Foundation ARCP Information Sheet for Educational Supervisors:

The UK Foundation Programme Office

Useful links:

Overview of ARCP process for:
- F1
- F2

FP Reference Guide 2016

Foundation Programme Curriculum 2016

Info sheet for Clinical supervisors

Get involved!

Having an ES 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 ES 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.

Quality supervision!

The ARCP review process can inform the quality of supervision in the workplace e.g. whether supervisor assessments are recorded in a timely manner & the 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 educational role.

As an educational supervisor (ES) you play a key role within foundation ARCP by:
1) actively managing and overseeing foundation doctors' development across one or two years (depending on local processes)
2) identifying areas of concern/excellence and monitoring progress
3) understanding the CS mandatory requirements (see separate CS 'Info Sheet' for mandatory CS requirements and checklist)
4) ensuring documentation is timely, accurate and evidence provided within the e-portfolio to allow the ARCP panel to make an informed judgement of your doctors' ability to progress.

The Educational 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 CS specific assessments):

Meetings:
- Initial meeting with ES (1 per placement)   ☐
- Completion of an agreed PDP with placement specific/career objectives   ☐

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)   ☐
- An acceptable attendance record at teaching sessions (min. 70%)   ☐

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)   ☐
- Educational supervisor End of Placement Report (1 per placement)*   ☐
- Educational supervisor End of year Report (1 per year prior to ARCP 2014)* ☐

An 'End of Placement Report' is not required for the last placement as the ES End of YEAR Report replaces this. The End of YEAR report must be completed prior to ARCP - you are required to make an informed judgement (at that time) based on progress throughout the year, to date. An additional Report can be completed if considered appropriate at a later stage in the placement. N.B Remind your F1 and F2 to complete a Form R prior to ARCP

Other:
Completion of 12 months training (taking account of allowable absence)   ☐
Evidence of engagement with quality assurance & quality improvement   ☐
Uploaded, valid and confirmed ILS (F1) / ALS (F2) certificate or equivalent ☐

Make the e-portfolio work for you!

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

- **'Curriculum Overview page'.** To help you monitor FP curriculum coverage, this page is mapped to the 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 curriculum coverage has been achieved.

- **'ARCP summary of evidence' page**. A check-list of linked evidence against the 'Table of Requirements for satisfactory completion of F1/F2' (FP Ref. Guide) can be auto-populated at any time throughout the year. This will help you benchmark progress and identify any gaps in the mandatory requirements. Please see the ARCP Guide which details all other supporting e-portfolio tools.