ARCP (Desktop Review)

Has trainee submitted all required evidence within required timescale (2 weeks before ARCP date)?

Does the evidence provided demonstrate satisfactory progress?

Unclear. Panel cannot make a statement on progress due to the nature of the incomplete evidence.

No.

or

There is no evidence - trainee has not engaged in process.

Yes.

Panel issues outcome 5 and agrees what outstanding evidence is required from trainee and the timescale in which it must be provided (normally two weeks, but can be up to eight weeks in exceptional circumstances).

Trainee will be notified that failure to produce evidence within the agreed timescale will result in issue of an unsatisfactory outcome.

Panel issues outcome 5 and agrees what outstanding evidence is required from trainee and the timescale in which it must be provided (normally two weeks, but can be up to eight weeks in exceptional circumstances).

Trainee will be notified that failure to produce evidence within the agreed timescale will result in issue of an unsatisfactory outcome.

Yes.

Panel will reconvene (could be virtually). Follow-up outcome will be issued.

Face-to-face meeting is arranged if required as per standard ARCP process.

No.

Panel will reconvene (could be virtually). Follow-up outcome 2, 3 or 4 will be issued.

Face-to-face meeting is arranged as per standard ARCP process.

Is outstanding evidence received within required timescale?

Panel chair issues satisfactory outcome.

No.

Yes.

Is outstanding evidence received within required timescale?

No.

Panel issues ARCP outcome 2, 3 or 4.

Face-to-face meeting is arranged as per standard ARCP process.

[There is no need for an outcome 5 if the panel has evidence of insufficient progress.]

Panel reviews evidence.

Panel issues outcome 5 and agrees follow-up outcome.

Outcome 5 is recorded on portfolio and Turas.

Follow-up outcome is recorded on portfolio and Turas on the next available date.

[This is an IT requirement: it is not possible to record two outcomes on the same date.]

Trainee will be invited to attend a support meeting with PG Dean or nominated deputy.

Panel chair will select from the following options:

Option 1: first time that trainee has not completed SOAR, outcome 2, 3 or 4 will be issued (according to training progression). Outcome 1 or 6 is not awarded, even if there are no progression concerns.

Option 2: trainee has not completed SOAR declaration on a previous occasion(s). Begin process of referral to GMC for non-engagement with revalidation.

[Taken from GGv8 4.123-4.127.]

On receipt of SOAR declaration, panel chair issues previously agreed follow-up outcome.

No.

Yes.

Is SOAR declaration completed within required timescale?

Panel reviews evidence, issues outcome 5, and agrees follow-up outcome.

Trainee is notified of their requirement to submit SOAR declaration within two weeks by deanery admin.

Yes except for SOAR declaration.

Yes except for exam / module result.

Yes.

Is progress satisfactory?

Panel reviews evidence.

No. Although all evidence was submitted before the date of ARCP. This is a late submission.

No.

Panel issues outcome.

Panel reviews evidence.

Yes.

Panel reviews evidence and issues outcome 5.

Panel records date when result will be available and proposes follow-up outcome (depending on result).

On receipt of result, panel chair issues previously agreed follow-up outcome.