This document was sent to all CT2 Trainees on 25th March 2017 and is concerning ARCPs in the summer of 2017

Dear <u>CT2 and (Ex) ACCS trainees,</u>

This is a letter to inform 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.

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: -

Remember the ARCP process is a documentary process. It is your documents within your eportfolio that are assessed.

This will be done at an ARCP Panel A, for **CT2, ACF (CT3) and ACCS (CT3) on Monday 26th June 2017** at Regatta place (Post code L3 4BL)

Assuming that you are likely to complete Core Training satisfactorily by the end of July 2017 (all competencies obtained, including Primary FRCA, and no significant episodes of leave of absence) you are 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 6 (end of Core Training)**, and that is the end of the matter.

If your documentation is lacking in important respects or if you need additional time to complete Core Training, then you will be invited to a formal ARCP panel B on **Tuesday 18th July**, and you will be expected to attend. This is to formally work out what additional training and support you need. Keep the date free.

*Those who already know they will be unable to complete Core training by the end of July will need to attend on 18th July, and need not attend on 26th June – **BUT your e-portfolio should be ready for review in June.**

As in 2016, 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 an up to date **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) Following last years ARCP, you should already have your Initial Assessment of Competence certificate loaded on your eportfolio. It also includes having the units of the 'Introduction to Anaesthesia' signed off by your Education Supervisor or College Tutor.

Similarly this year you should upload your certificate for **the Initial Assessment of Obstetric Anaesthetic Competence.**

You should have **all 16 modules** signed off by **the end of your training**. It might not be possible to do this by June, because for example, you might be part of the way through your ICM block, or you might not have done enough obstetric cases or competency assessments. But there should be evidence of progress towards them, and if in doubt (e.g. if you start your 3 month ICM block in May 2017), **your College Tutor/Educational supervisor should confirm that you are expected to complete the outstanding units of training on time**. **Make sure you assign each WPBA to the current ARCP period.**
NB. **You need not have completed the Perioperative medicine unit of training in this training year.**

ICM training module. This does not apply to you if you are an ACCS trainee and have completed ICM training in your last ARCP period.

You will need
   a) Your **educational supervisors report** for your block of ICM training. This should be completed using an Interim Progress Report IPR generated using eportfolio from the Assessment section.
   b) Evidence of completion of the competencies as described in **Annexe F (Pages F9-11).** At the beginning of this year, your college tutors/ICM faculty tutors were asked to ensure that this was disseminated widely. Pages F9 – F11 should be completed and loaded onto eportfolio
   http://www.rcoa.ac.uk/CCT/AnnexF
   b) **Completion of ICM Unit of training** on eportfolio

3) Your e-portfolio should show evidence of **continuing, regular workplace based assessments**. You should aim for an average of one a week. Your WPBA's should be accumulated continuously – not several in the last week before ARCP.

4) 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 and regional anaesthetic 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, so have it verified and signed by your Education Supervisor or College Tutor. **Do not do this yet – do it in the month before the document 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.)

5) 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. BASIC2, EASE and Transfer courses; (suggested classification 'educational courses')
 c) Liverpool Society of Anaesthetists meetings, and other similar events (suggested classification 'meeting')
c) Attendance at national exam preparation courses (eg MSA courses)
 d) You should record **your ALS status** (and similar 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. Add audit presentations to your portfolio (suggested classification 'audit or presentation')

 6) 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 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 supervisory meetings and **personal reflections**. 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 5- 7 above

10) Make sure that you have a **Personal Development Plan** in progress. You will probably have one already – but make sure that it is there, and up-to-date. Ideally, your PDP for this year should **be entitled 'CT2 (or ACCS3) PDP at 'x' Hospital' with SMART objectives**. (Specific, Measureable, Achievable, Relevant, Time based)

11) Record your **attempts at the Primary FRCA** and their outcome in your e-portfolio.

12) Make sure that you have made your annual statements of your **Health and Probity in the e-portfolio.**

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. We expect there to be at least 10 responses in your MSF otherwise it will have to be repeated.
For further information see MSF guidance; http://www.rcoa.ac.uk/trainee-e-portfolio/guidance-notes.

14) Your educational supervisor will ask for Trainer feedback in some form in the next couple of 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

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) This year you should have an Education Supervisors report (**see table below**) for Anaesthetics and a separate one for ICM. **Thus, most CT2s will have 2 Education Supervisors Reports. If you are an ACCS trainee, then you will have completed ICM training last year.**

Those who have done their obstetric placement in a different hospital than they have been based in for the year should have a third Education Supervisors report – for their obstetric anaesthesia placement – making 3 in total. This is relevant to those who rotate to Liverpool Women's Hospital

17) **Enhanced Form R**. The School Administrator will send you a link for the '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 Administrator.

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.

At the end of this document is a checklist to help you.

Please ask if you have any questions.
Please do acknowledge this so that I know you have received it.

Yours sincerely

Elaine Allsop
Core Anaesthetic TPD

Elaine.allsop@mac.com
Elaine.Allsop@rlbuht.nhs.uk

0151 706 2430

Checklist for CT2 and ACCS Year 3 trainees to use as an aide memoire.

NB; items in *Italics* are new items.

	Present on eportfolio?
Up to date CV	
Initial assessment of competency certificate	
Initial assessment of Obstetric Competence certificate.	
Completed units of training for 'Introduction to Anaesthesia'	
Regular WPBAs assigned to ARCP	
Completed units of training	
ICM Annexe F (PF9-11) Completed and signed	
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 (see *)	
Attendance at BASIC2, and other Primary FRCA Exam courses (see *)	
Activities section: attendance at EASE and Transfer, etc. (Upload certificates if possible) see *	
Activities; ALS or other resuscitation course (see *)	
Activities Section: Clinical Governance. Audit, QIP and presentations completed (See *)	
*Activities section: reflection on any of above activities. I.e. What have you learned and how it may change your practice *	
Activities Section: any reflective practice arising from incidents (See *)	
Evidence of teaching. If study leave time has been approved for this then you MUST have a reflection, trainer feedback and candidate feedback (see)*	
6 reflections required (Mandatory for teaching others and Incidents) (see)*	
CPD /CME activity in a word/pdf file	
PDP; with plan for year and SMART objectives	
Exam passes (with evidence loaded onto	

eportfolio in qualifications section)	
MSF	
Trainer feedback	
Statements of health and probity	
Educational supervisor reports. (Theatres and ICM.) Use Interim progress report and ESSR. If you work at LWH, then you need a separate Supervisor report for this 3-month block of training.	ICM Obstetrics (If LWH) Theatres NB Use the ESSR for end of year report. Use IPR for blocks of Obstetric and ICM training earlier in the year.
Enhanced form R (you should also send a copy back to deanery)	