

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

Vascular Surgery

Below is an outline of the requirements for completion of Vascular Surgery 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 10 working days prior to the date of your ARCP, evidence uploaded after this date will 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

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 should undertake or supervise three service improvement projects or three complete audit cycles during specialty 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

Research

- You will need to demonstrate knowledge of research methodology and research governance; this could be by completing a research degree or a published first author peer reviewed paper.
- You will need to have evidence on ISCP that the following have been achieved during specialty training:
 - One published peer reviewed paper as first author.
 - Two published peer reviewed papers as second or third author or with significant contribution as part of a collaborative multicentre research study.
 - Evidence of having presented two papers at national / international meetings.
 - A valid Good Clinical Practice (GCP) certificate in Research Governance.
 - Completion of a research methodologies course.

Clinical Experience

- You must be able to demonstrate wide exposure to elective and emergency vascular and endovascular surgery as defined by the curriculum, including outpatient and ward-based work.

- You must be able to demonstrate knowledge and understanding of the management of these critical conditions:
 - Acute limb ischaemia
 - Abdominal aortic aneurysm

Operative Experience

- You will be expected to demonstrate a wide range of procedures to the competency level outlined in the curriculum.
- You will also be expected to demonstrate sustained performance at the required competency level by completing a series of PBAs with your trainer:

Competency / Procedure	Level	Number
Open Aortic procedures (elective)	Level 4	10
Endovascular Aortic aneurysm (elective)	Level 4	10
Femoro-distal bypass	Level 4	10
Carotid Endarterectomy	Level 4	10
Venous and endovenous surgery	Level 4	20

Operative Competence

- You must be able to demonstrate progression of operative skills, based on PBAs, across all areas of the curriculum, including:

Procedure / Competency	Number of PBAs Required	Level to be Achieved
Major amputation	Minimum of 3	Level 4
Fem pop / distal bypass	Minimum of 3	Level 3
AAA - open repair	Minimum of 3	Level 3
Endovascular AAA repair	Minimum of 3	Level 2-3
Carotid endarterectomy	Minimum of 3	Level 2-3
Angioplasty	Minimum of 3	Level 2-3
Selective catheterisation of vessels	Minimum of 2	Level 2-3

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 attend a Training the Trainers course or equivalent by CCT and evidence on ISCP.

- You must provide evidence of active participation in education, on a minimum of two occasions during training, based on timetabled sessions and feedback from participants.

Management and Leadership

- You need to have completed at least one course or programme on health service management or personal development during training and evidence on ISCP.
- You need to be able to demonstrate participation in clinical management, for example rota administration.

Educational Conferences, Courses and Qualifications

- You should attend at least one national or international vascular meeting per year of training.
- You need to demonstrate appropriate use of study leave by attending relevant training additional to the basic programme.
- You must have a valid APLS provider or instructor credential at the time of certification.

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 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.

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.
- You must complete and upload to the Other Evidence section of ISCP the benchmarking guidelines prior to every interim review and ARCP:
 - ST3 & ST4 trainees complete and upload the ST4 benchmarking guidelines
 - ST5 & ST6 trainees complete and upload the ST6 benchmarking guidelines
- ST7 and ST8 trainees should review the Certification Guidelines for Vascular Surgery to assess your progress.