

HEE/Deanery checklist for ARCPs

Area	Things to check	Notes
General	<p>If trainee is on an ATC programme, has the required evidence in an appropriate format been uploaded to TeP?</p> <p>If a trainee is on the Combined Programme (CP) route, has the CN19 form been submitted to the GMC?</p>	<p><input type="checkbox"/> <i>ARCPs copied into word documents or photographs will not usually be accepted – please see ATC evidence checklist</i></p> <p><input type="checkbox"/></p>
Post details	<p>If there are any posts less than two months WTE in duration, has a comment been added to an ARCP to confirm if the post has been assessed as able/not able to count towards training?</p> <p>Do all posts have a location recorded which corresponds with the specialty?</p> <p>If the trainee is an academic trainee, is it clear which posts have an academic component and is the split of academic/clinical time of each post clear?</p>	<p><input type="checkbox"/> <i>If a short post has not been commented on by a previous ARCP Panel, the final ARCP should review the evidence and add a comment to confirm if it is able to count towards the programme</i></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
ARCP coverage and assessment	<p>Have all periods of training been assessed? <i>If a period in training has not been covered by a previous ARCP or is covered by an OOP outcome, the period should be assessed and commented on at a later ARCP</i></p> <p>Is the Panel being held within two calendar months of the end of the review period?</p> <p>Are there three Panel members recorded the ARCP?</p> <p>Is the ARCP signed by the listed Panel Chair?</p> <p>If the trainee is an academic trainee, has both clinical and academic progress been reviewed and commented on?</p>	<p><input type="checkbox"/> <i>For unassessed periods shorter than one month, an Educator's note confirming review by the HoS or DAL will be accepted in place of a new ARCP. For unassessed periods longer than one month, a new ARCP may be required</i></p> <p><input type="checkbox"/> <i>ARCPs signed no more than 14 days prior to the two months window will be accepted</i></p> <p><input type="checkbox"/> <i>A minimum of two Panel members will be accepted until September 2021, but one must be listed as the Panel Chair</i></p> <p><input type="checkbox"/> <i>If a suitable alternative has signed off the form, please add a comment to confirm they have also reviewed the evidence</i></p> <p><input type="checkbox"/></p>

	<p>Have any concerns raised by previous ARCP Panels been reviewed and addressed?</p> <p>If it is a final Panel, do the following dates match?</p> <ul style="list-style-type: none"> • Expected CCT date • Last date of the review period • Last date of the last post • Last date of the last stage of training 	<input type="checkbox"/> <input type="checkbox"/>	<p><i>If these dates do not match, e-mail confirmation of the correct CCT date will be accepted in place of a roll back</i></p>
Programme length and absences	<p>Is it clear how much absence has been taken in addition to any absence posts recorded on the ePortfolio?</p> <p>Are any phased returns clearly documented on the ARCP forms or post list?</p> <p>Has the trainee completed at least 12 months WTE in specialty posts after any absence from the post/s has been deducted?</p> <p>Has the trainee completed 12 months WTE in primary care posts after any absence from the post/s has been deducted?</p> <p>Has the trainee completed 36 months of clinical training overall, plus any extension/s awarded?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><i>If the specialty experience within an ITP is being counted towards minimum 12 months, the percentage split of the ITP must be clear on the ARCP and post list.</i></p> <p><i>A maximum of two months shortfall may be covered by primary care experience within an ITP. Please ensure the percentage split of the ITP is clear if this flexibility is applied.</i></p> <p><i>14 days of absence per training year may be permitted in line with the managing time out of training guidance.</i></p>