

Dear ISA junior doctors (CT1-ST7)

As promised, here are some general tips to assist you at your ARCP ahead; I have tried to cover the majority of your queries.

Documentation

The following must be prepared for your ARCP within your **RCoA e-portfolio account**

- Checklist
- CV
- MSF
- Logbook
- Child/Adult Safeguarding certificates,
- Form R part A+B

The enhanced annual review process is mandatory and must be undertaken at least once a year. The Panel will be unable to review your progress if you fail to bring the documentation listed on the checklist which could result in you being prevented from progressing to the next stage of your training.

1) Checklist (see attached)

You are required to present evidence that you have completed the full curriculum for your year of training; failure to do so will result in the issue of an ARCP 5 (incomplete evidence presented). Evidence will only be accepted via the RCoA e-portfolio and must be curriculum linked.

2) RCOA e-portfolio

- An ARCP folder should currently be open for you. Items to include are as listed below & on attached checklist. However many trainees receive an Outcome 5 for not having the correct ESSR & IPRs since last ARCP.
- IPR (Interim Progress Report) should be completed each time you rotate (instead of ESSR) & you may have up to 3 per training year. Your current Educational (Clinical Supervisor if within ICM) Supervisor should review your previous IPRs when completing your final ESSR for the year, this should be completed shortly before your ARCP.
- Please ensure you know where everything is that you wish to locate within your e-portfolio ahead of your appointment. Trying to find things by searching through the whole of your account during your appointment is time consuming

for both us and yourselves.

- E-portfolio will be changing in August 2018 to Life Long Learning Platform. We strongly suggest that you download a copy of your records to a USB or disc for future information. A link on the front right hand side of your home page should be available to you.

3) CV

Please upload a current CV to your e-portfolio.

4) MSF

A yearly MSF is mandatory for anaesthesia trainees. Please ensure you have completed an MSF in the last training year, ie, since your last ARCP (even if you are on an OOP). You cannot use a previous MSF twice. [MSF – eportfolio guidance document](#) is available to assist you.

An ICM MSF is mandatory & counts as your yearly requirement. If you are currently in ICM, please ensure you start this NOW if you haven't already. Failure to provide an MSF at your ARCP will lead to an Outcome 5, which causes extra work for yourself, School & HEE. MSFs are open for 30 days and 8 responses are the minimum requirement (consultant weighted). If you have enough responses and wish to close your MSF earlier than 30 days, please contact e-portfolio@rcoa.ac.uk

5) Logbook

Please upload your Year to Date logbook to e-portfolio, not cumulative for all of your training.

6) Child/Adult Safeguarding Certificates

Must be valid & available to view within your e-portfolio. Many of you forget these and receive an Outcome 5 for not uploading. Level 2 is appropriate for both unless you are a Paediatric Anaesthetist, in which case you should have Level 3 for Children.

7) GMC Trainee Survey

Please upload your GMC trainee survey completion code to the personal library section of your eportfolio.

8) Form R parts A+B

- The Form R Parts A and B are now only available through Synapse.
- You are required to generate and print the Form R through Synapse as it will no longer be available through any other means.
- If your enhanced Form R is not signed & uploaded to your e-portfolio account, available for the panel to review, you may receive an Outcome 5 or your Outcome may 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.
- The Form R is available at the following link - <https://secure.synapse.nhs.uk/people/formR>.
- If you have forgotten your Synapse login details or need to sign up to Synapse please email henwl@service-now.com

9) School of Anaesthesia Training Review (feedback email from Dr Phil Ward, ISA Website)

Imperial School of Anaesthesia uses your feedback to actively manage the quality of the training posts. Each survey will take around 5 minutes to complete. Completion of the survey is **mandatory** and will be reviewed at ARCP. Failure to complete the survey for the periods of Aug 17 - Aug 18 may result in the issue of an Outcome 5.

ADDITIONALLY

- a) If you are an academic trainee (ACF or CL),** you need to complete the Academic Progress Form located [HERE](#). Once completed it should be brought to your ARCP in paper format.
- b) If you are currently on OOP, or had an OOP period since your last ARCP,** you need to complete the OOP Update Form located [HERE](#) and bring in paper format to your ARCP.
- c) If you are scheduled to complete Core anaesthesia this year,** please ensure your [Initial Assessment of Competency](#) & [Initial Assessment of Obstetric Competency](#) are available via eportfolio & also download & complete the [Core Level Training Certificate](#) and bring this in paper format to your ARCP for final sign off.
- d) If you are scheduled to complete Intermediate anaesthesia this year,** you are required to download & complete the [Intermediate Level Training](#)

[Certificate](#) and bring this in paper format to your ARCP for final sign off.

e) Advanced Training year – ST6-7 - Important

- The 6 essential domains of team working, leadership, innovation, management, education and clinical practice all **MUST** be completed.
- **Advanced** optional modules; a trainee needs to do a minimum of **1** if in a year placement and **2** if in 2 x 6 month placements.
- In other words, everyone should do all 6 domains in addition to their 1 or 2 Advanced Optional modules. You are also required to download & complete a [Notification of Completion of Training form](#) & bring this in paper format to your ARCP for final sign off,

Revalidation queries

These should be **directed to HESL** (Deanery) Anaesthesia team via the Support [Portal](#). Trainees are required to revalidate every 5 years and on obtaining your CCT. Many of you will be revalidated automatically after your ARCP.

Appointment & Attire

- Please arrive 5 mins ahead of your appointment.
- Each appointment is for approx 15 mins with the Panel and if required a further 15 minutes with the Top Table.
- There are over 150 ARCPs for ISA on 3rd & 4th July and we will do all possible to keep to time. However, delays often occur and you should allow a minimum of 1 hour for the process to be completed.
- Please dress appropriately, similar to what you would wear if you were seeing a patient outside of a theatre setting (no scrubs, overtly casual clothing).

I hope this helps somewhat and look forward to seeing you all at your ARCP.

Best wishes

Terri