



# How to:

## Undertake the Annual Review of Competence Progression (ARCP): Policy & Procedures

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ARCP is a deanery process which assesses a trainee's ability to complete training or to progress to the next level of the training programme. ARCP is preceded and underpinned by appraisal, assessment and annual planning. ARCP logs that the trainee has attained all competencies and progressing through a training programme.

### Panel Objectives:

To consider and approve the adequacy of the evidence and documentation provided by the trainee. At a minimum this must consist of a review of the trainee's portfolio through a structured report from the educational supervisor (ES), documenting assessments and achievements. The panel should provide comment and feedback where applicable on the quality of the educational supervisor's structured report or the assessor's documentation;

To make a judgement about the trainee's suitability to progress to the next stage of training or to confirm that training has been completed satisfactorily.

*ES reports will be screened by the Deanery prior to the ARCP. Where concerns have been expressed Trainees will be requested to attend and be reviewed by the panel.*

### Panel Composition:

The panel should consist of at least three panel members one of which must be the Postgraduate Dean (or deputy) or the Training Programme Director (TPD), the Chair of the Specialty Training Committee, the Training Programme Directors and College/Faculty representatives.

Educational supervisors and associate directors/deans are all appropriate panel members.

#### GP Panel:

Three GP Associate Deans and an Administrator from the Deanery.

#### Academic Panel:

Two additional academic representatives who have not been involved in the trainee's academic programme.

#### For quality assessment:

The panel must include representatives from the employer to ensure that the trainees are robustly assessed and are safe to deliver care in their specialty, a Lay Member and an External Trainer.

All members of the panel must have been trained in equality and diversity issues within the last three years.

Supervisors should declare an interest and withdraw if their own trainees are being considered.

## The ARCP Panel Process

ES reports will be screened by the Deanery prior to the ARCP. Where concerns have been expressed Trainees will be requested to attend and be reviewed by the panel.

Six weeks prior to the date of the ARCP Panel All trainees will be informed of:

- ▶ the date the panel will meet
- ▶ the deadline for completion of assessments that will be considered by the panel
- ▶ the requirement to submit a letter explaining any absence e.g. maternity, sickness

Trainees who are likely to have anything other than Outcome 1 will need to be informed prior to the ARCP panel of the possible outcome and the fact that they will be required to attend the panel in person.

In the 2 weeks prior to the ARCP Panel Deanery will prepare information for consideration by the panel:

- ▶ For trainees with Outcome 1, the Educational Supervisors reports and summary sheets from the e-portfolio (if applicable).
- ▶ For trainees likely to receive Outcome 2,3,4, or 5, evidence of assessments including the ES report and any other relevant documentation relating to failure to progress.
- ▶ 10% of panel recommendations for trainees with Outcome 1 and all panel recommendations for trainees with outcome 2, 3, 4 & 5 will be reviewed.
- ▶ The relevant Royal College will be informed of the date of the ARCP Panel and will be required to provide an assessor.

ARCP Panel outcomes for all trainees will be communicated to the following:

### The Deanery

The Trainee, who must sign and return it to the Deanery within ten working days. The trainee should retain a copy of the signed form in their portfolio. The Deanery will retain the signed copy in the trainee's file. Where electronic systems for assessment/annual reviews are used, digital signatures will be acceptable.

### Relevant Royal College or Faculty

Programme Director – the PD will receive 3 copies of the outcome form, retain one copy for their own records and distribute the others as follows:

- ▶ Educational Supervisor
- ▶ Medical Director where areas of concern are highlighted in the current placement

- ▶ Deanery will forward a copy to the MD where the trainee is due to rotate

Each trainee will need to complete Form R, Registering for Postgraduate Training, annually.

## Glossary

ES Educational Supervisor; PD Programme Directors;  
MD Medical Director; RC Royal College

## ARCP is applicable to:

- ▶ All specialty trainees (including general practice trainees, those in part-time training and trainees in academic programmes) whose performance through a run-through specialty training programme must be assessed to demonstrate progression
- ▶ Trainees in combined academic/clinical programmes, e.g. those in Academic Clinical Fellowships, Academic Lectureships, Clinician Scientist appointments
- ▶ Trainees who are out of programme with the agreement of the Postgraduate Dean
- ▶ Trainees in Fixed Term Specialty Training Appointments (FTSTAs)
- ▶ Trainees in Locum Appointments for Training (LATs).

## ARCP Outcomes

For full details see:

<http://www.mmcwales.org/specialty-training/gold-guide/gold-guide-page>

### Satisfactory Progress

Development of specific competence required – no additional training time required

### Inadequate progress

additional training time required

**Released from training programme** with or without competences

### Incomplete evidence presented

additional training time may be required

## References

A Guide to Postgraduate Specialty Training in the UK: "The Gold Guide". Sep 07.

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