

ANNUAL REVIEW OF COMPETENCY PROGRESSION (ARCP) CHECKLIST

You **MUST** ensure that you provide following evidence which will be reviewed by the ARCP panel whether it be paper based or uploaded onto e-portfolio. Please note the panel will be unable to review your progress if you fail to bring the documentation listed below which could result in you being prevented from progressing to the next / final stage of your training.

- Enhanced Form R** - Form R Parts A and B are **now only** available through Synapse; you are required to generate and **print** for completion.
<https://secure.synapse.nhs.uk/people/formR>. **Unfortunately no printing facilities will be available at ARCP for you to use**

Please note that if your enhanced Form R is not submitted to the panel, your outcome will be withheld. If this ARCP meeting is scheduled as the final review ahead of your CCT/CESR date, failure to submit a completed enhanced Form R is likely to result in a delay to your CCT/CESR application.

If you have forgotten your Synapse login details or need to sign up to Synapse please email:
henwl@service-now.com

- Up-to-date RCoA Log Book summary for year being reviewed, including summaries for each module completed in the training year under review. **Please upload to your e-portfolio**
- Up-to-date Curriculum Vitae – **you MUST bring originals plus TWO copies**. This should include a summary of the following:
 - Internal teaching attended
 - External courses attended – please bring attendance certificates
 - Attendance at Deanery funded training days
 - Audits completed – with evidence added to your e-portfolio and summary of your involvement
 - Presentations given – with evidence added to your e-portfolio
 - Research – with evidence added to your e-portfolio
 - Publications – with evidence added to your e-portfolio
- Evidence of safeguarding child training – **upload certificate to your e-portfolio [ST3-7 – Safeguarding Children Level 2]**
- Evidence of safeguarding vulnerable adults training – **upload certificate to your e-portfolio**
- If you have undertaken an approved Out of Programme since your last ARCP** - An Out of Programme Update Form
- Academic Clinical Fellow/ Clinical Lecturers Only** – An Academic Supervisor's Report
- Trainee ARCP self-declaration** - Lead Provider Quality Improvement information. (This will be emailed to you separately.)

- Educational Supervisor's Structured Report – one to be completed for each hospital attended during the review year
- Interim Progress Report(s) - one form to be completed at the end of each placement / hospital / module EXCEPT at the end of the year, prior to your ARCP, when an ESSR is completed on the e-portfolio. **IPRs are paper-based, and should be uploaded to your e-portfolio**
- Unit of Training Sign-off for EACH completed key unit AND sub-unit of Training.
- Anaesthetic Clinical Evaluation Exercise (Anaes-CEX) – completed since last review **[Number dependent upon units of training completed – follow guidelines in School Training booklet]**
- Directly Observed Procedural Skills (DOPS) – completed since last review **[Number dependent upon units of training completed – follow guidelines in School Training booklet]**
- Case Based Discussion (CBD) – completed since last review **[Number dependent upon units of training completed – follow guidelines in School Training booklet]**
- Anaesthesia List Management Assessment Tool (ALMAT) **[Number dependent upon units of training completed – follow guidelines in School Training booklet]**
- Intensive Care Medicine-Acute Care Assessment Tool (ICM-ACAT) **[Number dependent upon units of training completed – follow guidelines in School Training booklet]**
- Multi-Source Feedback (MSF) – completed since last review **[As least 1 MSF required per year]**
- Evidence of Completion of Non- Clinical Essential Units at the completion of Intermediate and Higher Training
- Summary of Completion of Units of Training From School Training booklet
- Evidence of pass in relevant College examination (where applicable)
- Evidence of Simulation Training – completed since last review
- Letters of thanks / commendations – as appropriate
- Evidence of formal complaints
- Evidence of any grievances
- List of sick, carer, paternal or maternity leave taken over year, plus cumulative total taken during training to date

Please ensure the following is in your portfolio, it may need to be reviewed by the panel, external assessor or lay observer:

- National Training Number or Core Training Reference Number
- Initial Assessment of Competence Certificate
- Initial Assessment of Competence of Obstetric Anaesthesia Certificate
- Basic Level Training Certificate (end of CT2)
- Intermediate Level Training Certificate (end of ST4)
- Confirmation of expected date of CCT (not applicable for core trainees)
- All correspondence from the Deanery and the Royal College of Anaesthetists (RCoA)
- Evidence of Specialist Training registration with the RCoA
- Copy of Educational Supervisors' reports reviewed at previous ARCP and the ARCP outcome form issued
- All previous ARCP Recommendation and Outcome forms

It is **ESSENTIAL** that you provide all documentation and evidence as described in this checklist. Failure to present this at your review may result in the panel being unable to review your training.

If you have any queries with regards the documentation on this checklist you should contact the Anaesthetics Team at the London Deanery, or your Specialty School Anaesthetics Training Coordinator, prior to the review date.

Contacts:

London Deanery - anaesthetics@londondeanery.ac.uk