

## Standard statements for ARCP outcome forms

Standard statements	Situation	Statement
<b>Absence</b>	When absence has been included in the TOOT box of the ARCP	<p>The time out of training declared includes the absence period/s in the Stages of Training and an additional xx days of (type of absence), xx days of (type of absence)... (continue as appropriate)</p> <p>Or</p> <p>The time out of training declared refers to the absence periods in the Stages of Training only. There are no additional absences to consider.</p>
<b>Prolonged absences</b>	When a trainee has a period of six to twelve months of absence when they are within their final three months of training	'We confirm that despite the trainee's prolonged absence from training, they have maintained their capabilities for general practice.'
<b>Fragmented training</b>	When a training post or ST year has been significantly disrupted by a period or a number of periods of absence	'The trainee has achieved the required capabilities for the training post/training programme despite the fragmented nature of their training programme and/or the training post.'
<b>Academic training</b>	When a trainee has split their time between academic and clinical placements and has been awarded an academic outcome 1	"The Panel has assessed clinical and academic progress during the review period and can confirm satisfactory progression"
	When a trainee has split their time between academic and clinical placements and has been awarded an academic outcome 6	"The Panel has assessed clinical and academic competences and can confirm that the trainee has met all required capabilities for the completion of training"
<b>Panel Chair</b>	When an alternative Panel Chair who is not listed as a panel member has signed the ARCP form	"Although the signatory of the final ARCP was not listed as in attendance at the panel, Dr _____ has reviewed the evidence and are in agreement with the Panel view and outcome."

<b>Short posts</b>	When a training post to be assessed is less than two months in duration	'The panel has reviewed the short post (specialty/dates) and can confirm that there is/there is not sufficient evidence of learning for it to count towards training'
<b>Shortened extensions</b>	When a trainee meets the competences of the programme in less extension time than awarded by an ARCP Panel	'The Panel can confirm that all competences outstanding at the ARCP panel dated _____ have been met in less time than recommended at the panel.'
<b>Unassessed training</b>	When a previous ARCP Panel did not assess a period of training	"The Panel has reviewed the period of training between xx/xx/xxxx – xx/xx/xxxx and can confirm (outcome)"
<b>Inter-Deanery transfers (IDTs)</b>	When a trainee is due to transfer to another deanery/HEE office	"Dr ____ is due to transfer to (new deanery location) on xx/xx/xxxx"
<b>Programme length</b>	When a training programme is longer than requirements due to rotation arrangements or an administrative reason (i.e. not due to absence or an outcome 3 extension)	"Due to (reason), Dr ____ has completed more training time than required"
<b>Targeted GP Trainees</b>	When a TGPT trainee is deemed ready to sit the outstanding exam/s	"The ARCP panel has carefully considered all the available evidence and can/cannot confirm that, from the evidence provided by the trainee, they are ready to sit the xxx exam"