A guide for the ARCP process for HENW Ophthalmology trainees

The ARCP is a crucial part of specialist training, as it provides a means of assessing progression through the training program and curriculum, and attainment of competencies and professional capabilities needed to achieve CCT and eventually become a consultant. The annual ARCP is necessary to enable a doctor to revalidate and continues as a consultant in the form of the annual appraisal.

The e-portfolio is the record of the progress and may be visible to not only the deanery and College but also the GMC. As such it is vital that is kept up to date and in order.

The following list indicate the evidence which must be uploaded onto the e-portfolio for the ARCP. It is not exhaustive, and trainees will also wish to upload evidence of other activities and achievements, and reflective pieces. Trainees with particular objectives, for example following an outcome 2, may have additional requirements for their e-portfolio.

The ARCP chair asks members of the ARCP panel to view the e-portfolios in advance of the ARCP date and so each trainee must make sure that the evidence is uploaded at least 2 weeks before the ARCP date. Evidence uploaded after that time may not be considered by the panel and an adverse outcome may be the result.

Compulsory requirements for every ARCP
- ES report form for every 6 months of training
- CS from every consultant who has supervised your work (at least 2 for each 6 months)
- MSF within the last 12 months
- Form R including annual and sick leave and other leave, and any complaints/incidents
- List of all annual and sick leave etc
- CBDs all up to date and 'green' for level of training, no bunching
- Record of exams taken and passed/failed
- List of presentations, publications
- Audit (one annually)

- Educational agreement form (with points calculated)
- Any incidents/ complaints with details and reflective piece- all to be discussed with the ES and documented on the ES form
- Continuous cataract complication document
- Cumulative surgery logbook in college required format
- PDP and objectives from last year's PDP

Requirements for final ARCP (end of ST7)
- As above and
- 50 cataract audit (with last 3 years?) in standard format
- CV
- Evidence of supervision of junior trainees the majority of which should be cataract surgery (at least 20)
- Evidence of preparation for becoming a consultant e.g. management course, acting up etc
- DOPS for conducting a cataract list

Exam requirements
- Part 1 required by end of ST2 (College requirement)
- Refraction required by end ST3 (College requirement)
- Part 2 written advisable to be passed by end ST6

Additional possible requirements
- Academic supervisor report if academic trainee
- CS reports if OOP
- TSC report

ARCP outcomes
Outcome 1 satisfactory progress
Outcome 2 training to be targeted in defined areas of concern (no extra time)
Outcome 3 extension of training time to target defined areas of concerns. The maximum time on an outcome 3 is 12 months
Outcome 4 termination of training program (due to unsatisfactory progress, exam failure etc)
Outcome 5 additional evidence required
Outcome 6 end of training (end of ST7)

Outcome 8 when OOP

Please refer to Gold guide for further details