

North West School of Surgery Annual Review of Competence Progression (ARCP)

ENT - Otolaryngology

Below is an outline of the requirements for completion of ENT and the competencies you are expected to achieve. Your progress towards achieving these competencies will be assessed at the Annual Review of Competence Progression (ARCP). **The evidence detailed below must be available on ISCP two weeks prior to the date of your ARCP, evidence uploaded after this date may not be considered by the panel.**

School of Surgery Assessment Criteria:

Learning Agreements (LA) and Educational Supervisor's Report (AES Report)

- It is your responsibility to arrange an objective setting meeting with your AES within four weeks of starting your post.
- All trainees must complete a Learning Agreement (LA) on ISCP with their AES for each 6-month placement. Placements should be created on ISCP in two, 6-month blocks if you are placed at the same site for a year.
- 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.
- An interim meeting with your AES should take place at around three months (two months for those in 4-month placements).
- Please note that for an ARCP, all parts of the LA (objective setting, interim review, final meeting and AES report) **MUST** be fully completed.
- Following completion of the LA, your AES should complete and sign the AES report.
- You will need at least three comments from a Clinical Supervisor (CS) for this report to be signed off (ideally your CS should provide comments prior to your objective setting meeting, your interim review and final meeting with your AES). The CS should be identified in your placement details. The AES and CS comments in the LA and the AES comments in the AES Report should be detailed and comprehensive.

Workplace Based Assessments (WPBAs)

- You are expected to carry out at least 1 WPBA per week and complete a minimum of 40 WPBAs per year consisting of:
 - A minimum of 13 PBAs and / or DOPs
 - A minimum of 13 CbDs
 - A minimum of 13 CEXs (Of which two should be CEX for Consent)
 - 1 MSF
- Your WPBAs should be carried out in a variety of settings with a variety of assessors with at least 50% by your AES or other consultant raters.

- WPBAS 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 with 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.
- You must ensure that comments on WPBAs are available to your AES / TPD, comments should not be marked as private.
- 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

Multi-Source Feedback (MSF)

- You should complete an MSF annually - approximately 4 months into your first placement. Complete the self-rating then nominate a minimum of 12 assessors. One of the assessors must be your AES, the other assessors should be more senior members of the healthcare team from a broad range of environments (e.g. ward, theatre, outpatients).
- When completing the self-assessment, you should refer to your previous MSF and Learning Agreement to identify areas that required development or that were rated outstanding. This should form the basis of your self-assessment for your current MSF.
- You should meet with your AES to discuss and sign off your MSF before your ARCP. If you don't it won't be visible to the panel and will not be considered as evidence.

Audit

- You need to provide evidence of the completion of one audit per year, where you are the principle person responsible for the audit.
- Each completed audit must be presented locally.
- During the course of the training programme, audit must include a review of personal outcomes.
- Your audit activity must be recorded in the audit section of ISCP. It is recommended that your audit activity is assessed and for every completed audit you complete an assessment of audit (AoA): www.iscp.ac.uk/curriculum/surgical/assessment_audit.aspx

Research

- You must provide evidence on ISCP of:
 - Two peer reviewed publications as first author from research or literature review (case reports do not count) undertaken from ST3 onwards, published (or accepted for publication) in an indexed journal.
 - Completion of a Good Clinical Practice (GCP) course in Research Governance within three years of certification.
 - Evidence of understanding of research methodologies (e.g. a dedicated course or relevant modules of a higher degree)
 - Evidence of critical appraisal of research literature (e.g. journal club activity).

Clinical Experience

- You must have managed 1,000 emergencies in higher surgical training or have completed 300 nights on-call.

- You should have experience in special interest clinics across the range of:
 - Paediatric ORL
 - Audiological
 - Audiovestibular
 - Otology
 - Head & neck and thyroid (including oncology)
 - Voice
 - Rhinologic / allergy
 - Oncology
 - Snoring / sleep apnea
- You should have rotated through all of the main subjects within the ENT curriculum:
 - Otology
 - Neurotology
 - Paediatrics
 - Benign head & neck
 - Head & neck oncology
 - Rhinology and sinus surgery
 - Facial plastics
 - Voice and balance
- You should develop your clinical experience in one or more special interest areas.

Operative Experience

- You will need to achieve a minimum of 2,000 cases during your six years of training (as the principle or main assisting surgeon) in a unit with a minimum of 500 operations annually.
- You need to be able to demonstrate areas of special interest by advanced surgical or medical experience in your logbook / portfolio for example fellowships, attendance at specialist combined clinics etc.
- You need to demonstrate your competence in the management of, and procedures allied to emergency care. In your logbook you should have as principle surgeon a minimum of:

Competency / Procedure	Minimum No	Notes
Mastoid operations	10	As principal surgeon - P, T, STU, STS
Major neck operations	10	As principal surgeon (including all neck dissections, all open malignant head & neck surgery, parotid and thyroid surgery, P, T, STU, STS)
Tracheostomies	10	P, T, STU, STS
Paediatric Endoscopies (including flexible)	10	As main surgeon - P, T, STU, STS
Septorhinoplasties	10	As main surgeon - P, T, STU, STS
FESS	10	As only scrubbed surgeon - P, T, STU
Removal of foreign bodies from airway	10	Including nasal foreign bodies and fish bones. P, T, STU, STS

- You should also refer to the SACs Index Emergency Cases document: <https://www.icst.org/quality-assurance/certification-guidelines-and-checklists/>

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.
- You will also need to upload a copy of your SAC indicative numbers logbook to ISCP (this is to cover the period from starting higher training to the date of your review).

Syllabus

- You should use the most up to date syllabus available on ISCP:
https://www.iscp.ac.uk/curriculum/surgical/surgical_syllabus_list.aspx

Medical Education

- You need to demonstrate and upload evidence to ISCP of teaching and education experience, e.g. teaching on a course, organising a conference or having a diploma or degree in education.

Management and Leadership

- You need to demonstrate and upload evidence to ISCP of management skills, e.g. running rotas, improving services etc.
- You need to demonstrate and upload evidence to ISCP of leadership skills, e.g. setting up and running a course, being trainee rep etc.

Educational Conferences, Courses and Qualifications

- You will need to provide evidence on ISCP of attending the craft courses and attending and contributing to national and international conferences during training.
- You must be able to provide evidence of successful completion of the courses within the curriculum.

Teaching Attendance

- Attendance at the teaching programme is mandatory and a minimum of 70% attendance is required.
- You are required to provide feedback on the sessions attended and a minimum feedback rate of 90% is required.
- You will also need to achieve a minimum of 90% for reflection on ALL teaching sessions.

Examinations

- Trainees will be expected to detail all examination attempts and results in the other evidence section of ISCP under examinations. If you have passed an exam, please ensure you upload evidence to ISCP (e.g. exam certificate, email from the exam body confirming the pass etc).

Reflective Writing

- You should complete at least three pieces of reflective writing per year and upload them as a word document in the “Other evidence” section under the heading “Miscellaneous” titled “Reflective Practice 1”, etc.

Curriculum Vitae & PDP

- You will need to upload an up to date copy of your CV to ISCP for the ARCP.
- 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.
- You will need to complete a PDP on ISCP for each 6-month placement, the PDP should use SMART principles and include both short-term and long-term goals that are specific to you.

Joint Clinical and Academic Training Programmes

- 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.

Out of Programme

- Trainees who are Out of Programme for Clinical Training (OOPT) must complete the assessments required by the specialty curriculum. For a period of OOPT to count towards the award of CCT, evidence will be required by the SAC that educational objectives have been met including ISCP assessments for the entire period or a satisfactory trainer's report.
- Trainees who are Out of Programme for Research (OOPR) or Out of Programme for Experience (OOPE) will need to submit a report from their research supervisor prior to their ARCP or Interim Progress Review.

JCST Trainee Survey

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

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 4 weeks of the ARCP. If a Form R has not been completed within the month prior to the ARCP or is incomplete the panel will be unable to issue a satisfactory outcome.
- You must make sure that all parts of the Form R are fully completed including the scope of practice section. The Scope of practice should include:
 - Each of your training posts if you are or were in a training programme;
 - Any time out of programme, e.g. OOP, maternity leave, career break, etc;
 - Any voluntary or advisory work, work in non-NHS bodies, or self-employment;
 - Any work as a locum. For locum work, please group shifts with one employer within an unbroken period as one employer-entry. Include the number of shifts worked during each employer-period.

The links to the Form R (Part A&B) are:

- Form R Part A: <https://www.nwpgmd.nhs.uk/form-r-part>
- Form R Part B: <https://www.nwpgmd.nhs.uk/form-r-part-b>

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.

Power Point Presentation

- For your interim review you will need to prepare a 3-page Power Point presentation:
 - Page 1: Clinical achievements
 - Page 2: Non-clinical achievements (ACF, teaching, management etc.)
 - Page 3: Goals / aspirations for the year ahead
- Presentations should be sent to: surgery.nw@hee.nhs.uk by the deadline provided.

Certification Guidelines

- You should familiarise yourself with the certification guidelines for your specialty, please see <https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists/> for further information.
- ST5 & ST6 trainees need to complete and upload to the Other Evidence section of ISCP the ST6 benchmarking guidelines prior to each ARCP or interim review for ST5 & ST6.
- ST7 & ST8 trainees need to complete and upload to the Other Evidence section of ISCP the Certification checklist prior to each ARCP or interim review for ST7 & ST8.