**ARCP Checklist 2021/22**

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| **Name:** |  | |
| **Post**  (i.e. Paeds, Neonate etc…) | **Level of Training**  (i.e. ST1, ST2 etc…) | **Period Covered**  (i.e. Sept 2021 – March 2022) |
| **1st post –**  **2nd post –** |  |  |

***How to use this document:***

* Edit the Checklist - either print it out or download an editable version
* Keep track of your progress over the year, check things off as you go along
* Complete all the minimum requirements, you are encouraged to work beyond this if possible to maximise any educational opportunity.
* In your final Educational Supervisor meeting, review your progress using this checklist as a guide
* Upload to your ARCP folder within the Documents section on Kaizen.
* Remember to read the ‘ARCP Top Tips’ document available on the Trainee Website.

Please note, as guidance is frequently being updated, we would suggest reading the latest RCPCH guidance in relation to the ARCP process in light of COVID-19. This applies in particular to examinations, START, progressing from ST3 to ST4 and APLS / NLS certification.

**ARCP Documentation**

In your first post of the academic year your Educational Supervisor is also your Clinical Supervisor. They will then remain your Educational Supervisor throughout the year.

For the second six months, (i.e. the next post), you will be allocated a separate Clinical Supervisor in your new rotation. In community posts you should always be allocated a Clinical Supervisor in your acute trust. If your second post is in the community, you will be allocated a Clinical Supervisor in both your acute and community trusts.

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| **Document** |  | **Comments** |
| Absences |  | Please enter the number of days of absence. NB – this does not include Study/Annual Leave |
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| **First Post:** | **Date Completed** |  |
| ***“Induction Meeting with PDP (Personal Development Plan)”*** *– with Educational Supervisor*  N.B. If in community post, or your CS is different to your ES, you will need an additional “Clinical Supervisor Induction Meeting” |  | At start of post |
| ***“Midpoint Review”*** *– with Educational Supervisor*  N.B. If in a community post, or your CS is different to your ES, you will need an additional “Midpoint Review” meeting with your CS |  | Approximately half-way through post |
| ***“End of Placement Summary Report (not for ARCP)”****– with Educational Supervisor at end of post*  N.B. If your ES and CS are different, you will need an “End of Placement Summary Report” with your ES, and “Clinical Supervisor Trainer Report” with your CS |  | At end of post |
| **Second Post:** | |  |
| ***“Induction Meeting with PDP (Personal Development Plan)”*** – *with Educational Supervisor* |  | At start of post |
| ***“Clinical Supervisor Induction Meeting”***  If in community post, this will be one meeting with community CS AND one meeting with acute CS. If your ES and CS are the same this is not needed. |  | At start of post |
| ***“Midpoint Review*”** – *with Educational Supervisor* |  | Approximately half-way through post |
| ***“Midpoint Review”*** – *with Clinical Supervisor*  If in community post, this will be one meeting with community CS AND one meeting with acute CS. If your ES and CS are the same this is not needed |  | Approximately half-way through post |
| ***“Clinical Supervisor Trainer Report*”** - *with Clinical Supervisor*  If in community post, this will be one meeting with community CS AND one meeting with acute CS. If your ES and CS are the same this is not needed. |  | Should be completed before ARCP and before ES report |
| ***“Educational Supervisor Report for ARCP”***  with Educational Supervisor OR **“Joint Educational and Clinical Supervisor Report for ARCP”** if ED and CS the same |  | Final, end of year report to be completed before the ARCP. |

**Portfolio Entries:** (all required)

For detailed guidance on the Supervised Learning Events, have a look under the “Assessment” section on the RCPCH website.

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| **Document** | | | **Date completed** | **Comments** |
| **ePaedMSF** – one completed round minimum. ***Mandatory***  For detailed guidance on ePaedMSF, who to invite, and how to use the system on Kaizen, have a look under the “Assessment” section on the RCPCH website.  At Level 2 training, you must have one complete ePaedMSF for each of Neonatal, General Paediatric and Community rotations. | | |  |  |
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| **HAT**– one assessment during ***Level 1 training.*** One assessment during ***ST4 and*** *one assessment during* ***ST5***. Optional otherwise | | |  |  |
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| **LEADER CbD**– one assessment per year ***ST1-3 optional, ST4+ mandatory*** | | |  |  |
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| **Safeguarding CbD** – one assessment per year. ***ST1+ mandatory*** | | |  |  |
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| **ACAT MiniCEX** – one assessment within ***Level 2 Training, otherwise optional*** | | |  |  |
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| **DOC** – 5 assessments within **Level 2 training**, 5 assessments within **Level 3 training.**  Additional assessments can be completed; you are encouraged to complete 5 per year from ST4 onwards. | | |  |  |
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| **DOPS** – one assessment per *Compulsory DOPS* during **Level 1 training**.  A trainee may have one or two to complete in early ***ST4-5***training). ***ST6-8*** – please check DOPS within subspecialty curricula  You must be signed off as competent to perform independently.  You can complete DOPS for other, optional procedures as opportunities arise and use as evidence. | Bag, valve + mask ventilation | |  |  |
| Peripheral Venous Cannula | |  |  |
| Lumbar Puncture | |  |  |
| Intubation of newborn infant | |  |  |
| Umbilical Venous Cannulation | |  |  |
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| **MiniCEX** – ***ST1+*** No minimum number  Aim for high quality, in depth assessments. | | |  |  |
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| **Case Based Discussion (CbD)** – ***ST1+*** No minimum number  Aim for high quality, in depth assessments. | | |  |  |
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| **Personal Development Plan (PDP/Goals) – ST1+**  No minimum or maximum number; can cover longer time periods than one post. (PDPs for longer term aims, Goals for a particular post) | | 1st Post |  |  |
| 2nd Post |  |  |
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| **Royal College Membership**  Two theory exams complete by end of ST2. Full membership complete by end of ST3. | | |  |  |
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| **PiLS** – to be completed in **ST1** (unless completing APLS/EPLS) | | |  |  |
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| **APLS/EPLS**  To be complete by ST3 and/or before commencing middle grade rota. Must be up to date (completed within previous 4 years) | | |  |  |
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| **NLS/ARNI**  To be completed in ST1. Must be up to date (completed within previous 4 years) | | |  |  |
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| **Child Protection Training –**  **ST1-2:** Level 2 course as a minimum, **ST3+:** Level 3 course to be completed by ST3 and updated 3 yearly. This can be face to face or e-learning. | | **ST1-2** |  |  |
| **ST3+** |  |  |
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| **START** – only for **ST7+** | | |  |  |
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| **Clinic Attendance** –  Recommended to document attendance at 10 clinics per year. (NB – this is NOT a mandatory requirement but is intended to support your attendance in outpatient clinics) | | |  |  |
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| **Reflection** –  Required to reflect on any “Critical Incidents” or untoward events as input on your Form R. This is a GMC requirement. Reflections can also be used to help demonstrate completion of the curriculum (see Progress guidance for help). (NB – There are no minimum requirements for reflections, but they are encouraged) | | |  |  |
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| **GMC Survey –**  Upload in ARCP folder in “Documents” | | |  |  |
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| **NETS Survey –**  This is a survey on training that is not compulsory, but is strongly encouraged. Further information will be available later in the year. | | |  |  |
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| **Form R Part A and Part B –**  Upload in ARCP folder in “Documents”.  Your Form R (parts A and B) need to be sent to HEE directly and, ideally, uploaded onto Kaizen.  Please ensure all absences and locum shifts are entered on to Form R. | | |  |  |
| **CCT Calculator –**  It is recommended to review your CCT calculator, but this is not mandatory. Link for CCT calculator - <https://www.rcpch.ac.uk/resources/completion-training-date-calculator> | | |  |  |
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**Progress Curriculum:**

Trainees should be linking relevant material on their ePortfolio to the key capabilities within their training level’s learning outcome under each domain. At your final ES meeting and at your ARCP panel, each domain’s learning outcome for your level should be reviewed to ensure you are on track with documenting your completion of the key capabilities. These only need to be completed in full, with all the key capabilities tagged, at the end of each level of training (i.e. ST3, ST5 and ST8).

*For guidance as to what material could be used for each Domain, have a look at the RCPCH domain resources on their website and use the illustrations for inspiration.*

*You can also review the RCPCH’s document ‘Preparing for ARCPs with RCPCH Progress Judging achievement of Learning Outcomes to support progression decisions’ found in the Downloads section of the webpage:* [*RCPCH Progress guidance and support*](https://www.rcpch.ac.uk/resources/rcpch-progress-guidance-support)

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| For **ALL** trainees : to review that relevant evidence has been added to the key capabilities for each domain of your level’s learning outcomes, avoiding multi tagging and showing progress through your level of training. | *Yes/No* | *Additional Comments* |
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| **Trainees at End of Level of training**  **L1 (ST3), L2 (ST5), L3 (ST8) ARCP**  It is **essential** that your Educational Supervisor reviews evidence as being relevant, of high quality and not multi tagged. Once all key capabilities have been appropriately evidenced, ES must mark each learning outcome as 'achieved' via their Eportfolio access prior to your ARCP at the end of each level.  To progress to the next level of training, **all** the learning outcomes need to be marked as achieved for your current level of training. |  |  |

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| Please use this box in order to provide the ARCP panel with any further information you wish for them to know. Further information of things you may wish to include can be found within the ‘ARCP Top Tips’ document. |