

West of Scotland Trauma & Orthopaedic ARCP Guide

The purpose of this guide is to clearly state what I am looking for during your annual ARCP online portfolio review.

Whilst the new curriculum will bring about some changes, nothing has yet changed.

Deadlines are important. All your evidence must be submitted no later than 2 weeks before the online review. The portfolios are screened in the 2 weeks leading up to the date on the online review and the online review “cements” the outcome.

For the avoidance of doubt, any missing documentation automatically results in an outcome 5.

You should all be familiar with ISCP – it is admittedly imperfect but remains our assessment tool. If you have any queries or difficulties, then let me know.

Common errors are e.g. not putting rotas in the rota section, not uploading evidence of trainee survey, not uploading audit to the audit section, not updating and uploading your CV. Do not upload tiny 34KB jpeg files of e.g. a certificate from a course – we’ve had difficulty viewing these before. You should use pdf file format for this type of document.

Miscellaneous section should not be used as a dumping ground for all manner of uploads. If there is a place for it already on ISCP, then use it. If you don’t and I can’t easily find it, you’ll be issued with an outcome 5.

ARCP Checklist

The following is a summary of what tasks you should complete **2 weeks prior** to your ARCP date. This represents the minimum of what is expected. You should upload material on a regular basis and look to have as much evidence uploaded to ISCP as possible.

Deanery Requirements – ALL TRAINEES in all specialties

1. Please ensure that your personal details held on TURAS are up-to-date.
2. **Absence Declaration:** This is mandatory and must record any absence from training (not including study leave or annual leave) since your last ARCP. This information will be collected via Questback. You will be sent an email directly from Questback which you should use to declare your absences. This will be sent approx. 8 weeks before your ARCP. Please ensure you also check your spam folder. If you have not received a Questback notification email 4 weeks prior to your ARCP please contact your deanery administrator.
3. **SOAR Declaration:** You are responsible for your self-declaration via the SOAR website and must ensure that your Educational Supervisor has signed off the declaration prior to submission for ARCP. The self-declaration is essential evidence which must cover your full scope of practice. The Deanery team will initiate your SOAR declaration approximately 8 weeks prior to your ARCP. You will be notified by SOAR when it is available to complete.

Trauma & Orthopaedic Programme Specific Requirements

Note the updated JCST guidelines from August 2018: If you CCT later than 5th August 2020, the new guidelines apply to you – this will be the vast majority of you aside from a handful of ST8s due to CCT in the next few months.

<https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists>

You should as a matter of routine be self-assessing your progress against the requirements on at least a yearly basis and the waypoint checklists also allow you to gauge your progress as you move through your training.

ISCP

- Check you have signed off previous ARCPs
- Ensure all previous learning agreements are signed off
- In your current post you should sign off up to and including the interim meeting in your learning agreement

Workplace Based Assessments

- 1x MSF (usually best completed in your first 6 months after August changeover)
 - Your Clinical or Educational supervisor should suggest half of the raters and you pick the others
- 40 x WBA's (with a broad spectrum of different assessments)
 - MUST BE SPREAD THROUGHOUT THE YEAR – LARGE GAPS WILL BE QUESTIONED
 - Usually 20 PBAS (DOPS in early years), and 20 CBDs/CEXs
 - You need 3 x level 4 PBAS (2 or more trainers) in all the indicative operations by CCT (1 x level 4 for supracondylar fractures and external fixators)
 - You need level 4 WBAs in all 14 critical conditions by CCT but also needed for FRCS exam reference
 - See JCST guidelines for the list

Upload to ISCP under CV

- Up to date CV that includes any relevant information since your last ARCP – e.g. presentations, courses, publications etc
- TIP: if your CV is entitled “CV April 2017”, then even if it has been updated, it will flag as being out of date

Upload to ISCP under Rota

- Sample weekly rota for Aug to Feb rotation
- Sample weekly rota for Feb to Aug rotation

Upload to ISCP under Other Evidence

- **Audit**
 - 1 page summary (or abstract etc) of each audit that you have completed and any ongoing audits (at least 1 per year) with 2 closed loops out of the minimum 6 over ST3 to ST8 years
 - Assessment of Audit can also be used to evidence your audit and counts as a WBA
- **Courses / e-learning** –e.g. proof of valid ATLS, GCP, Research methodologies courses and others
- **Examinations** - proof of MRCS (ST1+2s), FRCS and also any degree awards e.g. from MSc, MD, PhD etc
- **External conference / Meetings** – self explanatory
- **Internal meeting / Teaching attended** – e.g. local unit journal club, teaching
- **Patient feedback received** – compliments and complaints. Suitably anonymised. A reflective piece and current status any complaints should be uploaded
- **Presentation** – poster or podium (slides, poster pdf, abstract etc)
- **Project** – for example, other Quality Improvement projects that perhaps don't fit under any other categories
- **Publication** – papers, abstracts, letters, book chapters etc
- **Research** – any ongoing work not covered elsewhere e.g. under publications / presentations
- **Teaching sessions by trainee** – evidence minimum of one lecture / presentation per training year required with written feedback. Observation of Teaching can count as one of your non-procedural WBAs
- **Positions of responsibility** – e.g. chief resident, rota master
- **Awards and Prizes** – self-explanatory

Upload to ISCP under Miscellaneous

- Evidence of completion of the GMC trainees survey / Scottish Trainees Survey
- Complete and upload JCST checklist if required
 - ST4 waypoint checklist
 - ST6 waypoint checklist
 - ST7 (penultimate year checklist)

- 1 pdf consolidation logbook summary (ST1 – ST2 for early years trainees) OR
- 1 pdf consolidation logbook summary (ST3-ST8)
- 1 pdf consolidation logbook summary (logbook of placement Aug - Feb)
- 1 pdf consolidation logbook summary (logbook of placement Feb - ARCP)
- ***AS PER PREVIOUS EMAIL ABOUT ELOGBOOK CONSOLIDATION CONCERNS RELATING TO THE NEW CATEGORIES FOR INDICATIVE NUMBERS, IF YOU FEEL YOUR INDICATIVE NUMBERS ARE GREATER THAN ELOGBOOK IS SUGGESTING, I WOULD ENCOURAGE YOU ALL TO PRODUCE A MANUAL CONSOLIDATION THAT CAN BE UPLOADED IN THE MISCELLANEOUS SECTION AND ONCE DONE, CAN BE ADDED TO REGULARLY TO KEEP A RUNNING TALLY***
- THE PREVIOUSLY CIRCULATED POWERPOINT SLIDES SHOULD BE USED TO KEEP A RUNNING TRACK OF YOUR PROGRESS AND INCORPORATE THE BELOW: THE PLAN IS THAT THIS JUST NEEDS UPDATED EACH YEAR TO DEMONSTRATE PROGRESS (I WILL ATTACH THESE AGAIN)
- Summary of your progress with overall and indicative numbers (only count ST3 onwards)
 - 1800 minimum cases are required in total **with 1260 as first surgeon**
 - See latest JCST CCT guidelines for specific indicative operations and numbers required
 - *Injections do not count towards your numbers
- Summary of your study leave since last ARCP
- Summary of orthopaedic posts to date with any subspecialty experience and a comment on possible posts in the future
 - Note the 8 main specialist areas in the JCST guidelines
- Summary with a reflection of your training since your last ARCP

ST1 and ST2 trainees

Junior trainees still require the 40 WBAs over the course of the year, but it is expected there will be more DOPS than an ST3 or above trainee would have. Where a PBA exists for a procedure, please use that in preference to a DOPS. There should be roughly 20 DOPS / PBAs and 20 CBDs / CEXs

Most of the focus is on trauma experience in the early years and we are looking for a minimum of 200 cases per year in your ST1 and ST2 year (compared to a minimum of 300 in ST3 and beyond)

You cannot proceed to ST3 unless you have passed both parts of the MRCS

ADDITIONAL INFORMATION

ARCP Outcomes

Outcome 1	Satisfactory progress - achieving progress and the development of competences at the expected rate.
Outcome 2	Development of specific competences required – additional training time not required. Not applicable for Foundation Trainees.
Outcome 3	Inadequate progress by the trainee – additional training time required.
Outcome 4	Released from training programme - with or without specified competences.
Outcome 5	Neutral outcome / holding response - panel cannot issue an outcome because evidence is incomplete.
Outcome 6	Recommendation for completion of training - gained all required competences.
Outcome 7.1 (LAT)	Satisfactory progress in or completion of the post.
Outcome 7.2 (LAT)	Development of specific competences required – additional training time not required.
Outcome 7.3 (LAT)	Inadequate progress by the trainee.
Outcome 7.4 (LAT)	Neutral outcome / holding response - panel cannot issue an outcome because evidence is incomplete.
Outcome 8	Out of programme for clinical experience, research or a career break (OOPR/OOPE/OOPC).

In most cases, an Outcome 1 means you will not be required to attend for face to face interview

Remember you need an outcome 1 at your ST6 ARCP for me to give you a reference to sit the FRCS exam.

All outcome 2, 3, 4 and 5's will be interviewed face to face.

In your ST8 year, all potential CCT recipients will be interviewed face to face before hopefully being awarded an outcome 6

The Gold Guide contains the regulations relating to the management of Post-Graduate Specialty Training

https://www.copmed.org.uk/images/docs/gold_guide_7th_edition/The_Gold_Guide_7th_Edition_January_2018.pdf

OUT OF PROGRAM TRAINEES (OOPR / OOPC / OOPE)

If you are out of program for any reason, you still have an ARCP. Further details here <https://www.scotlanddeanery.nhs.scot/trainee-information/annual-review-of-competence-progression-arcp/arcp-requirements-for-oop-trainees/>

OOP Form

Complete all relevant sections and ensure it is signed by your supervisor and TPD

<http://www.scotlanddeanery.nhs.scot/trainee-information/annual-review-of-competence-progression-arcp/arcp-requirements-for-oop-trainees/>

Supervisor's Report

A supervisor's reports should be completed which details your progress in the previous year and plans for future years if applicable.

Return to Work Plan

In your final year OOP you should complete a return to work plan after discussion with TPD and supervisor and upload to ISCP.

OOPT

If you have prospective approval from the GMC for your time out of programme to count towards your CCT then you should also submit everything as outlined above as for a normal ARCP.

OTHERS

If you are on any sort of statutory leave from the program, e.g. **maternity or sick leave, you will NOT have an ARCP and you will have a no review recorded.** You may choose to upload things, keep portfolio ticking over etc, but it is not expected and will not be assessed whilst you are off. You should however, still comply with the deanery requests for absence declaration, SOAR sign-off etc as these are requirements for revalidation.

Please let me know if you have any comments / queries relating to the above.