Annual Review of Competence Progression (ARCP)

Please see below for information on what is expected of you for your Annual Review of Competence Progression (ARCP) which takes place in each year of the Core and Higher Surgical Training Programme. Progression with the assessment criteria detailed will be reviewed by the panel at interim reviews to assist and advise trainees regarding development needs ahead of the formal ARCP.

School of Surgery Assessment Criteria:

**Learning Agreements (LA)**

- All trainees must complete a Learning Agreement (LA) on ISCP with their AES for each placement.
- Topics & Progress: Your AES should review the evidence you have collated relating to the topics in your LA and set an outcome for each topic as appropriate for your progress. Please note most topics will be deemed to be ‘In Progress’ and only ‘Satisfactory’ towards the end of each stage of training.
- Following completion and sign off of the LA, your AES should complete and sign off the online AES report. Please note that for an ARCP all parts of the LA (objective setting, interim review, final meeting and AES report) **MUST** be fully completed.

**Educational Supervisor’s End of Placement Report**

- In addition to the Learning Agreement you also need to ensure that your AES completes an end of placement report. You will need at least one comment from a Clinical Supervisor for this report to be signed off - this can be done via the ‘notes’ facility in ISCP. The Clinical Supervisor should be identified in your placement details. The AES comments in the Learning Agreement and end of placement report should be detailed and comprehensive.

(*Mersey T&O trainees in ST3 and above should also complete a trainee assessment of post form - this will be attached to the email containing the notification of the ARCP date.)*

**Workplace Based Assessments (WPBAs)**

- **Core surgical trainees** - you are expected to carry out at least 1 WPBA per week and complete a *minimum* of 13 DOPS or PBAs, 13 CEXs, and 13 CbDs.
- **Higher surgical trainees** - you are expected to carry out at least 1 WPBA per week and complete a *minimum* of 13 PBAs (or DOPS if appropriate to your specialty), 13 CEXs, and 13 CbDs. The exceptions are **Paediatric Surgery** who’s higher trainees are expected to complete a minimum of 24 DOPs/PBAs, 12 CBDs and 4 CEXs, **Trauma & Orthopaedic Surgery (West Sector)** who’s higher trainees are expected to complete a minimum of 40 DOPs/PBAs, 10 CbDs and 10 CEXs and **OMFS** who’s higher trainees should complete at least 12 DOPS/PBAs, 12 CBDs and 12 CEX.

- Your WPBAs should be carried out in a variety of settings with a variety of assessors (with at least 50% by your Educational Supervisor (AES) or other consultant raters)** and should be spread out evenly throughout the training year. Assessments should include comments by the assessor reflecting feedback given on performance and areas for improvement and a global rating indicating the level achieved.
- All your WPBAs should be validated as the panel will not be able to see any un-validated assessments.
- Guidance on the practicalities of WPBAs and information on assessment types is available on the ISCP website: [www.iscp.ac.uk/curriculum/surgical/assessment_practicalities.aspx](http://www.iscp.ac.uk/curriculum/surgical/assessment_practicalities.aspx)
(* T&O trainees in ST3 and above should ensure that all PBAs are assessed by consultants.)

**Multi-Source Feedback (MSF)**
- You should complete the MSF assessment annually - approximately 4 months into your first placement. Complete a self-rating then nominate a minimum of 8 raters (12 is recommended). One of the raters must be your AES and the other raters should be more senior members of the healthcare team from a broad range of environments (e.g. ward, theatre, outpatients).
- You should meet with your AES to discuss and sign off your MSF feedback report before your ARCP. If you do not do this it won’t be visible to the panel and will not be considered as evidence.

**Audit**
- You are expected to have an active involvement in audit and make progress with a project in each placement on the rotation (the exception to this is OMFS and Paediatric Surgery who’s higher trainees are to complete one audit per year). Your audit activity must be recorded in the audit section of ISCP. It is recommended that your audit activity is assessed and, if this is done, you should complete an assessment of audit (AoA): www.iscp.ac.uk/curriculum/surgical/assessment_audit.aspx

**Curriculum Vitae & Evidence**
- You will need to upload an up to date copy of your CV to ISCP for the ARCP.
- You will also need to submit a paper copy of your CV by email to the School Administrator by the deadline set in the ARCP email sent to you. For interim reviews a paper copy should be brought on the day of the panel.
- The ARCP panel will review the evidence section of your ISCP portfolio so please ensure it is up to date with details of courses, publications etc. and reflects the information on your CV.
- You will need to upload a copy of your current timetable to the evidence section of ISCP. This timetable should be for your current post and should clearly identify your duties.

**Syllabus**
- Core Surgical Trainees - you will be working to the Core Surgical Training ISCP syllabus exclusively (not the specialty syllabus of the placement you are currently in) so ensure you only link WPBAs to topics in this syllabus. You can link WPBAs to multiple topics where appropriate.
- Higher Surgical Trainees should use the most up to date syllabus available on ISCP.
- Please note all trainees must be able to demonstrate progress in acquiring professional and leadership skills and demonstrating these behaviours across a range of situations as detailed in the appropriate syllabus.

**Teaching Attendance**
- Attendance at the teaching programme is mandatory and a minimum of 70% attendance is required.

**Examinations**
- Trainees will be expected to detail examination attempts and results in the evidence section of ISCP.

**Core Surgical & ST1/ST2 Trainees**
- CT2 trainees are expected to achieve both parts of the MRCS examination to progress to ST3 / higher specialty training.
• During Core Surgical Training you are expected to acquire the skills and knowledge to enable you to achieve both parts of the MRCS examination to progress to ST3 / higher specialty training. You should demonstrate this by providing evidence of attendance at the core teaching programme and satisfactory feedback from your supervisors regarding your knowledge.

Higher Surgical Trainees
• Higher surgical trainees will be expected to show that they are preparing for the FRCS examination during their training.

Logbook
• You should ensure your logbook is up to date in time for the ARCP. If your logbook is not linked to ISCP on the day of the ARCP the panel will not be able to assess your progress.

Previous Objectives
• If you have been issued with SMART objectives these will be reviewed at the ARCP to ensure that you are making progress in achieving the objectives within the timescale set. If you have been set SMART objectives and are having difficulty achieving them you must email your Training Programme Director with a copy to surgery.nw@hee.nhs.uk at the earliest opportunity.

Joint Clinical and Academic Training Programmes
• Those trainees who are undertaking joint clinical and academic training programmes (Academic Clinical Fellowship / Lectureship) need to submit an academic report by the deadline set in the ARCP email sent to you.

GMC and JCST Trainee Survey
• It is compulsory for you to show evidence that you have completed the GMC survey by uploading the completion code to the other evidence section of ISCP.

• You must also complete the JCST survey for each placement via ISCP.

Out of Programme
• Trainees who take time Out of Programme for Clinical Training (OOPT) must complete the assessments required by the specialty curriculum. In order for a period of OOPT to count towards the award of the CCT, evidence will be required by the SAC that educational objectives have been met including ISCP assessments for the entire period or satisfactory trainer's report.

• Those trainees who are Out of Programme for Research will need to submit a report from their research supervisor prior to their ARCP/interim review.

Form R
• The Form R is a mandatory requirement from the GMC for all ARCPs. Both Part A&B of the Form R must be completed for every ARCP (the Form R is not required for Interim Progress Reviews). The Form R must be completed within the month prior to the ARCP taking place. If a Form R has not been completed within the month prior to the ARCP we will be unable to issue a satisfactory outcome.

The links to the Form R (Part A&B) are:
• Form R Part A: https://www.nwpgmd.nhs.uk/form-r-part-a
• Form R Part B: https://www.nwpgmd.nhs.uk/form-r-part-a
**Certificate Guidelines and Checklists**
You should familiarise yourself with the certification guidelines for your specialty, please see [https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists/](https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists/) for further information.

If you fail to provide the evidence required or if you have made unsatisfactory progress you will be issued with one of the following outcomes:

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<tr>
<th><strong>Outcome 2</strong></th>
<th><strong>Development of specific competencies required – additional training time not required.</strong></th>
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<td></td>
<td>An outcome 2 will be issued when by the date of the panel A the majority of competencies have been achieved however some tasks have not yet been completed and therefore the trainee has not produced the mandatory evidence required to achieve a satisfactory outcome.</td>
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<td>An outcome 2 will result in the trainee being invited to a panel B face to face discussion where specific objectives will be set for the next training period.</td>
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<th><strong>Outcome 3</strong></th>
<th><strong>Inadequate progress by the trainee – additional training time required.</strong></th>
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<td>An outcome 3 will be issued when by the date of the panel A the panel are able to make judgement from the evidence provided that the trainee has made unsatisfactory progress and has failed to achieve the competencies required for their level of training (includes failing to achieve the required examinations).</td>
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<td>An outcome 3 will result in the trainee being invited to a panel B face to face discussion where specific objectives will be set for the next training period.</td>
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<td>An outcome 3 will also result in an extension of training being given for a period up to 1 year.</td>
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<th><strong>Outcome 5</strong></th>
<th><strong>Incomplete evidence presented – additional time may be required.</strong></th>
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<td>An outcome 5 will be issued when the trainee fails to produce documentation that already exists but for whatever reason has not made this available to the panel. This will result in the trainee being called to a panel B.</td>
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<td>An outcome 5 will not be issued to allow a trainee more time to produce evidence that does not already exist as the task has not been done for example if a trainee has only participated in 5 WBAs but needs 12 the outcome 5 does not give the trainee additional time before the panel B to participate in the remaining WBAs.</td>
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