

# Foundation ARCP Information Sheet for Clinical Supervisors:

## Useful links:

Overview of ARCP process for:

- [F1](#)
- [F2](#)

[FP Reference Guide 2016](#)

[FP Curriculum 2016](#)

[Info sheet for Educational supervisors](#)

## Get involved!

Having a CS as part of the ARCP review panel can offer substantial mutual benefit. Not only will you be sharing your knowledge and expertise, you will also gain first-hand knowledge of how CS assessments and evidence are scrutinised and used to inform the ARCP outcome. Whilst you cannot sit on the review panel for doctors you have directly supervised, supervisors have found the review experience very valuable. For details, comments and experience from previous supervisors please see the 'ARCP Rough Guide'.

## Quality supervision & use of PSG!

The ARCP process can inform the quality of supervision in the workplace e.g. whether supervisor assessments are recorded in a timely manner, how the Placement Supervision Group (PSG) is utilised and the quality/level of feedback given to the foundation doctor. You can equally use this evidence as part of your own consultant appraisal to showcase your vital role.

As a clinical supervisor (CS) you play a key role within foundation ARCP by:

- 1) Actively overseeing your foundation doctors' development in each placement
- 2) Ensuring your doctors are time-tabled and attend mandatory teaching sessions
- 3) Ensuring your documentation and assessments are timely and accurate.

Based on the above, the ARCP panel can then make an informed judgement of the doctors' clinical progress.

## The clinical supervisor's checklist

Prior to ARCP, you and your foundation doctors are required to record the following minimum, mandatory evidence (this does not include the ES specific assessments):

### Meetings:

- Clinical supervisor induction meeting (1 per placement)   
(Record PDP Placement specific/career objectives)

### Assessments:

- GMC Core procedures (mandatory F1/optional F2)
- TAB (Min. of 1 in first F1 & F2 placement)
- Coverage of FP curriculum Syllabus and foundation professional capabilities (Contemporaneous)
- Clinical supervisor End of Placement Report (1 per placement)\*

*\*The 'End of Placement Report' is vital to accurately inform the ES and the ARCP Panel about the trainee's progress. It needs to include any areas of excellence or cause for concern; comments from the Placement Supervision Group (PSG) should also be recorded. N.B. For the trainee's 3<sup>rd</sup> placement this report **must be** completed prior to ARCP - you are required to make an informed judgement (at that time) based on progress to date. An additional Report can be completed at the actual end of placement if considered appropriate.*

### Evidence of educational engagement:

- Mini-CEX/DOPs (min. 3 Mini-CEX per placement, plus DOPS)
- CBD (minimum of 2 per placement)
- Developing the clinical teacher (min. 1 per YEAR)
- Reflection (Contemporaneous)

The **Educational Supervisor** will be working with the trainee to ensure that all remaining requirements are being met and maintained.

## Make the e-portfolio work for you!

E-portfolio tools (developed by the UKFPO) will aid the tracking of progression throughout the foundation year. Examples include:

- **'Placement Supervision Group'** feedback form. This is an optional e-portfolio resource that can be used to collect feedback on your foundation doctors, given by members of your established 'Placement Supervision Group' (see FP Reference Guide). Information provided by the PSG can then be used to inform completion of your End of Placement assessment and can be viewed by the ARCP panel at year end.
- **'Curriculum Overview page'**. To help you monitor FP curriculum coverage, this page is mapped to all foundation professional capabilities and allows you and the foundation doctor to assess/rate progress against each syllabus area throughout the placement/year. It is easy for you to identify gaps (insufficient amount of evidence and/or not meeting the minimum expected level of performance) on this page and will help you identify those who may need a "nudge" in the right direction. The ARCP review panel will refer to this page to ascertain if all foundation professional capabilities have been met.