

Guidance on Issuing Outcomes

<p>Outcome 1 Satisfactory progress – Achieving progress and the development of competences at the expected rate</p>	<p>Satisfactory progress is defined as achieving the competences in the specialty curriculum approved by GMC at the rate required. The rate of progress should be defined in the specialty curriculum (e.g. with respect to assessments, experiential opportunities, examinations etc). (It is possible for trainees to achieve competences at a more rapid rate than defined and this may affect their CCT date.)</p> <p>Outcome 1s should not be issued pending receipt of documentation. Where documentation is missing, Outcome 2 or 5 should be used.</p> <p>Where a trainee has resigned from a training programme (and dependent on the timing of this resignation), they should be informed that an ARCP panel will review their progress between their last ARCP and the point of resignation (unless the effective exit from the training programme occurred within three months of the last ARCP). The ARCP panel should document any relevant competences that have been achieved by the trainee; however, no outcome will be awarded, and the N21 and N22 codes should be utilised. It is expected that trainees will engage in this process.</p>
<p>Outcome 2 Development of specific competences required – Additional training time not required</p>	<p>The trainee’s progress has been acceptable overall but there are some competences that have not been fully achieved and need to be further developed. It is not expected that the rate of overall progress will be delayed or that the prospective date for completion of training will need to be extended or that a period of additional remedial training will be required.</p> <p>Where such an outcome is anticipated, the trainee should appear before the panel. The panel will need to specifically identify in writing the further development that is required. Objectives should be written in SMART format. HEE – working across the North West will return completed documentation to the trainee, the TPD and educational supervisor, who will make clear to the trainee and the employer(s) what must be done to achieve the required competences as well as the assessment strategy for these. At the next annual assessment or educational review of outcome, it will be essential to identify and document that these competences have been met.</p> <p>Where a trainee has resigned from a training programme (and dependent on the timing of this resignation), they should be informed that an ARCP panel will review their progress between their last ARCP and the point of resignation (unless the effective exit from the training programme occurred within three months of the last ARCP). The ARCP panel should document any relevant competences that have been achieved by the trainee; however, no outcome will be awarded, and the N21 and N22 codes should be utilised. It is expected that trainees will engage in this process.</p>
<p>Outcome 3 Inadequate progress – Additional training time required</p>	<p>The panel has identified that a formal additional period of training is required that will extend the duration of the training programme (e.g. the core training programme end date or anticipated CCT/CESR(CP)/CEGPR(CP) date). Where such an outcome is anticipated, the trainee must attend the panel meeting.</p>

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The trainee, educational supervisor and employer will need to receive clear recommendations from the panel about what additional training is required as well as the circumstances under which it should be delivered (e.g. concerning the level of supervision). It will, however, be a matter for HEE – working across the North West to determine the details of the additional training in the context of the panel’s recommendations since this will depend on local circumstances and resources. Objectives should be written in SMART format. HEE – working across the North West will send a letter, detailing to the trainee, educational supervisor and the employer(s) what must be done to achieve the required competences and the assessment strategy for these.

Duration of extension to training:

Where such additional training is required because of concerns over progress, in the hospital and non-general practice community specialties, this will be up to one year within the total duration of the training programme (up to six months for core training, and an overall total of one year across both core and higher specialty training where the programme is “uncoupled”). In general practice, this will be up to one year. Exceptionally, this additional training time may be extended at the discretion of the Postgraduate Dean but with an absolute maximum of two years in hospital and non-general practice community specialties within the total duration of the training programme (up to one year for core training, and two years across both core and higher specialty training when the programme is uncoupled) and eighteen months in general practice. This does not include additional time that might be required because of statutory leave such as ill health or maternity/paternity/adoption leave. Whilst not exclusive, examples of exceptional circumstances for extension to training beyond a normal period that may have a significant impact on the ability to train or on training opportunities may include significant unforeseen changes to personal circumstances, service reorganisation, a major epidemic or catastrophe, or the unforeseen absence of a trainer (see also Appendix 2).

The extension does not have to be continuous (as a block of one year) but may be divided over the course of the training programme as necessary. An extension to training of less than six months may be particularly appropriate where the reason for extension is exam failure. For LTFT trainees, should an extension to training be required following the award of Outcome 3, this will be on a pro rata basis if training requirements for progression have not been met. If an extension to training is required following the award of Outcome 3 and the LTFT trainee has failed to progress solely on the basis of exam failure, then an extension to training will be on a fixed-term basis and is not pro rata (Gold Guide paragraphs 3.101-3.102). The outcome panel should consider the outcome of the remedial programme as soon as practicable after its completion.

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	<p>resignation (unless the effective exit from the training programme occurred within three months of the last ARCP). The ARCP panel should document any relevant competences that have been achieved by the trainee; however, no outcome will be awarded, and the N21 and N22 codes should be utilised. It is expected that trainees will engage in this process</p>
<p>Outcome 4 Released from training programme – With or without specified competences</p>	<p>The panel will recommend that the trainee is released from the training programme if there is still insufficient and sustained lack of progress despite having had additional training to address concerns over progress. The panel should ensure that any relevant competences that have not been achieved by the trainee are documented. The trainee will have their NTN withdrawn and may wish to seek further advice from the Postgraduate Dean or their current employer about future career options, including pursuing a non-training, service-focused career pathway.</p> <p>Outcome 4 may also be recommended in circumstances where there is no performance-linked need for additional training.</p> <p>Following such a recommendation, the Postgraduate Dean will advise the trainee of their release from training. The Postgraduate Dean will also notify the employer that the individual is no longer in specialty training and that, following statutory guidance, their contract of employment be withdrawn.</p> <p>N.B. Providing there are no fitness to practice concerns, trainees who have received an Outcome 4 may reapply to specialty training at a later date via the normal competitive process. The support of the Postgraduate Dean is required (Gold Guide paragraphs 3.74)</p>
<p>Outcome 5 Incomplete evidence presented – Additional training time may be required</p>	<p>The panel can make no statement about progress or otherwise since the trainee has supplied either no information or incomplete information to the panel. The trainee will have to supply the panel with a written account within five working days as to why the documentation has not been made available to the panel. The panel does not have to accept the explanation given by the trainee and can require the trainee to submit the required documentation by a designated date, noting that available “additional” time is being used (see Outcome 1) in the interim. If the panel accepts the explanation offered by the trainee accounting for the delay in submitting their documentation to the panel, it can choose to recommend that additional time has not been used. Once the required documentation has been received, the panel should consider it (the panel does not have to meet with the trainee if it chooses not to and the review may be done “virtually” if practicable) and issue an ARCP outcome. This may include referring a trainee to a Feedback Panel. Both Outcomes will stand on the trainee record.</p> <p>Alternatively, the panel may agree what outstanding evidence is required from the trainee for Outcome 1 (and the timescale in which it must be provided) and give authority to the Chair of the panel to issue Outcome 1 if satisfactory evidence is subsequently submitted. However, if the Chair does not receive the agreed evidence to support Outcome 1, then a panel will be reconvened. This reconvened panel can be undertaken “virtually”.</p> <p>It is the responsibility of the TPD/Panel Chair to check outstanding</p>

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	<p>documentation on behalf of the panel to sign off an Outcome. It is not the responsibility of HEE – working across the North West Office staff.</p> <p>Outcome 5s should only be issued when a trainee fails to produce documentation or evidence that already exists but for whatever reason has not been made this available to the panel. If the evidence does not exist then trainees should be issued with an Outcome 2 or 3.</p> <p>Outcome 5 should also be recommended as a consequence of failure to submit Form R (Gold Guide paragraph 4.97). If a trainee still fails to submit a satisfactorily completed Form R after two weeks and this is the first time that this situation has arisen in the training programme, for core, specialty and general practice trainees, an Outcome 2, 3 or 4 will be issued (according to training progression). A note is made on the trainee’s record that they did not submit a completed Form R. An Outcome 1 or 6 is not awarded, even if there are no training progression concerns (Gold Guide paragraph 4.99). Trainees must be reminded that persistent failure to submit a Form R may result in referral to the GMC for non-engagement with the revalidation process.</p> <p>When trainees are awaiting examination results, an Outcome 5 should only be issued where the result will be known prior to the Feedback Panel taking place, taking into account that the Assessment Panel & Feedback Panel SHOULD NOT be more than 4 weeks apart. Outside of this window, trainees who are awaiting examination results should be issued with an outcome 2 (or 3 if additional training time is required). If successful in the examination an outcome 1 can be issued in absentia at a later date. If unsuccessful in the exam, the trainee should be reassessed in the next assessment window.</p>
<p>Outcome 6 Gained all required competences – Will be recommended as having completed the training programme (core or specialty) and if in a run-through training programme or higher training programme, will be recommended for award of a CCT/CESR(CP)/CEGPR(CP).</p>	<p>The panel will need to consider the overall progress of the trainee and ensure that all the competences of the curriculum have been achieved prior to recommending the trainee for completion of the training programme to the relevant College/Faculty.</p>
<p style="text-align: center;">Outcomes for trainees in fixed-term training posts e.g. LATs</p> <p>Trainees in fixed-term training posts will undertake regular in-work assessments and maintain documentary evidence of progress during their fixed-term appointment. This evidence will be considered by the ARCP panel and will result in one of the following outcomes:</p>	
<p>Outcome 7.1 Satisfactory progress in or completion of the post</p>	<p>The trainee has established that they have acquired and has demonstrated the competences expected of a trainee undertaking a placement of this type and duration at the level specified.</p>

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<p>Outcome 7.2 Development of specific competences required – Additional training time not required</p>	<p>The trainee’s progress has been acceptable overall; however, there are some competences not fully achieved, which the trainee needs to develop either before the end of their current placement or in a further post to achieve the full competences for this period/year of training. The rate of overall progress is not expected to be delayed, nor will the prospective date for completion of training be extended, nor will a period of additional remedial training be required as this is a fixed-term post. Where such an outcome is anticipated, the trainee should appear before the panel. The panel will need to specifically identify in writing the further development required. The documentation will be returned to the TPD and educational supervisor, who will make clear to the trainee and the employer(s) what must be done to achieve the required competences as well as the assessment strategy for these. At the next review of progression, it will be essential to identify and document that these competences have been met. Failure to complete the competences in time will mean this period of training cannot be formally recognised.</p>
<p>Outcome 7.3 Inadequate progress by the trainee</p>	<p>The trainee has not made adequate progress for this period of training for it to be formally recognised towards the CCT/CESR(CP)/CEGPR(CP) or full CESR/CEGPR. If the trainee wishes to attain the described competences, they will be required to repeat this period of training (not necessarily in the same post, with the same employer or in the same locality in HEE). If trainees move to a new post, employer or locality in HEE, NES, the Wales Deanery or NIMDTA, they must declare their previous ARCP outcome.</p>
<p>Outcome 7.4 Incomplete evidence presented</p>	<p>The panel can make no statement about progress or otherwise since the trainee has supplied either no information or incomplete information to the panel. The trainee will have to supply the panel with a written account within five working days of the panel meeting as to why documentation was not provided for the panel. However, the panel does not have to accept the explanation given by the trainee and can require the trainee to submit the required documentation by a designated date. This evidence will then be considered by the panel. Failure by the trainee to submit this documentation will mean that the period of training cannot be counted towards the CCT or CESR(CP)/CEGPR(CP).</p> <p>N.B. It should be noted that an Outcome 7.4 is equivalent to an Outcome 5, NOT an Outcome 4.</p>
<p>The ARCP outcome should be sent to the trainee and the trainee’s educational supervisor for that year of training, who should arrange a follow-up meeting even if the end of the appointment period/year has been reached. HEE North West will also keep a copy on record.</p>	
<p style="text-align: center;">Outcomes for trainees who are Out of Programme</p>	

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<p>Outcome 8 Out of programme for clinical experience, research or a career break (OOPE/OOPR/OOPC)</p>	<p>The panel should receive documentation from the trainee on the required form indicating what they are doing during their OOP time, if the OOP is not recognised for training. Trainees should also submit a Form R.</p> <p>OOPE – If the OOP period is to gain clinical experience that will not contribute towards the competences required by the training programme, then an annual OOP report form should be submitted, including an indicative intended date of return.</p> <p>OOPR – If the purpose of the OOP is research, the trainee must produce a research supervisor’s report together with the annual OOP report form indicating that appropriate progress in research is being made, along with achievement of the relevant degree (if appropriate). If there is prospective approval by the GMC for the OOPR to contribute to the CCT or CESR(CP)/CEGPR(CP), then formal assessment documentation must be submitted annually to the review panel.</p> <p>OOPC – If a doctor is undertaking a career break, a yearly OOPC request should be sent to the panel, indicating that the trainee is still on a career break and including an indicative intended date of return.</p>
<p>End of programme/stage outcomes for core and early years trainees</p>	<p>Where success in an examination is a requirement for exit from early years training, then relevant ARCP outcomes codes apply.</p>
<p>When an outcome is not issued</p>	<p>The ARCP panel would not issue an outcome when the trainee is absent due to statutory leave (e.g. maternity or sick leave) or where training has been suspended (Gold Guide paragraph 4.77). In these circumstances, the panel will record the reasons for this (refer to N codes on the ARCP Outcome Form).</p>