

## **This letter was sent to all CT Trainees on 27<sup>th</sup> March 2017 and refers to ARCPs in the summer of 2017**

Dear CT1 trainee,

This is a letter to tell you how to prepare for ARCP this year. ARCP is the Annual Review of Competence Progression, and a satisfactory ARCP outcome is the formal means by which you document that you have done a year's training in Anaesthesia at this level. This document will also be uploaded to the HEENW (Mersey) Website in due course.

The ARCP process is now also the means by which you formally accumulate the evidence you will need for re-validation. We all need to do this to continue to practice medicine – so this is an important message.

Please follow the instructions below: -

As this might be your first ARCP in specialty training, I will start by repeating a key principle: the ARCP process is a documentary process. It is your documents visible on **eportfolio** that are assessed.

This will be done, for CT1's trainees this year, at an 'ARCP Panel A' on **Tuesday 27<sup>th</sup> June at Regatta place (Post Code L3 4BL)**. You will be invited to attend – but the meeting is not part of the assessment. It is an opportunity to be informed of your recommended ARCP outcome, to give and receive feedback, to discuss any issues relating to your training, and to seek advice.

If the documentation is satisfactory, the recommendation will be for an ARCP Outcome 1, and that is the end of the matter for this year.

If your documentation is lacking in important respects, then you will be invited to a formal 'ARCP panel B' on **Tuesday 18<sup>th</sup> July 2017**, and you will be expected to attend. This is to formally work out what additional training and support you need. Keep the date free.

**Your ARCP in 2017 will rely on the evidence you put into your e-portfolio.**

The practical steps you need to take are:

- 1) Upload your **CV** into the e-portfolio. This should include, as a minimum, your full employment history, and your significant achievements. Your CV should be added in the 'My Details' section (top right hand corner icon in your eportfolio). Once in 'My Details', scroll down to 'view your portfolio trainee details', press edit and add your CV.
- 2) Ensure that your certificate of the **Initial Assessment of Competence** is present. You can upload your certificate. To do this on eportfolio, press 'library', then 'add evidence' and then on the icon 'evidence classification', find 'Certificate IAC'.
- 3) Please have the first eight units of the "Introduction to Anaesthesia" signed off by your Education Supervisor or College Tutor. In your eportfolio, you can see this easily in 'ARCP

progress', and are the Units of training starting with 'preoperative assessment' and ending 'management of cardiac arrest'

4) Your e-portfolio should show evidence of continuing, **regular workplace based assessments (WPBAs)**. You should aim for an average of one a week (obviously excluding holidays!). Your WPBA's should be accumulated continuously – not several in the last week before ARCP. **Make sure you assign each WPBA to the current ARCP record.** If you have completed several different WPBA's in a Unit of training module, then your Educational Supervisor/ college tutor/lead assessor might complete the "Completion of Unit" sign-off. This is not essential though, and you will do some work in all of the modules next year. (One exception is that if you are due to spend your CT2 year in the Royal Liverpool Hospital or Aintree University Hospital, then you will have very little opportunity to do paediatric cases in CT2, so **try to complete the paediatric module this year**). I have already sent relevant emails detailing this requirement earlier in the year.

5) **Upload an up-to-date logbook** summary into your e-portfolio.

Whatever software you have used to keep your logbook, the report should allow the reviewer easily to see:

- a) The exact dates, and hospitals, to which it applies.
- b) Total case numbers of directly and indirectly supervised cases.
- c) The case mix by surgical specialty (e.g. general, orthopaedic, trauma etc.)
- d) The ages and ASA grades of the patients you have anaesthetised. Specifically it should allow us to see how many children you have anaesthetised.
- e) Practical LA block procedures done (e.g. spinal anaesthetic).
- f) Other practical procedures (e.g. RSI, arterial line insertion, CVP line insertion).

You will need to scan and upload a paper document. **Do not do this yet – do it in the month before the Panel A review in June.** To add your logbook to your eportfolio, press 'library' then 'add evidence'. Press the 'evidence classification' icon and find the 'logbook' title. Then load the logbook onto the eportfolio. (NB If you scan it using a multi-page scanner rather than as several isolated sheets, it greatly facilitates the job of the reviewer.)

6) Ensure that your e-portfolio shows evidence of your Continuous Professional Development (CPD) or **educational activities**. They are entered in the 'Activities' section. Make sure you classify each activity in 'activity type' section. They can take several forms and include, for example:

- a) Your attendance at **local tutorials** (suggested classification 'teaching')
- b) **Regional teaching** e.g. BASIC, EASE and BASIC+ courses; (suggested classification 'educational courses')
- c) Liverpool Society of Anaesthetists meetings, and other similar events (suggested classification 'meeting')
- d) Attendance at national exam preparation courses (eg MSA courses)
- e) Ensure that the e-portfolio shows evidence of your participation in **Clinical Governance**. This will be a record of any audit or service improvement projects you have been involved in and attendance at any department audit meetings. Add audit presentations to your portfolio. (Suggested classification 'audit or presentation')
- f) You should record **your ALS status** (and similar courses)

The most important thing is to include some evidence of learning – so a thoughtful commentary or reflection on what you have learned at an event is more valuable than a bare catalogue of dates of courses attended. This means you need to add a **'personal activity review'**. **We expect at least 6 reflections on your CPD**

7) If you have asked for time away from training (study leave) for the purposes of teaching on a course then you must have a reflection of what you have learnt in the activities section of your e-portfolio. You must also have document with feedback from a trainer who was supervising you and feedback from the candidates. If these are missing from your e-portfolio then you will not achieve a satisfactory ARCP outcome.

NB; this does not include 'in house' teaching

8) You can also add other evidence to the 'activities' section. This includes

a) 'Supervisory meetings'

b) 'Personal reflections'

c) If you have been involved in an incident, complaint or SUI, **please ensure there is a personal reflection to show evidence of learning. This also must be documented on your Form R.**

9) Add a separate list of CPD/CME in a word file /pdf on your eportfolio. Divide it into internal and external CPD (Internal = formal teaching sessions within your base hospital plus any on line learning. External = regional and national courses.). This is a précis of items 6-7 above.

10) Make sure that you have a **Personal Development Plan** in progress on eportfolio. You will probably have one already – but make sure that it is there, and up-to-date. Make sure **your PDP is entitled CT1 PDP at 'x' hospital** and has **SMART** objectives (Specific, Measureable, Achievable, Relevant, Time based). Make sure you have pressed the button 'add PDP objective' and added some objectives. Your educational supervisor must also approve the PDP elements on your e-portfolio.

11) You might not have sat any part of the **FRCA** at the time of this ARCP, but if you have, you should record the attempt and its outcome in your e-portfolio. (This will be a mcq result; pass or fail)

12) Make sure that you have made statements of your **Health and Probity** in the e-portfolio. If you have done this already then there is no need to repeat it. Health and probity statements are generated in the 'assessment' section (its in the same section as you use when you generate a WPBA)

13) Use the e-portfolio to do a **MSF**. I have already sent you an email asking you to start an MSF because it can take up to three months to complete. Make sure you start one now if you have not already done so. The e-portfolio will generate a report that will be fed back to you by your College Tutor or Education supervisor. For further information see MSF guidance: <http://www.rcoa.ac.uk/trainee-e-portfolio/guidance-notes>.

**[We expect there to be at least 10 responses in your MSF otherwise it will have to be repeated.](#)**

14) Your educational supervisor will ask for Trainer feedback in some form in the next few months. This is so they can get a picture of your performance and professionalism during theatre lists and on call and adds weight to the evidence you have already obtained for the units of training you are working towards. We don't mind what format this takes but please load it onto

your eportfolio and label it '**Trainer feedback**'. **This is also mandatory for a satisfactory ARCP outcome.**

15) Sit down with your Education Supervisor or College Tutor and complete an **Educational Supervisors Structured Report (ESSR)**. This is perhaps the single most important piece of evidence. You can generate this using the eportfolio. It is important that you have labelled all your activities and evidence correctly so that the ESSR software can collate it in the correct place. Your supervisor will add a commentary in the appropriate places. For further information see ESSR guidance: <http://www.rcoa.ac.uk/trainee-e-portfolio/guidance-notes>

**Do not do this yet** – do it in the month before the document review on 27<sup>th</sup> June.

It represents your Education Supervisor's overall summary and assessment of your progress.

It is also the place **where absences from work, complaints, and your involvement in Serious Untoward Incidents (SUI's)** is recorded. We all realise that the inclusion of this material is sensitive, and please note that the purpose of including it is to demonstrate engagement with the necessary processes of incident reporting, personal reflection and learning, and system improvement. This is now expected of all doctors, and it makes the ESSR a key element of your revalidation.

16) **Enhanced Form R**. The School Administrator will send you a link an 'Enhanced Form R' to complete, which will form part of your ARCP documentation. At some future date, it will be required for your revalidation. You should complete this with precise attention to detail, and return it to the Deanery.

Although the above sounds like a large amount of work, much of it should already be a routine, and it is no more than consultants are now expected to do for their annual appraisal.

Please ask if you have any questions.  
See below for an aide memoire to help you gather your evidence.  
Please do acknowledge this so that I know you have received it.

Yours sincerely

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**Checklist for CT<sub>1</sub> trainees to use as an aide memoire.**

	Present on eportfolio?
Up to date CV	
Initial assessment of competency certificate	
Completed units of training for 'basis of Anaesthetic practice'	
Regular WPBAs assigned to ARCP	
Log book for the year in standard RCoA summary form (for the last year, hospital, total case numbers, age ASA, LA blocks, practical procedures)	
Activities section: attendance at local tutorials, audit meeting, journal club	
Activities section; Attendance at BASICS, BASIC + (i.e. primary prep)	
Activities section: attendance at EASE and Transfer, . (Upload certificates if possible)	
Activities; ALS certificate (and other related courses)	
Activities Section: Clinical Governance. Audit /service improvement and presentations done by yourself	
Activities section: reflection on any of above activities. i.e. what you have learned and how it may change practice.	
Activities Section: any reflective practice arising from incidents	
Evidence of teaching. If study leave time has been approved for this then you MUST have a reflection, trainer feedback and candidate feedback	
CPD /CME activity in a word/pdf file	
PDP; with plan for first year and SMART objectives	
Exam passes (with evidence loaded onto eportfolio in qualifications section)	
MSF	
Evidence of Trainer feedback	
Statements of health and probity	
Educational supervisor structured report (ESSR). Completed by educational supervisor. (Start in May 2017).	
Enhanced form R (you should also send a copy back to deanery)	