

## A GUIDE TO FINISHING TRAINING: FINAL ARCP TO CCT

### Prior to Final ARCP (ARCP usually 3 months prior to CCT date)

- Ensure all domains as guided on eanaesthesia.com are completed
- Upload all ARCP Outcomes from CT1-ST7 to LLP and clearly signpost
- Sign and complete RCoA Notification of Completion of Training Form and return to RCoA - requires TPD/RA signature
- RCoA sends advanced notification to the GMC of trainee's projected CCT for invitation to specialist register (can be applied for up to 6 months prior to CCT)

### Final ARCP

- Your opportunity to feedback on training programme
- Recommendation for Outcome 6 - YAY! Congratulations!

### Next steps

- Upload signed Outcome 6 ARCP to LLP and inform HEENW when completed
- Resignation from training post letter to TPD/Deanery and Lead Employer – NB. Trainees do not automatically enter grace period – if required needs discussion with TPD and completion of request form a minimum of 6 months prior to CCT date
- HEE/Responsible Officer inform GMC of recommendation for revalidation, with future revalidation submission date updated in line with expected CCT date
- HEE informs RCoA of recommendation for Outcome 6
- RCoA reviews LLP and file and sends automated recommendation to the GMC for CCT and addition to specialist register – legal requirement for Trust HR medical personnel before consultant post start date can be arranged. Contact RCoA if no invitation email from GMC received within 3 months of CCT date and check all paperwork in place
- GMC invites application to CCT and the Specialist Register online and fee payment required (must be submitted 12 months from CCT date) – this is not automatic and is the individual's responsibility
- Download Lead Employer payslips, P60, Total Reward Statement, Pension statement and Employment statement from myESR

### Consultant HR Paperwork

- GMC Specialist Register Date required – Consultant post can only be taken up after this date
- Health declaration and Vaccination evidence
- Identity check evidence – online copies not accepted!
- DBS application – apply to update service
- Evidence of work overseas (if applicable)
- References completed
- Join BMA for contract check
- Consider discussion with Department/HR for unpaid leave if considering sabbatical to avoid losing continuous service benefits
- Contact NHS Pensions (if required)
- Update indemnity
- Update RCoA of consultant post appointment
- Consider updating GMC with clinical/educational supervisor status (if applicable)
- On consultant post start date, update responsible officer and designated body for revalidation