Introduction
The purpose of this guide is to outline requirements to allow successful completion of a GP Training Programme in the extraordinary circumstances of the COVID-19 crisis. The requirements stated in this guide will be only apply for 2020 Annual Review of Competency Progressions (ARCPs) due to take place up until 04 August 2020, which take account of the national emergency.

To whom this guidance applies
This guidance applies only to ST3 trainees (or ST4 ATCFs) who have had a previous ST3 Educational Supervisors Review (“ESR”) recorded and who have not passed the CSA and/or AKT.

• This guidance will not set a precedent for future ARCPs.
• Further guidance for trainees who have not yet had an ST3 ESR and who were due to have an ARCP after 04 August 2020 will be forthcoming.

This guidance aims to:
• reduce uncertainty for GP Trainees and educators around ARCP requirements
• set clear requirements for trainers, reducing administrative burden and increase capacity to deliver clinical work in this time of national emergency
• ensure that any doctor who is functioning at the appropriate standard receives a successful outcome
• minimise number of outcomes 5 (holding position whilst awaiting further information) to reduce workload for panels
• Identify those GPSTs who have not reached the required standard for CCT and highlight those individuals to their respective LETB/Deaneries to access support.

Missing Evidence
This document looks at the WPBA requirements for trainees who should have been finishing training in August 2020 and who have not passed their CSA or AKT.

For trainees who have not passed their AKT then please refer to the AKT section on the RCGP website for the next sitting of this exam

For trainees who have not passed their CSA, an alternative temporary assessment is being developed which can be completed before the end of ST3 training (or ST4 ATCFs). This will be a recorded assessment and will enable trainees to submit video or audio recordings of consultations, recognising that many consultations are now remote. RCGP and GP training educator colleagues are rapidly working on details of this assessment and further details will be available soon.

For any trainees in this position you will still need a final ESR and to have completed a certain number of assessments.

In cases where the number of specific assessments, as cited in the table below, have not been achieved, an ARCP panel will be able to deliver a global judgment based on a holistic view of evidence over the three year programme. In such cases, panel judgements will be informed through compensatory evidence.
Trainees should continue to make learning log entries in their ePortfolio and provide additional and appropriate evidence to demonstrate their competence in the capabilities. This is especially important where there have been gaps identified within earlier ESRs in ST3. The ARCP panel will then highlight compensatory evidence and/or global judgements and place a record of this on the ARCP outcome form.

**GP specialty training year three (ST3). WPBA evidence in the current ARCP phase:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current minimum requirements in ST3</th>
<th>Minimum WPBA evidence required for sign off in ST3 during COVID-19 pandemic</th>
</tr>
</thead>
<tbody>
<tr>
<td>CbD</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>COT</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Audio COT</td>
<td>1 of the above</td>
<td>not required</td>
</tr>
<tr>
<td>Prescribing assessment</td>
<td>1</td>
<td>not required</td>
</tr>
<tr>
<td>MSF</td>
<td>2 x (each with 5 clinicians and 5 non-clinicians)</td>
<td>1 or a comment from the ES about the team’s informal feedback to them in the ‘working in teams’ capability section of the ESR</td>
</tr>
<tr>
<td>PSQ</td>
<td>1</td>
<td>waived</td>
</tr>
<tr>
<td>CEPS</td>
<td>Mandatory observed list and range of others</td>
<td>If a mandatory CEPS has not been completed the ES needs to comment within the CEPS capability of the ESR that this was not observed but that in their opinion the trainee would have the skills to perform the relevant examination competently and safely</td>
</tr>
<tr>
<td>CSR</td>
<td>Not required in ST3</td>
<td>Not required, unless the ES feels having additional evidence would support their judgments</td>
</tr>
<tr>
<td>Learning logs</td>
<td>Regularly throughout training</td>
<td>To continue to record learning logs with focus on ensuring the mandatory requirements are completed – for example covering the capabilities which do not have enough evidence to suggest competence, mandatory CEPS that haven’t been observed, BLS and child safeguarding level 3 learning modules</td>
</tr>
<tr>
<td>BLS/AED</td>
<td>Face to face training</td>
<td>e-learning module if current face to face course has expired – certificate must be uploaded</td>
</tr>
<tr>
<td>Level 3 child safeguarding</td>
<td>Level 3 and reflection on a child safeguarding issue</td>
<td>Up to date e-learning module in child safeguarding at level 3 or an equivalent knowledge update – certificate /evidence of attendance must be uploaded to the learning log</td>
</tr>
<tr>
<td>QIP/Audit/LEA</td>
<td>Evidence of competence</td>
<td>Waived – no requirements</td>
</tr>
<tr>
<td>SEA</td>
<td>Evidence of competence</td>
<td>As a minimum, an SEA should be completed for any significant undeclared event that would be required to feature on revalidation paperwork. This should be attached to the learning log.</td>
</tr>
<tr>
<td>Revalidation paperwork (form R or SOAR)</td>
<td>Required</td>
<td>Required and attached in learning log</td>
</tr>
<tr>
<td>OOH</td>
<td>Can be checked as having been met if any reports to hand have been satisfactory, and no known concerns</td>
<td></td>
</tr>
</tbody>
</table>

**Educational Supervisors Review** – needed for all ST3 trainees who are finishing training.

| ESR- Trainee ratings and comments on capabilities | Competent for licensing for all 13 capabilities providing the trainee is satisfied competency has been achieved. 3 linked pieces of evidence to support each capability. Evidence can be used from the entirety of the ST3 time, not just new evidence from the last review. For example If 3 pieces of evidence had been linked to the capability for communication and consulting skills in a previous ESR in ST3 then no further evidence would need to be linked. If only one piece of evidence had been linked to the capability for fitness to practice 2 further pieces of evidence would need to be linked. |
| ESR- ES ratings of capabilities | Competent for licensing for all 13 capabilities providing the ES is satisfied competency has been achieved |
| ESR -ES comments on capabilities | For a satisfactory trainee who has rated himself or herself as competent for licensing in all 13 capabilities the ES is only required to affirm the trainee evidence. If the ES rates the trainee as needing further development for any of the capabilities narrative is required. Comments are needed for missing assessments within the relevant capability areas and signposting to any compensatory evidence, if the trainee has not provided this. |
| ESR - additional sections | All sections of the ESR to be completed | Comments on Clinical experience coverage, Review of PDP, Quality of Evidence, Clinical |
Examination and Procedural Skills are not needed.

| ESR – sign off | Nominated ES | Any ES or TPD completing the review |

Trainee guidance on completing the ESR
Review Preparation will still need to take place before you have the meeting with your supervisor.

Prior to completing your self-rating you will need to ensure you have completed the following;

1. At least 3 pieces of evidence for each capability this can be from learning logs or assessments that you have undertaken during your entire ST3 year and not just new evidence since your mid year review.
2. Completed on line learning modules for Basic Life Support and Automated External Defibrillators if these have expired. (ALS courses are acceptable providing they haven’t expired). Certificates for BLS/AED learning need to be included in your learning log.
3. Completed a learning module for child safeguarding level 3. The certificate needs to be attached into your learning log
4. Any mandatory CEPS, which have not been observed and assessed need a log entry to detail when the relevant examination was undertaken.
5. Complete your Form R/SOAR and add this to your learning log. If you have declared any complaints or significant events on your Form R/SOAR an SEA will need to be added into your learning log.

Review preparation
Rate and comment on each of the 13 capabilities. To obtain your certificate of completion of training in WPBA you need to rate yourself as competent in all 13 capabilities. (Please do not rate yourself as competent if you have concerns about your performance and do not consider yourself to be safe).

3 pieces of linked evidence need to be attached to each capability. If you have already used evidence in your mid year review then this will be counted towards the 3 pieces of evidence and does not need to be re-linked.

3 action plans and a proposed PDP need to be added as these will be carried forward to your 1st appraisal post CCT.

Complete the sections on safeguarding children, probity and health.

Sign off your review and submit this to your supervisor so they can complete their sections.

Arrange a meeting with you supervisor for them to complete the ESR, which can be done remotely if, need be.

Educational Supervisors Guidance for completing the ESR
All trainees who are finishing ST3 will need an ESR.

The trainee will need to have completed their self-preparation before the review can be done.
It is acceptable for the review to be done remotely if not possible to meet face to face.

The review should normally be done no more than 8 weeks before the planned ARCP date.

The ES will need to rate the trainee against all of the 13 capabilities.
- For the trainee to be licensed for independent practice they will need to be rated as competent for all of the 13 capabilities. (The ES must not rate the trainee as competent if they have any concerns about their performance in any of the capability areas).
- As usual, the trainee’s progress in the 13 capabilities and overall progression should be assessed completely independent of other parts of the Tripos: the CSA (or any alternative temporary assessment), or AKT.

The ES may need to add a comment on each of the capabilities:
- If they have rated the trainee as competent for that capability and they are satisfied with the comments written by the trainee in their self-reflection then saying they agree with the trainee’s comments will suffice\(^1\).
- If they have rated the trainee as needing further development for any of the capabilities then a comment will need to be written in support of this rating
- If the trainee has 3 pieces of linked evidence for each capability and this includes linked evidence from the 6-month review no further evidence needs to be linked by the ES.

If the ES is unsure whether they can rate the trainee as competent for licensing then it is acceptable to ask another supervisor if they would complete a CSR on the trainee as this may provide additional evidence to support their decisions.

The remaining part of the ES review does not need completing. This would normally include the ES commenting on;
- Clinical experience coverage
- Review of PDP,
- Quality of Evidence
- Clinical Examination and Procedural Skills

None of this is required and writing n/a in all the mandatory boxes is acceptable and the review will not be rejected.

For the final review, the ES has to tick a box to confirm the trainee has completed an update on Basic Life Support and Child Safeguarding level 3. Evidence of knowledge updates are still required and these need to be visible in the trainees learning log. The reflection requirements of a child safeguarding issue have been waived.

\(^1\) Exceptions to this include when the trainee has not completed the mandatory assessment requirements as in the table above, so for example;
- If a rectal CEPS was missing this would need to be commented on within the CEPS capability that there were no concerns with the trainees ability to examine or
- If the 1st MSF was incomplete and another has not taken place then a comment about the trainees ability to work both clinically and professionally with colleagues would need to be commented on within the working in teams capability.
The requirements for Out of Hours are going to be waived and the OOH box will be removed.

The ES will then make a judgement on the overall outcome of the trainees WPBA of satisfactory, panel opinion or unsatisfactory.

Once the ESR is completed it will need to be submitted by clicking the complete and submit button.

**Summary of requirements to progress to ARCP:**

- A previous ESR in ST3 with a satisfactory outcome. If the trainee was given an unsatisfactory outcome in an earlier ESR this will need to be addressed in the final review through ES comments and additional evidence
- A final ESR ideally within 8 weeks of ARCP
- Trainee and ES ratings of competent for licensing against all 13 capabilities in the final ESR
- Linked evidence to support the capabilities, which can come from entire ST3 time.
- BLS/AED and child safeguarding level 3 updates which need to be in date and evidenced in the ePortfolio
- The ES making a judgment on all of the available evidence in the ePortfolio and giving a satisfactory overall outcome in the final ESR.

**Workplace based Assessments (WPBA) for trainees finishing ST3 and who have not passed CSA and/or AKT - Frequently asked questions**

**My Educational Supervisor is very busy, how can I expect him/her to complete ESR during the pandemic?**
WPBA continues to be part of the MRCGP and you do need to be competent for licensing against the 13 capabilities both in your self assessment and in the judgments made by your ES during your ESR. The ESR is going to be light touch and many of the mandatory boxes are no longer required. You could greatly help your ES, by providing sufficient evidence of progression and they can just agree your evidence.

**Do I need to be competent in all the capabilities in my final review?**
Yes, for trainees who should be finishing training, you do need your ES to have rated you as being competent for licensing against all the 13 capabilities and been given an overall satisfactory outcome.

**Am I going to have to do all of my remaining workplace based assessments?**
No, The evidence for Workplace based Assessment has been modified in view of the pandemic. The minimum requirements are listed in the summary table.

**Because of COVID-19 we have moved to mainly telephone triage and this means I cannot get my CEPS done. What should I do?**
Your ES still needs to be able to confirm that you are competent in the CEPS capability during your final review. This includes the five mandatory intimate examinations. However, if you have not managed to get your mandatory CEPS formally observed and the CEPS form(s) uploaded to the ePortfolio prior to your final review, it is acceptable to document the missing CEPS as log entries detailing your experience in the relevant examination. If both you and your ES are satisfied that there is sufficient evidence to conclude that you are competent without these having been formally observed this will be deemed acceptable under the current exceptional circumstances. If you do not feel competent to do any of the
mandatory examinations, then you do need to declare this in your final review as you would not be signed up if you, or your ES, have any concerns about your competence with respect to the your ability to examine patients, including the five mandatory intimate examinations.

I am less than full-time/out of programme/on maternity leave/ on sickness absence. How do these changes affect me?
This depends very much on when you are supposed to finish training and how long this pandemic persists. The reduced assessment requirements will persist for the duration of the pandemic and the situation reviewed when training returns to normal.

My clinical/ educational supervisor is self-isolating / off sick with COVID-19 and there is nobody else to deliver my tutorials and complete my workplace based assessments. What should I do?
Tutorials may well have to stop or reduce during this time and Deaneries are looking at how the educational requirements of training can be managed. If you are at the end of your placement or end of your training year, it is hoped your ES will already have enough of a picture to complete your review and this can be done remotely.

How do I complete my PSQ?
The PSQ in ST3 will be waived if your practice is not doing face-to-face consulting

I haven’t done my practical Basic Life support (BLS) /Automated external defibrillator (AED) session and I am due to finish training in the next few months. What do I do?
As this is a requirement in every training year, please document in your log when these sessions have previously been carried out and attach the relevant certificates. It is not currently going to be possible to update this skill, but instead you must demonstrate an updated knowledge through completing an e-learning module on BLS / AED and attach this to your log. As soon as the pandemic ends it is recommended you attend a practical BLS /AED workshop.

I am not going to have added a reflective learning log on a child safeguarding issue. What do I do?
You must complete a child safeguarding e-Learning module at level 3 and attach the certificate into your log. During the pandemic this will be sufficient.

What happens when training restarts. Will it automatically be assumed I will have to complete the full year’s worth of assessments even if I am already half way through the year?
How long the pandemic lasts for will determine requirements for each training year. Advice will be given on this when normal training resumes.

I finish my ST3 time in September and haven’t passed my CSA and /or AKT what do I do about WPBA?
Please refer to the RCGP website on the alternative temporary arrangements for CSA and the next sitting for the AKT.

It is hoped that WPBA will return to normal in August and then a pro-rata amount of assessments would be needed for the time between August and your end date. This will be reviewed and further guidance will be given on this nearer the time.

If I need an extension to my training what happens to my WPBA?
It is hoped that WPBA will resume at the beginning of August 2020 and then you will need to do a pro-rata amount of assessments for the period of the extension.
I understand WPBA is changing in August 2020, if I have an extension to my training does this affect me? No, all trainees who are given an extension to training should stay on the 'old programme' of assessments and not move onto the new requirements.