North West Core Surgical Training Version 2.0 - August 2021

ARCP & Interim Progress Review Checklist for CST Trainees from August 2021

This checklist is to be completed and uploaded to the “Other Evidence” section of ISCP under the “Miscellaneous” heading by all core trainees (CT1 & CT2) and all run-though trainees (ST1 & ST2). The form should be updated and re-uploaded before each Interim Review and ARCP Assessment panel.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | **GMC No:** |  | **CST Specialty Theme:** | |  | |
| **Date completed / updated:** | |  | I have read and understood the [Core Surgical Training (2021) syllabus](https://www.iscp.ac.uk/iscp/curriculum/core-surgical-training-curriculum/1-introduction/) on ISCP. | | | | | | | Yes No |
|  | **Hospital Site:** | | | **Post Specialty:** | | | | **Educational Supervisor:** | | |
| **Post 1** |  | | |  | | | |  | | |
| **Post 2** |  | | |  | | | |  | | |
| **Post 3** |  | | |  | | | |  | | |
| **Post 4** |  | | |  | | | |  | | |
| **Post 5** |  | | |  | | | |  | | |

Learning Agreements

You must have one Learning Agreement for each six-month placement. All four parts of the Learning Agreement must be completed and signed off by you and your AES before the Interim Review or ARCP Assessment Panel. Prior to your mid-point and final review with your AES, your Clinical Supervisors need to complete a Multi-Consultant Report (MCR). You must also complete a self-assessment the same way the CSs complete the MCR using the same form. At your objective setting, plan with your AES when each part will be competed and set dates to meet:

|  |  |
| --- | --- |
| Objective Setting: | Should be completed within the first 4 weeks of each placement. |
| Mid-Point Review: | Should be completed before the mid-point of each placement (i.e. 31 October for the first 6-month post or 30 April for the second 6-month post). |
| Final Meeting: | Should take place towards the end of the placement but must be completed before your Interim Review or ARCP deadline date. |
| AES Report: | This must be completed before your Interim Review or ARCP – you can do this at the same time as your final meeting. You cannot receive a satisfactory ARCP outcome without this being fully signed off. |

PLEASE NOTE: Trainees in 4-month placements must have at least the “Interim Meeting” of the second placement completed and signed off before the Interim Review. All parts of all Learning Agreements must be completed and signed off before your ARCP Assessment panel.

|  | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- |
| “Objective Setting” completed and signed off for all placements | Yes No | Yes No | Yes No | Yes No |
| “Mid-Point Review” with AES and CSs and MCR with self-assessment completed and signed off for all placements | Yes No | Yes No | Yes No | Yes No |
| “Final Meeting” with AES and CSs and MCR with self-assessment completed and signed off for all placements | Yes No | Yes No | Yes No | Yes No |
| “AES Report” completed and signed off for all placements | Yes No | Yes No | Yes No | Yes No |

WPBAs

Please enter the number of each type of WPBA you have completed **and validated** in each post. **Remember:** you must have validated a minimum of 3 CBDs, 3 CEXs and 3 DOPS and/or PBAs **each six months** (of which 50% of the minimum number of each type must be validated by consultants). You should aim to complete a minimum of 3 DOPS / PBAs for most of the index procedures on the ST3 Preparation Module checklist before the end of CT2.

Mandatory WPBAs (see separate checklist) must be completed by your CT1/ST1 Interim Progress Review.

You must complete one MSF per year.

You must compete at least one Observation of Teaching and one Assessment of Audit during Core Surgical Training.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CBDs** | | **CEXs** | | | **DOPS/PBAs** | | | | **MSF**  Please state if “Development Required”, “Satisfactory” or “Outstanding” | |
|  | **Total validated:** | **With consultants:** | **Total validated:** | **With consultants:** | | **Total validated:** | | **With consultants:** | |
| **Post 1** |  |  |  |  | |  | |  | |  | |
| **Post 2** |  |  |  |  | |  | |  | |  | |
| **Post 3** |  |  |  |  | |  | |  | |  | |
| **Post 4** |  |  |  |  | |  | |  | |  | |
| **Post 5** |  |  |  |  | |  | |  | |  | |
| **Other WPBAs** | | | | | **CT1/ST1**  **Interim Review** | | **CT1/ST1**  **ARCP** | | **CT2/ST2**  **Interim Review** | | **CT2/ST2**  **ARCP** |
| Number of Observation of Teaching (OoT) completed | | | | |  | |  | |  | |  |
| Number of Assessment of Audit (AoA) completed | | | | |  | |  | |  | |  |

Exams

All parts of the MRCS or MRCS (ENT) exams must be passed by the end of Core Surgical Training. We would expect you to have passed MRCS Part A before the end of CT1.

|  | | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- | --- |
| MRCS Part A | Passed or failed: |  |  |  |  |
| I have uploaded evidence for each sitting to ISCP | Yes No | Yes No | Yes No | Yes No |
| MRCS Part B or DO-HNS Part 2 | Passed or failed: |  |  |  |  |
| I have uploaded evidence for each sitting to ISCP | Yes No | Yes No | Yes No | Yes No |
| **PLEASE NOTE:** If you passed the MRCS or MRCS (ENT) before entering core training, you must still upload evidence of your exam passes to ISCP | | | | | |

Courses

You must have completed ATLS or APLS by your Interim Progress Review in your CT2/ST2 year. You are also recommended (not mandatory) to have completed a Basic Surgical Skills course by the end of CT1/ST1 and a CCrISP course by the Interim Progress Review in your CT2/ST2 year.

|  | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- |
| ATLS or APLS completed & I have uploaded evidence to ISCP | Yes No | Yes No | Yes No | Yes No |
| **PLEASE NOTE:** If you attended an ATLS course before entering core training, you must still upload evidence to ISCP | | | | |

Checklists

1. The ARCP & Interim Review checklist (this form) must be completed and uploaded to ISCP for every Interim Progress Review and ARCP.
2. One Core Specialty Module checklist must be completed and uploaded to ISCP for **every post**. Please complete the correct specialty checklist for the post.
3. Please complete one ST3 Preparation Module checklist for your chosen specialty and upload to ISCP before your CT2/ST2 Interim Progress Review you must also update the checklist and upload to ISCP before your CT2/ST2 ARCP. One ST3 Preparation Module checklist must be completed before the end of Core Surgical Training.
4. All mandatory WPBAs as listed in the [Core Surgical Training Curriculum (2021)](https://www.iscp.ac.uk/iscp/curriculum/core-surgical-training-curriculum/1-introduction/) must be completed before your first Interim Progress Review in CT1/ST1. Please upload a completed “Mandatory WPBA checklist” to ISCP in the “Other Evidence” section of ISCP under the “Miscellaneous”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| I have completed & uploaded the **ARCP & Interim Review checklist** to ISCP in the “Other Evidence” section under the heading “Miscellaneous” | Yes No | Yes No | Yes No | Yes No |
| I have completed & uploaded the **Core Specialty Module checklist** to ISCP in the “Other Evidence” section under the heading “Miscellaneous”  (Please enter name of specialty in box) | Yes No | Yes No | Yes No | Yes No |
| I have updated & uploaded the **ST3 Preparation Module** **checklist** to ISCP in the “Other Evidence” section under the heading “Miscellaneous”  (Please enter name of specialty in box) | N/A | N/A | Yes No | Yes No |
| **Mandatory WPBA checklist** has been completed and uploaded in the “Other Evidence” section of ISCP under the heading “Miscellaneous” | Yes No | Yes No | Yes No | Yes No |

Other Requirements

|  | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- |
| If applicable, I have completed the Covid-19 diary detailing what training has been affected during the pandemic and uploaded to the “Other Evidence” Section of ISCP under “Miscellaneous” |  |  |  |  |
| Up to date CV has been uploaded to ISCP | Yes No | NA | Yes No | NA |
| Form R (Part A&B) and Covid-Declaration submitted (only required for ARCPs) | N/A | Yes No | N/A | Yes No |
| One piece of reflection completed for each 6-month placement and uploaded in the “Other Evidence” section of ISCP under the heading “Miscellaneous” | Yes No | Yes No | Yes No | Yes No |
| Total logbook numbers since start of Core Surgical Training:  As a guide you should to have >120 cases per year (at least 60 per placement) |  |  |  |  |
| Logbook numbers since start of Core Surgical Training (STS, STU and P only) |  |  |  |  |
| Audits (min. one per year), evidence uploaded in the “Other Evidence” Section of ISCP under the heading “Audit” | Yes No | Yes No | Yes No | Yes No |
| Number of publications (insert no. as first author in brackets) e.g. 3 (1) |  |  |  |  |
| Number of presentations (regional and national) |  |  |  |  |
| Prizes/awards received |  |  |  |  |

|  | **CT1/ST1**  **Interim Review** | **CT1/ST1**  **ARCP** | **CT2/ST2**  **Interim Review** | **CT2/ST2**  **ARCP** |
| --- | --- | --- | --- | --- |
| Positions of responsibility, insert title of role |  |  |  |  |