**The Scotland Deanery – GPST3 ARCP checklist**

**You will be aware that the Fourteen Fish e-portfolio has a checklist for your ESR. This needs completed alongside this Scotland Deanery ARCP checklist which serves a slightly different purpose and is more detailed.**

We would like you to complete this document to highlight to your ARCP panel where they can locate various pieces of evidence in your e-portfolio. You can also use this as a checklist to ensure you have all the evidence required for your ARCP and to reduce the possibility of receiving an Outcome 5 for missing evidence.

This document should be uploaded into a learning log entry entitled ‘ARCP Summary Sheet’ and filed under supporting documentation. To help signpost the panel to your evidence and to reassure you that it is complete, please fill in the tables below.

This document does not cover the formal WPBAs in terms of COTs/CATS/MSF/Clinical Case Reviews. You must have completed the minimum number of WPBAs for your ST3 year if this is your final ARCP and are about to CCT**. For clarity we advise you check with the RCGP website** [**https://www.rcgp.org.uk/mrcgp-exams/wpba**](https://www.rcgp.org.uk/mrcgp-exams/wpba) **as well as the information on your Fourteen Fish e-portfolio**. **Another useful source of ARCP information is the Scotland Deanery website –** [**https://www.scotlanddeanerynhs.scot/trainee-information/gp-specialty-training/arcp/**](https://www.scotlanddeanery.nhs.scot/trainee-information/gp-specialty-training/arcp/)

[**GP Specialty Trainee (GPST) ePortfolio: Guidance for Satisfactory Progression at ARCP Panels (PDF)**](https://www.rcgp.org.uk/mrcgp-exams/wpba/28-annual-review-of-competence-progression)

**Clinical Examination and Procedural skills (Mandatory Intimate Skills)**

**You must have evidence of the 6 mandatory intimate skills. This will be reviewed at your ARCP, and an Outcome 5 will be given if these are not present. The grade of the observer for all CEPS must be GP, Consultant, SAS, ST4 or above. These intimate skills must all be rated as being able to perform the examination unsupervised at final ESR and ARCP.**

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

**Clinical Examination and Procedural skills (Non-Intimate skills)**

**You will also be expected in your ST3 year to have evidence of CEPS assessment out with the mandatory intimate skills described above. New templates have been added to the portfolio to help with this recording although you can add evidence of other examination or procedural skills. This will be reviewed at your ARCP, and an Outcome 5 will be given if you have no evidence of recording of CEPS assessment of other/ non-intimate examination skills in your ST3 year or of there is a lack of evidence of a range of other/ non-intimate examination skills at final ARCP. The grade of the observer for all CEPS must be GP, Consultant, SAS, ST4 or above.**

**Child and Adult Safeguarding**

**You have a requirement to provide both participatory and non-participatory evidence for adult and child safeguarding for each separate year of GP training – GPST 1, 2 and 3**

**Non-participatory learning** refers to theoretical learning and may come from e-modules (such as RCGP Core Safeguarding Module or eLfH for Child Safeguarding Level 3), delivered safeguarding courses, reflections on toolkits, journal reading.

Please note that the non-participatory safeguarding requirement is now an **annual requirement** not a training year requirement so this must have been completed in the **12 calendar months prior to ARCP**. This means if you are working LTFT you may have to complete this more than once in a ST training year. **You must ensure that you Level 3 certificate for Adult and Child safeguarding is valid at CCT otherwise you will be given an Outcome 5 and be asked to update this.**

**Participatory learning** refers to learning from a specific case and is about the application of your theoretical knowledge. This would preferably be a case that you were personally involved but could be a case from a safeguarding meeting with other members of your team or as case discussion as part of face-to-face training. The participatory requirement for safeguarding remains as a training year requirement so you are required to undertake 1 case reflection for adult and child safeguarding in your ST3 year.

This evidence is required by the end of your ST3 year for your final ARCP so if this is not your final ARCP in your ST3 year the panel will not expect this evidence to be present.

Please note the difference between participatory and non-participatory learning as this is often mixed up.

You must clearly record the evidence by **creating learning log entries entitled “Safeguarding Children” and “Safeguarding Adults.”**

|  |  |  |
| --- | --- | --- |
|  | **Date of LL entry detailing Non-participatory Learning** | **Date of LL detailing Participatory Learning** |
| **Child Safeguarding** |  |  |
| **Adult Safeguarding** |  |  |

**BLS including AED certificate/ALS certificate**

The e-Portfolio must include annual certificated evidence of current BLS and AED training. **This training should cover both adult and paediatric BLS.** **This needs to be from a face-to-face course**. ALS certificates are acceptable if done within the last 12 months and valid beyond the CCT date but if more than 12 months old a BLS and AED face to face update is also required. All certificates need to be uploaded to your -e-portfolio to be visible to the panel. **Lack of an actual certificate will result in the award of an Outcome 5.** This certificate must be valid **beyond your CCT date.**

**If you certificate does not specify paediatric BLS you should upload your certificate to a Learning Log using the Supporting Documentation heading and record that it covered paediatrics.**

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

**Placement Planning Meeting**

It is a requirement for you to record a Placement Planning Meeting for each new post you undertake, and this also applies to your GPST3 post in general practice.

Confirm that you have evidenced in your learning log your **Placement Planning Meeting.**

|  |  |
| --- | --- |
| **Date of Placement Planning Meeting Log entry** |  |

**Learning Event Analysis**

You are required to complete a **minimum** of one LEA in each year of training.

Confirm that you have evidenced in your learning log the requirements for **Learning Event Analysis (LEA)**

|  |  |
| --- | --- |
| **Date of learning log with LEA**  |  |
|  |  |

**Quality Improvement Activity**

You are required to complete Quality Improvement Activity in each year of training.

This does not require to be a formal QIP unless requested by a previous ARCP panel. **This Quality Improvement Activity needs to be different to your Leadership Activity as per RCGP guidance.** **Failure to present different evidence will result in the award of an Outcome 5 at ARCP**

Confirm that you have evidenced in your learning log the requirements for **QIA.**

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| --- | --- | --- | --- |
| **QI Activity** |  | **Date of Entry** |  |

**Leadership Activity**

You are required to submit evidence of a Leadership Activity in your ST3 year. Feedback on this should be received by means of the Leadership MSF.

**This Leadership Activity needs to be different to your Quality Improvement Activity and your Prescribing Review as per RCGP guidance**. **Failure to present different evidence will result in the award of an Outcome 5 at ARCP**

Confirm that you have evidenced in your learning log the requirements for your **Leadership Activity.**

|  |  |
| --- | --- |
| **Date of learning log with Leadership Activity** |  |

**Prescribing Review**

You are required in your ST3 year to complete a prescribing review that you are also given feedback on through your prescribing assessment completed by your ES. **Please ensure that your ES has completed the Prescribing Assessment form on Fourteen Fish for your final ARCP.**

Confirm that you have completed a **Prescribing Assessment Review. (Please insert date)**

|  |  |
| --- | --- |
| **Date of Prescribing Assessment Form completed by ES** |  |

**Summary of OOH Completion**

You should include a summary detailing completion or planned completion of OOH requirements. (72 hours in ST3) **A panel will accept you to have completed most of your shifts by your final ARCP**. Failure to do his will likely result in an Outcome 5.

This should be done by having **individual learning log entries for each OOH shift undertaken.** These log entries should have a title that says “OOH shift” with added detail on the length of the shift and cumulative hours completed. **These learning log entries should be recorded under “Supporting Documentation”.**

eg OOH shift 4 hours at X PCEC (12 hours cumulative total)

**In addition to this, the RCGP summary log should be completed for OOH shifts completed in your GP post and attached as a separate log entry entitled “Summary Log of OOH Shifts”.**

The OOH forms can be accessed through the link below under ***Training in OOH:***

<https://www.scotlanddeanery.nhs.scot/trainee-information/gp-specialty-training/gp-trainees-as-nes-employees/>

|  |  |
| --- | --- |
| **Date of learning log entry with RCGP Summary Log uploaded** |  |

**Clinical Case Reviews**

You are required in each training year to complete learning log entries for a minimum of 36 Clinical Case Reviews. These must be actual reflections on clinical cases not descriptions of teaching or personal reflections which should be added under different learning log headings. ARCP panels will therefore check that your learning log entries titled Clinical Case Reviews are about actual cases and will discount those that are not. This may mean you are deemed to have not met the minimum number of 36 Clinical Case Reviews so careful consideration of this point is necessary. **Failure to submit 36 Clinical Case Reviews will result in an Outcome 5 at ARCP**

**Personal Development Plan**

You should have an ongoing live PDP throughout your training. The panel will review your PDP entries at ARCP.

The expectation is that these entries will be added using S.M.A.R.T criteria.

You should not include entries such as “Pass the SCA” “Complete a Leadership project”” “Do a QIA” as these are mandatory requirements of training and expected of all trainees and although necessary for you to do should not be part of your individual PDP entries.

It is also important that you have PDP entries added for the period of training post CCT at your final ESR which you can carry forward into your first appraisal.

**Overall Requirements**

**Please ensure you have met the RCGP requirements as regards PSQ and MSF respondents while in GPST3 (1 PSQ,1 MSF / 1 Leadership MSF.) as well as COT and CAT assessment numbers. (Minimum of 7 COTs/Audio COTs and 5 CATs)**

**We advise that you don’t solely rely on the requirements tab of Fourteen Fish when checking minimum numbers of assessments have been completed particularly if you are LTFT. This is because, for example, if an ESR covers a period of ST2 and ST3 training the requirements tabs adds the evidence to either ST2 or ST3 depending on the label of the ESR thus underrepresenting one training period and over representing another.**