

This information was sent to ST trainees on 12 April 2017 for ARCP on 24 May 2017

The following information is required

1. Upload a nicely laid out and up to date CV on e-portfolio
2. Upload a logbook covering the year of training being assessed (NOT YOUR ENTIRE LOGBOOK OR SEPARATE LOGBOOK PER PLACEMENT). Please name the file using the format "Logbook ST5"
3. Upload a CPD summary, summarising your educational activities with CPD points awarded per activity with a running total. This should include local departmental meetings, M&M and audit meetings. Please name the file using the format "CPD summary ST5"
4. Upload an Audit and Clinical Governance summary, summarising your involvement and any completed or ongoing projects with dates. Please name the file using the format "Audit and Clinical Governance summary ST5"
5. Ensure that there is an up to date MSF on e-portfolio
6. Consultant Feedback Summary, at the end of every placement we expect a feedback summary from a number of consultants in the department prepared by your Educational Supervisor at the placement. Please name the file using the format e.g. "Consultant Feedback Summary ST5 Whiston"
7. Personal Development Plan (PDP): should have clear and achievable objectives as separate items. Please use the description box to give a title for you PDP rather than what it implies to describe the PDP. Ideally, have a PDP per placement titled for e.g "Alder Hey ST6" and then add objectives by clicking "ADD OBJECTIVE" button at the bottom of the screen. Ensure that each objective is approved by your ES and have them Marked As Complete by your ES when have your final meeting with your ES at the end of your placement.
8. Ensure that there is an End of Placement Educational Supervisor's Report uploaded on e-portfolio from **EVERY** hospital you have been to during the year of training being reviewed. Please name the file using the format "ES report Aintree Theatres ST5" or "ES report RLUH ST5" etc.
9. Ensure that there is an up to date Health and Probity Declaration on e-portfolio
10. Evidence of reflection: According to the GMC guidelines, all doctors should keep a record of reflective practice. This needs to cover two aspects of our practice, reflection on educational activities (courses, meetings, etc.) and clinical reflection on significant events, interesting clinical cases and critical incidence. Please refer to the email sent from Dr Ewen Forrest (RA) detailing guidance on how to write reflections.