

**Guidance for Educational Supervisors in preparing**

**Educational Supervisor Reports for ARCPs in 2021**

**Introduction**

This year, the annual review of competence progression (ARCP) process will follow a more usual process than last year although will continue to take into account the disruption to education and training caused by the COVID-19 pandemic.

Key points are:

* All eligible trainees should have an ARCP
* Panel membership should include external and lay membership.
* The process will continue to use technology to deliver the ARCP process remotely
* GMC approved College/Faculty derogations will define minimum curriculum requirements for each specialty and for each year of training to inform when a trainee can progress.
* The “no fault” ARCP outcomes (Outcome 10.1 and 10.2) remain.
* Outcome 5 and associated flow chart is re-instated

**The Educational Supervisor Report (ESR)**

The ESR remains a key document and your continuing support in preparing this is greatly appreciated. The ESR helps give an overview of a trainee’s progress over the training time period and helps inform the ARCP outcome. In preparing the ESR report, it would be particularly helpful if it included information advising the following:

1. The capabilities demonstrated by the trainee in the review period, including relevant experience during COVID-19 which might contribute to acquisition of Generic Professional Capabilities required in the curriculum
2. Whether there are significant issues. Where there **are** significant issues:
   1. Were they present **before** COVID-19;
   2. Did they occur **as a result** of COVID-19;
   3. What was the **contribution of** COVID-19 to the issues.

**Further information/support**

* Deanery ARCP policy: <https://www.scotlanddeanery.nhs.scot/media/399053/scotland-deanery-arcp-process_covid-19-v8-010421-pdf.pdf>
* 4 nation ARCP agreement: <https://www.scotlanddeanery.nhs.scot/media/389797/enabling-progression-at-arcp-final3.pdf>
* The Director of Medical Education / nominated deputy in your Health board: <https://www.scotlanddeanery.nhs.scot/about-us/our-people/directors-of-medical-education/>
* TPD / NES Training Programme Management: training.management@nes.scot.nhs.uk
* Updated ARCP decision aids – links will be available from the Deanery website: <https://www.scotlanddeanery.nhs.scot/trainee-information/annual-review-of-competence-progression-arcp/required-evidence-for-arcp/>

Thank you again for your support for our trainees.

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