


Checklist for Trainee/Trainer in preparation for ESR

For Trainees not completing training

All Trainees are now on 'new' WPBA requirements <https://www.rcgp.org.uk/mrcgp-exams/wpba/assessments>

Area	Evidence required	Evidence verified
ESR	Completed within 8 weeks of the ARCP Panel Both Trainer and Trainee signed off	
Competencies/capabilities	<p>Trainee has completed self-rating</p> <p>Trainee to add up to 3 linked pieces of evidence to support each capability.</p> <p>If the trainee self-rating is a comprehensive review, with appropriate tagged evidence which shows a true picture of their training, the ES should add a comment stating that they agree with all comments and evidence cited.</p> <p>If there are differences in Trainee and ES Capability grading ES must link appropriate evidence and a narrative how this supports their different grading.</p>	
Curriculum Coverage/clinical experience groups	<p>The trainee should provide evidence of progression between reviews and linked entries for all Capabilities</p> <p>The trainee should provide a range of evidence over time and a high number of appropriate links to clinical experience groups/curriculum and capabilities</p>	
Work Placed Based Assessments	<p>Confirm minimum completed for each year of training. LTFT the same number of assessments need to be completed per 'training year' e.g. a trainee on a 50% less than full time rotation will take 2 years to complete a 'training year'</p> <p>'New' WPBA requirements</p> <p> mandatory-evidence-sheet-wpba-numbers.</p> <p>Please note the Portfolio Requirement Table does not always accurately reflect the correct number of assessments completed in the phase of training</p> <p>Trainees in ST3 need to ensure evidence of leadership activity that is separate and in addition to QIA/QIP Do not need to complete a QIA if QIP completed in the same year/phase of training</p>	

Learning logs	<p>Minimum 36 clinical case reviews in ST3 1 other learning log entry per month Evidence of reflection and learning</p> <p>Check CCRs are true CCRs and not uploaded documents/learning events etc</p>	
PDP	<p>Minimum 1 PDP per year with evidence of completing SMART objectives.</p> <p>The PDP should be a personal, reflective 'living document' with a mixture of open and completed entries. It should contain a mixture of entries generated personally by the trainee and from meetings with their ES.</p> <p>The PDP should not only be a list of mandatory training requirements</p>	
CEPS	<p>Trainee demonstrated progression in their CEPS, commensurate with their stage of training</p> <p>Evidence for CEPS should be provided through a mixture of observed assessed CEPS, log entries, COTS and the CSR</p> <p>There should be progress relating to 5 intimate CEPS and the 7 system CEPS, recorded as CEPS assessments</p>	
BLS and AED	<p>CPR and AED face to face training every calendar year, and includes paed.</p> <p>Upload and attach a valid certificate of competence into the Compliance Passport</p> <p>If certificate does not include paed document confirmation in a learning log and attach to Compliance Passport</p>	
OOH/UUC	<p>Evidence of a range of UUC experience that may include CCRs and supervisor feedback</p> <p>Evidence includes working in Primary and Secondary Care posts and must include evidence of undertaking OOH sessions when in a GP or ITP post</p>	
Child/Adult safeguarding	<p>All trainees require evidence of a valid Level 3 safeguarding for both adult and child safeguarding from the start or early part of their training in ST1 and this should be evidenced with a certificate of Level 3 in their log.</p>	

	<p>Also, for both child and adult: A knowledge update every calendar year and this needs to include a demonstration of their knowledge, key safeguarding information, and the appropriate action to take if there are any concerns (unless Level 3 completed in the same year)</p> <p>A minimum of one Clinical Case Review in each training year (ST1/2/3) which demonstrates the application of their knowledge</p>	
Last ARCP	<p>Ensure Trainee has accepted/signed off last ARCP</p> <p>If the Trainee was awarded an unsatisfactory Outcome at last ARCP please check/ensure the recommendations have been achieved?</p>	
Health and Probity Declarations	Trainee signed	
Revalidation	<p>Ensure any formal complaints, GMC, SUIs, SEAs that reach the GMC threshold are recorded on Form R.</p> <p>Trainee to write a reflective log entry and confirm if resolved/unresolved? Trainer to add a comment to this log entry again to confirm if resolved/unresolved?</p>	
Form R and COVID Self Declaration	<p>Both are mandatory and completed via TIS:</p> <p>A fully completed Form R and COVID Self Declaration completed within 8 weeks of each panel</p> <ul style="list-style-type: none"> • All posts listed and correct dates since last ARCP with no overlapping dates or gaps between dates • Include all work as a doctor e.g. locum, voluntary, redeployment due to COVID • Time out of training completed in days for each area and total box((1 week = 7 days, Friday 3 days) • All sections/declarations 'ticked' and completed appropriately • Declare all formal complaints, GMC, SUIs, SEAs that reach the GMC threshold • Signed and dated <p>HEE Form R guidance https://nwpgmd.nhs.uk/general-practice-education-north-western-deanery/faqs-0#_Form_R</p>	

Minimum mandatory evidence requirements for end of training year

Trainee completion-Add to Supporting Documentation log as ARCP prep

Date: _____ Trainee name: _____ Training Year: Choose...

Evidence	ST1		ST2		ST3	
	Required	<input checked="" type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required	<input checked="" type="checkbox"/>
Mini-CEX/COTs all types ^a	4		4		7	
CBD / CAT	4 CbD		4 CbD		5 CAT	
MSF	1 (min. 5 clinical 5 non clinical)		1 (min. 5 clinical 5 non clinical)		2 (1 MSF 5&5 resps, 1 Leadership MSF)	
CSR	1 per post ^a		1 per post ^a		1 per post ^a	
PSQ	0		0		1	
CEPS	Ongoing: some appropriate to post		Ongoing: some appropriate to post		In 3 years 5 intimate + a range of non intimate ^b	
Learning logs	36 Case reviews ^c		36 Case reviews ^c		36 Case reviews ^c	
Placement planning meeting	1 per post		1 per post		1 per post	
QIP	1 (in GP)		1 (in GP) – if not done in ST1		0	
Quality improvement activity	All trainees must demonstrate involvement in Quality Improvement each training year ^d					
Significant event	Only completed if reaches GMC threshold of potential or actual serious harm to patients-any Fitness to practise issues should be considered and commented upon					
Learning event analysis	1		1		1	
Prescribing	0		0		1	
Leadership activity	0		0		1	
Interim ESR	1 ^e		1 ^e		1 ^e	
ESR	1		1		1	
Safeguarding adults level 3	Certificate and reflective log entry ^f		Certificate, annual knowledge update and reflective log entry ^f		Certificate, annual knowledge update and reflective log entry ^f	
Safeguarding children level 3	Certificate and reflective log entry ^f		Certificate, annual knowledge update and reflective log entry ^f		Certificate, annual knowledge update and reflective log entry ^f	
BLS/AED	Annual evidence of competence in CPR and AED ^g		Annual evidence of competence in CPR and AED ^g		Annual evidence of competence in CPR and AED ^g	
Form R	In log ^h		In log ^h		In log ^h	
Covid declaration	In log ^h		In log ^h		In log ^h	
PDP (Action plans and PDP combined)	3 proposed in each review related to capabilities and one not related. At least one of each type achieved in each year.		3 proposed in each review related to capabilities and one not related. At least one of each type achieved in each year.		3 proposed in each review, including final, related to capabilities and one not related. At least one of each type achieved in each year.	
Any requirements of last ARCP	Check met if previous any outstanding		Check met any outstanding		Check met any outstanding	

* COT of all types to be completed over the training time including audio, remote and face to face i.e. patient is in the same room as the trainee.

a CSR to be completed in a primary care post if any of the following apply: The clinical supervisor in practice is a different person from the educational supervisor. The evidence in the Portfolio does not give a full enough picture of the trainee and information in the CSR would provide this missing information, and either the trainee or supervisor feel it is appropriate.

b 5 Intimates need to be observed and include rectal, breast, female genital including bimanual, male genital and prostate A range of other non-intimate CEPS relevant to General Practice is also required.

c CCR The trainee should have more than one log entry which addresses each capability in each 6-month review period. Therefore, a range of logs should be completed, not only clinical case reviews, in order to capture capabilities such as organisation, management and leadership, ethics, and fitness to practice.

d QIA is required in every training year (QIP counts in ST1/2 when in primary care). Please see RCGP website for further details of what counts as a QIA. Please note a LEA, reflection on feedback and leadership project does not count as the mandatory QIA

e the interim ESR review can be completed at the midpoint of each year only if the trainee is progressing satisfactorily. If there are any concerns about the trainee's performance or they have had an unsatisfactory/developmental outcome in their previous ARCP then the full ESR will be required.

f If a trainee does not have a placement within a specific training year that includes children, then it is not mandatory (but still recommended) to record and document their learning on Child safeguarding. Level 3 safeguarding cert lasts 3 years but a knowledge update is needed in addition in each year if not completing the full level 3 in that training year. Certificates should be added to Supporting Documentation and the Compliance Passport and application of knowledge recorded in CCRs.

g Hands-on BLS will be mandatory from August 2022, online BLS certificate accepted until then, ALS though lasting for 3-4 years needs to be updated annually with evidence of competence in CPR and AED. Certificates should be added to Supporting Documentation and the Compliance Passport.

h Form R and COVID declaration, if required prior to ARCP panel, should be uploaded to the Compliance Passport.

Assessments- should be spread throughout the training year with roughly half being done in each review period. Less than Full time trainees are expected to do the same total number in the full training year but pro rata in each review period dependent on their percentage of time training. See roadmaps for further details.