

Guidance on Issuing Outcomes

<p>ARCP outcome 1 – Achieving progress and the development of competences at the expected rate</p>	<p>Satisfactory progress is defined as achieving the competences within the specialty curriculum approved by the GMC at the rate required. The rate of progress should be defined within the specialty curriculum e.g. with respect to assessments, experiential opportunities, exams, etc.</p> <p>Outcome 1s should not be issued pending receipt of documentation. Where documentation is missing, the Outcome 2 or 5 process should be followed.</p> <p>If, following an Outcome 1, a trainee resigns from the training programme without completing training, the Outcome 1 should stand if the trainee has successfully met all competencies up to the point of resignation and there are no additional concerns about their training. Any outstanding competencies should be detailed in an additional letter. Trainees should only be issued with an Outcome 4 following resignation if they have failed to engage with the training programme or if there has been a sustained lack of progress during the year of their resignation.</p>
<p>ARCP 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 which 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 which is required. Objectives should be written in SMART format. HENW will send a letter, detailing to the trainee and the employer(s) what must be done to achieve the required competences and the assessment strategy for these.</p> <p>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>If, following an Outcome 2, a trainee resigns from the training programme without completing training, the Outcome 2 should stand. Any outstanding competencies should be detailed in an additional letter. Trainees should only be issued with an Outcome 4 following resignation if they have failed to engage with the training programme or if there has been a sustained lack of progress during the year of their resignation.</p>
<p>ARCP outcome 3 – inadequate progress by the trainee – additional training time required</p>	<p>The panel has identified that a formal additional period of training is required which will extend the duration of the training programme (e.g. the anticipated CCT or CESR(CP)/ CEGPR(CP) date). Where such an outcome is anticipated, the trainee must attend the panel.</p> <p>The trainee, educational supervisor and employer will need to receive clear recommendations from the panel about what additional training is required and the circumstances under which it should be delivered (e.g. concerning the level of supervision). It will, however, be a matter for HENW to determine the details of the additional training within the context of the panel’s recommendations, since this will depend on local circumstances and resources.</p> <p>Objectives should be written in SMART format. HENW will send a letter, detailing to the trainee and the employer(s) what must be done to achieve the required competences and the assessment strategy for these.</p> <p>Where such additional training is required because of concerns over progress, the overall duration of the extension to training should normally be for a maximum of six months for core trainees and one year for higher trainees, unless exceptionally this is extended at the discretion of the Postgraduate Dean, but with an absolute maximum of one year additional training time for core trainees and two years for higher trainees during the total duration of the training programme. The extension does not have to be taken as a block, but can be divided over the course of the training programme as appropriate.</p> <p>The outcome panel should consider the outcome of</p>

	<p>the remedial programme as soon as practicable after its completion.</p> <p>Any extension to training for LTFT trainees should be calculated pro-rata.</p> <p>Where a trainee is issued with an Outcome 3 and resigns from the training programme, without taking up the recommended additional training time, an Outcome 4 should also be issued to formally release from the training programme. It should be noted that the Outcome 4 is in addition and should not replace the original Outcome 3.</p>
<p>ARCP 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, despite additional training time, there is still insufficient and sustained lack of progress. The panel should ensure that any specified competencies, which have not been achieved by the trainee, are documented.</p> <p>The trainee will be required to give up their National Training Number, but may wish to seek further advice from the Postgraduate Dean about future career options.</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>Where trainees resign prior to the end of their training programme, they should only be issued with an Outcome 4 if they have failed to engage with the training programme or if there has been a sustained lack of progress during the year of their resignation. This process is detailed above under each individual outcome.</p> <p>It should be noted that, providing there are no outstanding Fitness to Practise issues, it is open to trainees who have received an Outcome 4 to reapply to specialty training at a later date via the normal competitive process. They will however require the support of the Postgraduate Dean who must be</p>

	<p>satisfied that the circumstances that required the removal of their training number are not relevant to their new application.</p>
<p>ARCP outcome 5 – incomplete evidence presented – additional 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. It is up to the trainee to ensure that the documentary evidence which is submitted is complete. This should include evidence which the trainee may view as negative.</p> <p>In such a case, an ARCP outcome 5 should be issued and the trainee given notice to supply the missing documentation and an explanation as to why the documentation was not made available.</p> <p>Outcome 5s should only be issued when a trainee fails to produce documentation or evidence <u>that already exists</u> but for whatever reason has not made this available to the panel. If the evidence <u>does not exist</u> then trainees should be issued with an outcome 2 or 3 (see Appendix 3: FAQs for further detail). The only exception to this rule relates to the Form R, which if not presented at the ARCP, should be requested within 5 working days to enable the panel to make a judgment around the revalidation aspect of the ARCP.</p> <p>When trainees are awaiting examination results, an Outcome 5 should only be issued where the result will be known prior to the Panel B taking place, taking into account that the Panel A & B <u>SHOULD NOT</u> 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>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 <u>issue a further second outcome</u>, or refer the trainee</p>

	<p>to a panel B. Both outcomes will stand on the trainee record. It should be noted that it is the responsibility of the TPD to check outstanding documentation on behalf of the ARCP panel and sign off an outcome. This should not be done by HENW administration staff.</p>
<p>ARCP outcome 6 – recommendation for completion of training. Gained all required competences; will be recommended as having completed the training programme and for award of a CCT or 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 Royal College.</p>
<p>ARCP outcome 7 – outcome for FTSTAs</p>	<p>Trainees undertaking FTSTAs 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 should result in an FTSTA outcome 7.1, 7.2, 7.3 or 7.4. The appropriate boxes should be marked on the ARCP form. A letter documenting the competences achieved will be forwarded to the trainee with the ARCP form. It should be noted that an outcome 7.4 is the equivalent to an ARCP outcome 5 <u>NOT</u> 4.</p> <p>The trainee should pass a copy of the outcome to their educational supervisor for that year of training who should arrange a follow-up meeting even if the end of the appointment year has been reached. The trainee should retain a copy of the outcome in their portfolio. HENW will also keep a copy on record.</p>
<p>ARCP outcome 8 – out of programme for research, approved clinical training or a career break (OOPR/OOPE/OOPC)</p>	<p>The panel should receive documentation from the trainee on the required form indicating what they are doing during their out of programme (OOP) time.</p> <p>If the trainee is out of programme on a GMC prospectively approved training placement which will contribute to the competences of the trainee's programme, then an OOPT document as well as in-</p>

	<p>work assessments etc demonstrating the acquired competences should be made available to the panel in the usual way. It should be noted that trainees who are OOPT should be issued with an Outcome 1-5 <u>NOT</u> an Outcome 8.</p> <p>If the purpose of the OOP is research the trainee must produce a research supervisor's report along with the OOPR indicating that appropriate progress in research is being made, in achievement of the registerable degree.</p> <p>Finally, 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 with their indicative intended date of return.</p>
<p>ARCP outcome 9 – outcome for doctors undertaking "top-up" training in a training post (for those entering after an Article 11 or 14 application)</p>	<p>Some doctors who have been recommended for top-up training by the GMC after submitting applications for consideration for entry to the Specialist Register through Articles 11 and 14 may do so by being appointed competitively to approved specialty training programmes for a limited period of time, where there is the opportunity for such competitions to take place (e.g. where a gap appears in a programme). Where this is the case, the doctor should submit the appropriate in work assessments and documentation to the annual assessment outcome so that the panel can make a recommendation, based on the evidence, as to whether the objectives set by the GMC have been achieved.</p>