

FAQs to assist with the issuing of ARCP Outcomes

1. Outcome 2/3 versus Outcome 5

Outcome 5s should only be issued when a trainee fails to produce documentation or evidence that already exists but for whatever reason has not made this available to the Panel A. If by the date of the Panel A, a WPBA or course has been completed but the trainee has merely failed to include evidence of this in the portfolio then an outcome 5 can be issued and the trainee be given a limited period of time to produce this.

However, if the evidence does not exist, i.e. the task has not yet been done, then trainees should not be given the extra time allowed by an outcome 5 to complete this. If by the date of the Panel A, a WPBA or a course or any other mandatory documentation has not yet been completed or an examination has not yet been sat then the trainee has failed to produce the mandatory evidence required to achieve a satisfactory ARCP. They should therefore be issued with an outcome 2 or 3 with specific objectives to complete the missing WPBAs/ meet the missing competencies. The trainee should remain on this outcome until their next assessment whether this is 3 months, 6 months or 1 year (this period of time should be determined by the ARCP panel).

Where panels do not see the trainee and are therefore unable to determine whether evidence has been collected or not, the following principles should be observed:

- Where other evidence in the portfolio indicates likely satisfactory progress but a mandatory piece of evidence is missing then an outcome 5 should be issued
- Where other evidence in the portfolio indicates concerns with progress or there is evidence of inadequate engagement despite feedback then outcome 2 (or 3 where appropriate) should be issued

N.B: If an outcome 2 or 3 is issued at the Panel A, this decision **MUST NOT** be overturned at the Panel B if the trainee produces new evidence in the time between the two panels (see point 2 below).

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 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.

The only exception to the above is where a trainee fails to submit a Form R as part of their mandatory paperwork. In this case an outcome 5 should be issued and the trainee given 5 working days to produce the document so that the panel can make a judgement concerning the revalidation aspect of the ARCP.

1.1 For General Practice trainees only - Action when evidence is missing

- Where the evidence in the portfolio indicates likely satisfactory progress but a mandatory piece of evidence is missing then outcome 5 should be issued. This should be reviewed in a short timescale (2-3 weeks).
- If the complete evidence was not available for the review panel or the new evidence raised concerns about progress then outcomes 2 or 3 would be issued.
- Where there is not immediate opportunity to provide the evidence or a longer period is needed to evaluate evidence submission (e.g. insufficient PDP or learning log entries) then the timescale for review can be longer (there is an agreement across GP Schools and the RCGP that an outcome 5 should last a maximum of 6 months before review and an alternative outcome given)
- Where the evidence in the portfolio indicates concerns with progress or there was evidence of inadequate engagement despite feedback then outcome 2 or 3 should be issued

2. Changing Panel A unsatisfactory outcomes at Panel B (NOT INCLUDING OUTCOME 5s)

It should be noted that the Panel A and Panel B together make up one assessment (see Gold Guide extracts below*) and trainees issued with an outcome 2, 3 or 4 at Panel A should therefore only receive one outcome. Unless there are strong extenuating circumstances (please see Appendix 3) the outcome 2, 3 or 4 issued at the Panel A MUST NOT be changed at Panel B. If a trainee attends a Panel B with evidence that did not exist at the time of the Panel A this cannot be considered unless it is covered under exceptional circumstances. The outcome issued at Panel A stands until the next assessment, whether this is 3 months, 6 months or 1 year.

*7.58 The process is an assessment of the documented and submitted evidence that is presented by the trainee and as such the trainee should not normally attend the panel (**PANEL A**). However, deaneries may wish to have trainees present on the day to meet with the panel after their discussion of the evidence, if required to clarify information, and to discuss the next steps and their future training requirements (**PANEL B**).

*7.61 The purpose of the trainee meeting with the panel after it has reached its decision is to discuss the recommendation for focused or additional remedial training if these are required (**PANEL B**).

Where outcomes 2, 3 & 4 are issued, the Panel B SHOULD NOT be re-reviewing evidence or changing the decisions of the Panel A. It should be explaining to the

trainee why the outcome was given following the review of evidence and advising on future support measures and objectives.

3. Trainee resignations

If a trainee resigns from the training programme they should still be issued with an outcome to formally document their progress whilst in the training programme. If issued an outcome 1 or 2 then no further action is required. If issued an outcome 3 and they choose not to take up the full amount of additional training time, they should be issued with an outcome 4 (in addition to the outcome 3) to formally release them from the training programme.

4. Long-term sick leave

If a trainee is on long-term sick leave their training clock should stop and they should not be assessed until they have returned to the training programme full-time. The GMC form for trainees who are not assessed must be completed and the reasons for this documented.

5. LTFT

The GMC requires that all LTFT trainees attend an annual review and an outcome be issued. The ARCP form should clearly document the period under review, i.e. 6 months/8 months etc and any extension to training should be calculated pro-rata.

6. LAT/FTSTA trainees who have not achieved competencies

Where fixed term contract trainees have reached the end of their training but not achieved competencies, no outcome should be issued but a letter sent to the trainee and College detailing the competencies achieved only.