

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

## Urology (East Sector)

Below is an outline of the requirements for completion of Urology 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 DOPs and/or PBAs
  - A minimum of 13 CbDs
  - A minimum of 13 CEXs (Of which at least 2 should be a 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.
- WPBAs 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](http://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 must provide evidence of completion of three audits (one needs to be closed loop), and evidence of one quality improvement project during training.
- Please note that although JCST only require three audits and one QI project during training, HEE expects you to have an active involvement in audit and make progress with a project in each placement on the rotation, you should aim to complete an audit every 12 months.
- 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](http://www.iscp.ac.uk/curriculum/surgical/assessment_audit.aspx)

### Research

- You should undertake research during training and be able to demonstrate one of the following:
  - Two publications as first author in peer reviewed journals.
  - One publication and one systematic review or meta-analysis, both as first author, published in peer reviewed journals.
  - The completion of one publication as first author and two collaborative papers in research, published in peer reviewed journals.
  - One systematic review or meta-analysis as first author and two collaborative authorship papers, published in peer reviewed journals.
- You will also need to provide evidence of:
  - The completion of two presentations (podium or poster), as first author, at regional or national meetings from work undertaken during ST3 to ST7.
  - A current Good Clinical Practice (GCP) certificate.
  - Completion of a research methodologies course.

## Clinical Experience

- You must provide evidence of exposure to a range of urological subspecialties during training including a wide range of emergency surgery. This should include a minimum of 40 days exposure to paediatric urology. Further information is available via the Paediatric Experience Guidance for Urology Trainees: <https://www.icst.org/quality-assurance/certification-guidelines-and-checklists/>

## Indicative Numbers & Operative Competence

- You will need to provide evidence of competency in the operative procedures below with PBAs to the required competency level and achieve the indicative operation totals specified below:

Procedure / Competency	Minimum PBA Level to be Achieved	Indicative Number
<b>Level 1:</b> Has observed. <b>Level 2:</b> Can do with assistance. <b>Level 3:</b> Can do whole but may need assistance. <b>Level 4:</b> Competent to do without assistance, including complications.		
Flexible cystoscopy	Level 4	300
Urodynamics	Level 4	50
TRUS biopsy	Level 4	50
TURP / BNI / laser prostatectomy	Level 4	120
TURBT	Level 4	120
Adult circumcision	Level 4	30
Scrotal procedures	Level 4	50
Inguinal orchidectomy	Level 4	5
Ureteroscopy - diagnostic & therapeutic	Level 4	50
PCNL	Level 2	10
ESWL	Level 2	20
Laparoscopic / open nephrectomy	Level 2	20
Radical Prostatectomy	Level 1	10
Cystectomy	Level 1	10
Ileal conduits	Level 2	10
Andrology - PDS surgery, penile cancer, prosthetics	Level 2	20
Female urology – TOT, TVT, colposuspension including male incontinence procedures, botox	Level 2	20
Paediatric urology – circumcision, UDT, PPV	Level 2	20

## 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](https://www.iscp.ac.uk/curriculum/surgical/surgical_syllabus_list.aspx)

## Medical Education

- You need to have evidence on ISCP of attending 70% of the regional urology training sessions.
- It is strongly recommended that you attend regional / national simulation sessions to acquire technical and non-technical skills.
- You need to have attended a Training the Trainers course, or an appropriate equivalent, during the last two years of training and evidence on ISCP.

## Management and Leadership

- You need to have completed a course on health service management and leadership during training and evidence on ISCP.

## Educational Conferences, Courses and Qualifications

- You need to provide evidence of attendance at a minimum of one national / international congress every two years.
- The additional courses below are BAUS approved and recommended for trainees:
  - Urodynamics course
  - Paediatric urology course
  - Spinal injuries course
  - Emergency urology course

## Teaching Attendance

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

## 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 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](mailto:surgery.nw@hee.nhs.uk) at the earliest opportunity.

## Certification Guidelines & Checklists

- 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.