**The Scotland Deanery – ST3 Final ARCP checklist**

To make your final ARCP go smoothly please complete this form. This will help prevent you from getting an outcome 5 for missing evidence and hence prevent possible delays in you being able to apply for a certificate of completion of training.

**This form should be uploaded into a learning log entry entitled - “Final ARCP summary sheet” and filed under type course/certificate. To help the panel ensure that your evidence is complete, fill in the tables below.**

You must have completed the minimum number of WPBA’s. For clarity check with the [RCGP website](https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba.aspx)

Full guidance of how to achieve satisfactory progress is detailed in this document - [Guidance for Satisfactory Progression at ARCP panels for GP Specialty Trainees (GPSTs)](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwjs84f_-sXXAhVJK8AKHYeXDcQQFggtMAE&url=https%3A%2F%2Fheeoe.hee.nhs.uk%2Fsites%2Fdefault%2Ffiles%2Ftrainee_guidance_for_arcps.pdf&usg=AOvVaw1P6mS8yr0ut5jTx9UXoF_a)

**Clinical Examination and Procedural skills**

**You must have evidence of satisfactory ability for the 5 mandatory intimate skills and a range of CEPs relevant to General Practice. This will be reviewed at your ARCP and an outcome 5 given if these are not present. The grade of the observer for mandatory CEPS must be GP, Consultant, SAS, ST4 or above.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DOPS or CEPS** | **Date recorded** | **Grade of observer** |
| **Rectal examination** |  |  |  |
| **Prostate examination** |  |  |  |
| **Male genital examination** |  |  |  |
| **Female genital + speculum + bimanual** |  |  |  |
| **Breast examination** |  |  |  |

**Child and Adult Safeguarding**

You must clearly record the evidence for level 3 training in learning log entries entitled “Safeguarding Children” and “Safeguarding Adults”. There must be evidence of both theoretical knowledge (certificate from course attendance or e-module) and practical learning e.g. case involvement/discussion (CBD or reflective learning log entry). Provide details for your last year in training.

|  |  |  |
| --- | --- | --- |
|  | **Child Safeguarding** | **Adult Safeguarding** |
|  | **Date of entry detailing Course/e-module certificate uploaded etc** | **Date and type of evidence of practical involvement** | **Date of entry detailing Course/e-module certificate uploaded etc** | **Date and type of evidence of practical involvement** |
| **Theoretical knowledge** |  |  |  |  |
| **Practical involvement** |  |  |  |  |

**CRP including AED certificate**

The e-Portfolio must include certificated evidence of current **CPR and AED** training. This certificate must be valid beyond the final date of training. Your certificate must be uploaded in your learning log under course/certificates.

|  |  |
| --- | --- |
| **Date of learning log with uploaded certificate** |  |

**Confirm that you have evidenced in your learning log the requirements for SEA and Audit/Quality improvement activity as detailed in the Guidance Document above (insert dates)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Audit/QIA** |  | **SEA** |  |

**Summary of OOH Completion and evidence of Unscheduled. Urgent and Emergency Care (UUEC) capabilities**

You should include the required documentation to evidence meeting OOH commitment and UUEC capabilities.

|  |  |
| --- | --- |
| **Date of learning log entry with uploaded OOH sessions summary log** |  |
| **Date of learning log entry with uploaded capability mapping grid** |  |

**Confirm the date of completion of the following declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| **SOAR declaration** |  | **Absence Declaration** |  |

**MSF: Please ensure you have met the RCGP requirements as regards MSF respondents while in GPST3.**