

HEALTH EDUCATION NORTHWEST (HEENW) VIRTUAL ARCP ASSESSMENT PANEL



School of Psychiatry

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The Panel Composition



Prior to the assessment panel

- You will review up to 5 trainees.
- Please summarise your findings on the [online Proforma](#).
- You will be given an appointment time for the ARCP Assessment Panel.

On the day of the Assessment Panel

- Please attend your appointment via Teams. This will be for a maximum of 45 minutes with approximately 7 mins per trainee.
- You will form the third member of the panel along with a Training Programme Director/Head of School and another panel member.
- Summarise your portfolio findings and suggested outcome for each trainee.
- Each panel member will have access to the ePortfolio should you have any queries in relation to the trainees you have assessed.
- You will all discuss your recommended outcomes and once confirmed, the Programme Support Team will record the outcome on the ePortfolio.



Panel Preparation

You will be allocated approximately 5 trainees to review. Please inform the Programme Support Team if there are any conflicts of interest.

Please spend some time at least 2 days prior to the Assessment Panel to go through each portfolio in detail.

Use the specialty checklists, ARCP Timetable and Proforma to determine outcome

If the trainee is LTFT or out of synch for any reason, you are assessing whether their progress through the training year is in line with the amount of time they have spent in that year.

A CCT calculator should be available within the ePortfolio **Activites** section to refer to so you are aware of the length of training time that you are assessing.

Please refer to the trainees last ARCP outcome within the ePortfolio **Reviews** section to cross reference the previous outcome and if there had been any recommendations

Types of ARCP

Annual ARCP for all trainees

If full time this will assess progression to next training year
If less than full time this will assess if progress is being made at expected rate

Review of Outcome 3 or 10.2

Assessment after extension to training and tend to assess with full ARCP after 3-6 months agreed extension block

LTFT trainees

Some may only be assessed for a % of the training year. Please refer to the trainees CCT calculator within the **Activites** section for the length of time being assessed.

Assessment of LTFT – Higher Psychiatry Trainees ONLY

Trainees at **critical progression points** will be reviewed twice a year; an annual review and a review at the stage of progression, which for Higher Psychiatry is at CCT.

For LTFT trainees who are not at a critical progression point and the annual ARCP denotes they are on track, the Educational Supervisor will be requested to do an educational review just prior to the progression date to ensure they meet requirements. The next formal review will be the Annual ARCP.

If concerns regarding progression are noted at the Annual ARCP, the Panel will request that the trainee is brought in for a progression review at the ARCP panel closest to their progression date.

Trainees have been requested to share their CCT Calculator with their Clinical and Educational Supervisor so they can see the progression dates. They have also been informed to store the CCT Calculator within the ePortfolio **Activities** section.

Please contact Psychiatry.nw@hee.nhs.uk. If you require a CCT calculator for any out of synch trainees that is not available on the ePortfolio

Core Psychiatry trainees will continue to be reviewed for an Annual and Progression review.

ARCP Outcomes

Outcome	Description	
1	Satisfactory	Satisfactory progress. Competences achieved as expected
2	Development of specific competences	May progress but requires specific/ targeted training to achieve certain competences
3	Inadequate progress	Has not achieved competences required to progress
4	Released from training programme	Released from training programme with or without specified competences
5	Incomplete evidence presented	Incomplete evidence provided
6	Gained all required competences/capabilities	Recommendation for completion of training having gained all required competences.
8	Satisfactory	Out of programme, time may or may not count towards training

COVID Outcome 10.1

Outcome 10.1 is a “no fault outcome” like *GG8: 4.91 Outcome 2*

It can be used for trainees who have not been able to demonstrate required capabilities (because of COVID) which can be made up at the next stage in training.

Trainees on an Outcome 10.1 can progress to next stage in training.

Additional training may subsequently be required and would be assessed at next scheduled ARCP

Trainees receiving an Outcome 10.1 will require an educational review at 6 months like an outcome 2

COVID Outcome 10.2

Outcome 10.2 is a “no fault outcome” like *GG8: 4.91 Outcome 3*

It can be used for trainees who have not been able to demonstrate required capabilities (because of COVID) which cannot be made up at the next stage in training because they are at critical progression points

Trainees on an Outcome 10.2 cannot progress to next stage in training and will require additional training

Outcome 10.2 should be used for trainees at progression points because a mandated capability cannot be demonstrated due to COVID, this will be due to exam cancellation or prolonged shielding

Outcome 10.2 is subject to the appeal process like an Outcome 3

Panel Member Guidance

By agreeing to be a panel member it is understood that you are appropriately trained in equality & diversity (refreshed every three years) and have knowledge of the ARCP principles.

Should you require further guidance to assist you, please visit our website:

<https://www.nwpgmd.nhs.uk/policies-procedures>

All Curriculums can be accessed here: <https://www.gmc-uk.org/education/standards-guidance-and-curricula/curricula>

Specialty ARCP Guidance can be accessed here:

https://www.nwpgmd.nhs.uk/Specialty_Schools/Psychiatry/ARCP-Information-Trainers

Online ARCP Proforma

The HEENW Programme Support Team have developed an online Proforma to support the virtual ARCP Process. The Proforma is a checklist of requirements that determines a trainees ARCP Outcome.

Prior to your allocated Assessment Panel time, the Proforma will need to be completed in its entirety, referring to the ARCP Timetable and any specialty guidance. The ARCP Timetable will be provided by HEENW prior to the ARCP Panel.

A short guidance video for completing the Proforma can be viewed by clicking this link: [Meeting in Panel 3 - Core -20211115 133151-Meeting Recording.mp4](#)

Link to use for the Proformas:

- [Core Psychiatry Assessment Proforma](#)
- [Higher Psychiatry Assessment Proforma](#)

You will be unable to proceed within the Proforma if you do not complete each section.

A short guidance video for reviewing the ePortfolio can be viewed by clicking this link: [Psychiatry eportfolio](#)

Form R and Self Declaration

The Form R and Self Declaration are a **mandatory** requirement. The Form R can be found within the **Reviews** section of the portfolio. The Self Declaration should be located with the **Activities** section

If the Form R and/or Self Declaration cannot be located, an Outcome 5 is to be awarded. Please refer to the [Gold Guide](#) (paragraphs 4.126 and 4.127) for the implications of non-submission of a Form R by the Trainee.

Please check that the trainee has completed the Form R in its entirety, confirming any additional work, including locum shifts, they have undertaken, time out of training (TOOT) and any incidents/events they have been involved in.

The TOOT needs to be entered on the Proforma. If a trainee has had over 14 days TOOT, please note on the Proforma if this has had an impact on training to allow HEENW to amend the trainees CCT/End date accordingly.

If it is highlighted that a trainee has done excessive locum shifts, please indicate within the online Proforma in the Revalidation Concerns box. Please refer to the following guidance for clarity for trainees undertaking additional work: [Guidance for trainees and trainers on undertaking additional work whilst in a postgraduate medical education training programme](#)

Any concerns within the Form R and Self-Declaration Form must be noted on the ARCP Proforma

Things to Remember

- Trainees should be working to pre COVID guidelines. Reduced WPBAs will only be taken into consideration if the trainee has indicated in their Self Declaration Form that their training has been affected by COVID.
- Core Trainees that can be signed off for training are to be awarded an Outcome 6.
- Please print out the proforma after you have completed one for a trainee as this will allow you to revisit your recommendations at the Assessment Panel.
- Whilst CCT calculators should be within the **Activities** section, the HEENW Programme Support Team will denote progression on the ARCP Timetable that you will receive.

Things to Remember Continued

- Trainees have been provided, in advance, with exact dates by which evidence should be submitted by; therefore if there is any incomplete evidence then an Outcome 2 should be awarded, unless the Supervisors Reports, Form R or Self-Declaration is unavailable, then an Outcome 5 to be awarded.
- For Higher trainees undertaking dual training, if the trainee has undertaken training in both specialties during that academic year, a Clinical and Educational Supervisors Report from both specialties must be present.
- If a trainees is being signed off for an Endorsement, please ensure this is clear on the Higher Psychiatry Proforma.
- Fast-tracking should be led by Training Programme Directors and trainers, not by trainees themselves. If the ARCP Panel is happy to support a trainee being fast-tracked, it would then have to be signed off by Professor Subodh Dave, RCPsych College Dean, to allow for the time to be decreased.

And Finally

- Please contact us if you have any questions prior to the Assessment Panel.
- The Programme Support Team will be in the Assessment Panel, so will be difficult to contact on the day should you require assistance before your appointment time.
- If you can not access the ePortfolio for the trainees that you have been allocated, please let the Programme Support team know on psychiatry.nw@hee.nhs.uk.
- If you can not reach a conclusion, that's ok, just bring your findings to the Assessment Panel.
- Please bear with us, we will try to run on time but sometimes portfolio reviews throw up unexpected findings which have to be discussed and dealt with at the time of the panel.

Thank you

Please contact
psychiatry.nw@hee.nhs.uk with any
questions.

