Foundation ARCP Information Sheet for e-portfolio and Panel Administrators

The UK **Foundation Programme** Office

Useful links:

Overview of ARCP process for:

- F1
- F2

FP Reference Guide 2016

Foundation Programme Curriculum 2016

UKFPO website

General e-portfolio administrator's role:

As an e-portfolio administrator you play a key role within the ARCP process by actively supporting your FDs and supervisors. Ensuring that appropriate and timely evidence is provided within the e-portfolio from day one will allow the ARCP panel to make efficient, informed judgements on a FDs' ability to progress.

You are the expert year on year on what information needs to go where, in a FD's e-portfolio. FDs and their supervisors will often look to you for support and guidance in the administrative requirements they need to meet. A summary of minimum requirements for satisfactory completion of F1/F2 that should be presented is given in the FP Reference Guide.

Quality supervision!

ARCP should help to inform the quality of supervision e.g. supervisor assessments recorded in a timely manner & what level of feedback is given to the foundation doctor. Whilst you cannot sign/complete the ARCP outcome form, you can assist by supporting the recording of necessary information to improve training quality.

Facilitating ARCP panels:

You are a key player in arranging ARCP panels. In many LEPs (whilst you may be supported by your FTPD/T) it is up to you to make sure that:

- foundation doctors (FDs) are given at least **six weeks' notice** of the deadline to submit evidence for ARCP panels to consider
- every FD has a panel assigned to them, including a named panel chair
- all panel members have e-portfolio access with relevant roles assigned
- panel members are **trained in equality & diversity** (refreshed every 3 years)
- panel members are eligible to sit on the panel (e.g. **must not have supervised the FD**)
- panels are made up of the **correct mix** of members, (see list in the ARCP Panel Chair Information Sheet)
- if possible, an **external panel member** is assigned for any FD for where an outcome indicating **insufficient progress is anticipated**
  - o it may be helpful to set up a 'buddy system' with nearby LEPs to give you each a pool of external panel members should the need arise
- panel meetings (virtual or face to face) are organised and facilities available (e.g. computers/meeting rooms/teleconferences)
  - o it may be helpful for you to be available to take notes / scribe ARCP outcome forms (which the panel chair will then be required to electronically sign) and even navigate the e-portfolio during the panel review
- panel members and panel chairs have their access to FDs' e-portfolio accounts removed once the ARCP round has been completed.

Although only senior administrators are eligible to sit on the panel, don't forget that panels would not be able to take place without your valuable input!

Make the e-portfolio work for you!

E-portfolio tools (developed by the UKFPO) will aid the tracking of progression throughout the foundation year and have been proven to save time when conducting ARCP. Examples include:

- **'ARCP summary of evidence' page**. A check-list of all linked activity/evidence against the 'Table of Requirements for satisfactory completion of F1/F2' (FP Ref. Guide). This page can be auto-populated throughout the year and used to identify gaps in meeting the requirements.
- **'ARCP supporting evidence form'**. This allows you to record additional and evidence not stored in the e-portfolio, for the panel to view, including:
  - o that the FD has completed min. 12 months of training
  - o evidence of participation in quality processes has been submitted
  - o the GMC national trainee survey has been completed
  - o the FD has an acceptable record at generic foundation teaching sessions
  - o Schools have the option to add up to 5 additional items of evidence.

  This form can be filled in during the year and 'saved as draft'. More than one user with access to the FD's e-portfolio account can contribute and each section remains editable until it is 'locked down' when it has been signed.
- **'Analyse Forms'**. An exportable reporting tool in the NES e-portfolio product which allows you to review the number and type of forms completed in a specified timeframe as well as specific contents of forms e.g. you are able to report on all educational supervisor end of year report forms completed during a certain timeframe and whether these have deemed FDs in your LEP to have met the satisfactory requirements for completion of F1/F2.
- **'Form Count by Trainee'**. Functionality to run a report to identify foundation doctors who are yet to complete any assessments or other requirements using a 'min/max. forms filled' filter setting.
- **'Curriculum Overview page'**. Allows both the educational supervisor and the foundation doctor to assess/rate progress against each syllabus area. The ARCP review panel will refer to this page during the review.