry Supervisor and ARCP summary report are key documents for the ARCP panel. The supervisors would have specifically commented if there are significant issues in trainee’s progression and whether these were present pre-Covid-19, occurred as a result of Covid-19 and/or whether Covid-19 has contributed to them.

3.2 Work Placed Based Assessments (WPBAs’) and evidence of competency- Core Training

The suggested number of WPBAs as set out in the relevant RCPsych ARCP Covid-19 guidance is as below:

|  |  |  |
| --- | --- | --- |
|  | **Normal Curriculum WPBA Requirement, resuming for posts from August’21** | **Reduced WPBA Requirement applied to posts between March 2020 and August 2021** |
| CT1 | 16 | 11 |
| CT2 | 17 | 12 |
| CT3 | 18 | 12 |

Trainees will be expected to acquire WPBAs at the normal rate expected in the curriculum from August 2021 unless there are individual exceptional circumstances (such as an ongoing requirement to shield). This will not apply retrospectively to posts prior to August 2021 and post summer ARCP panels will take a pragmatic and supportive approach for trainees whose assessment period includes placements pre- and post-August 2021.

There should be a range of types of WPBA’s in the portfolio but there is no minimum number for each category.

Direct Observation of Non-Clinical Skills (DONCS) may be used by core trainees to demonstrate competencies where appropriate in addition to usual WPBA’s such as ACE, CBD.

If a Mini PAT has not been completed due to Covid related reasons such as remote working, a comment from the CS/ES on evidence of working within teams within the e-portfolio is satisfactory evidence.

Each Intended Learning Outcome (ILO)will require at least 3 pieces of evidence to demonstrate attainment of competencies. WPBAs should be considered flexibly in demonstrating progression, for e.g.: Case Based Discussion (CBD) of a discussion of a clinical research paper would be an alternative to journal club presentation and can be considered as evidence towards the meeting ILOs 8 & 9 (Research and Lifelong learning).

3.3 Psychotherapy Competencies

It is acknowledged that Psychotherapy competencies may be achieved through virtual means and new ways of working. Each psychotherapy supervisor will comment on the trainee’s progress in supervision groups. Trainees attending virtual Balint groups will have log dates within the portfolio, some may not be countersigned, but can be used as evidence of attendance for this round, as CBDGAs are being completed in July. Any incomplete psychotherapy competencies at CT1 and CT2 would not halt progression if all other curriculum requirements are met. The unmet psychotherapy competencies should be noted in the ARCP outcome form so that trainees can be supported to meet them in their following training year.

If a trainee is approaching the end of CT3 and has not completed a required psychotherapy case, which they had already started or were due to start, as a direct

result of covid-19 service disruption, an award of outcome 10.1 (Covid outcome) should be considered if the psychotherapy tutor has not signed them off to allow an outcome 6. This will be reviewed in the trainee’s first ARCP during ST4, if they are appointed, as per College guidance.

3.4 ECT Competencies

If a CT3 trainee has been unable to obtain ECT competencies due to

Covid-19, an Outcome 10.1 (Covid outcome) should be given if all other curriculum requirements are met. The unmet ECT competencies should be documented in ARCP outcome form so that she they can be reviewed in ST4 ARCP.

**4 Work Placed Based Assessments and Evidence - Higher Training**

4.1 The Royal College of Psychiatrists reduced the minimum requirements for Work Place

Based Assessments (WPBA’s) by 1/3 last year and this will continue for 2021 Summer ARCP’s

The requirement of WPBA’s is set out in the table below:

|  |  |  |
| --- | --- | --- |
|  | **Normal Curriculum WPBA Requirement, resuming for posts from August’21** | **Reduced WPBA Requirement applied to posts between March 2020 and August 2021** |
| General Adult | ST4 (18), ST5-6 (14) | ST4 (12), ST5-6 (10) |
| Older People | ST4 (17), ST5-6 (14) | ST4 (12), ST5-6 (10) |
| Child & Adolescent | ST4-6 (16) | ST4-6 (11) |
| Forensic | ST4-6 (14) | ST4-6 (10) |
| Learning Disability | ST4-6 (12) | ST4-6 (8) |
| Medical Psychotherapy | ST4-6 (12) | ST4-6 (8) |

Trainees will be expected to acquire WPBAs at the normal rate expected in the curriculum from August 2021 unless there are individual exceptional circumstances (such as an ongoing requirement to shield). This will not apply retrospectively to posts prior to August 2021 and post summer ARCP panels will take a pragmatic and supportive approach for trainees whose assessment period includes placements pre- and post-August 2021.

4.2 Psychotherapy Higher training

Family therapy conducted remotely can be assessed through the completed therapy hours log. Alternatively, for trainees unable to complete remote therapy, evidence of trainee participation in consultation meetings with a family therapist and evidence of formulations is satisfactory.

**5 Compensatory Evidence – All Trainees**

The panel should consider the use of compensatory evidence to assess the progression of the trainee if other evidence is not available due to the impact of Covid-19. This could be a range of evidence such as reflection forms, supervision logs and on call logs. It is to be noted that it is optional for the trainees to use the specific Covid-19 reflection form in the e-portfolio.

The compensatory evidence, where considered ,should be highlighted in the ARCP outcome form along with any outstanding competencies such as Psychotherapy so that trainees can be supported to meet them in their following training year.

**Appendix 1**

Is trainee at a critical progression point in their programme?

Were there pre-existing significant concerns about the clinical capability/fitness to practise-revalidation of the trainee?

**No**

**Yes**

Can an ARCP panel be convened which meets the minimum COVID panel requirements?

Prioritise ARCP

Prioritise ARCP

**No**

**Yes**

**Yes**

**No**

Has COVID-19 contributed to a delay in the acquisition of mandatory capabilities?

Has COVID-19 contributed to a delay in the acquisition of mandatory capabilities?

Has COVID-19 contributed to a delay in the acquisition of mandatory capabilities?

**No**

**No**

**Yes**

**Yes**

**No**

Award outcome using existing ARCP outcomes GG8: 4.91

**Yes**

Has the curriculum been amended to allow competences to be acquired at next stage of training?

Award outcome using existing ARCP outcomes GG8: 4.91

Is trainee at a critical progression point in their programme?

**Yes**

**No**

**Yes**

**No**

**Award Outcome 10.1**

Document nature of disruption using as many C codes as are applicable.

Trainee can progress to next stage of training.

Record as ‘**No ARCP’ with N13 code.**

COVID-19 is recorded as ‘other reason’ for No ARCP.

Trainee can progress to next stage of training.

**Award Outcome 10.2**

Document nature of disruption using as many C codes as are applicable.

Additional Training time is required before progression or completion.

**Award Outcome 10.1**

Document nature of disruption using as many C codes as are applicable.

Trainee can progress to next stage of training