

**ARCP: Evidence Checklist and GPStR Feedback Sheet:** (for use by the panel member who reviews the ePF)

Name of GP StR:

Training Year:

ST1/ST2/ST3

Chair of ARCP Panel:

Educational Supervisor:

Full Time/LTFT 50% or 60%

ARCP Panel Date:

Period of Training being reviewed:

*Period(s) of training being reviewed and any other comments as appropriate*

CCT/End of Training Date:

Date of last ARCP Panel:

Outcome:

1. Reviewer – please complete electronically and e-mail to GPSTP Coordinator before the date of the ARCP Panel
2. Coordinator – update with any revisions from the panel
3. E-mail form to GPStR to upload to ePortfolio log entry 'Professional Conversation': registrar will write reflection on this feedback
4. If GPStR referred to Deanery, complete 'Reasons for Referral to Deanery ARCP Panel' box and e-mail form to locality administrator. [Sarah.Cuckson@yh.hee.nhs.uk](mailto:Sarah.Cuckson@yh.hee.nhs.uk)

	Yes	Unclear or Not acceptable	N/A	Satisfactory Progress/Comments
<b>Competence Progression (if end of ST3 all competent for licencing or excellent)</b>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Trainee self-rating – ES assessment (enough evidence? Logic of decision? SMART action points?) – Any differences between the trainee and ES assessments?</i>
<b>Educators' notes</b>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Any concerns highlighted? Any sick leave?</i>
<b>Curriculum Coverage</b>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Would normally expect coverage of almost all areas by the end of training</i>
<b>CEPS</b> (most of CEPS assessment is related to the word descriptors but there is a requirement to demonstrate intimate examination competence):  <ul style="list-style-type: none"> <li>• Rectal</li> <li>• Prostate</li> <li>• Breast</li> <li>• Female Genital</li> <li>• Male Genital</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<i>Have these been completed?</i>
<b>WPBA</b> – <a href="#">correct number for ST year?</a>				
<b>CBD</b>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Does the mapping show progress? And competence in ST3:2?</i>
<b>COT/MiniCEX</b>	<input type="checkbox"/>	<input type="checkbox"/>		<i>Does the mapping show progress? And competence in ST3:2?</i>
<b>MSF</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Are there the correct number of respondents? 5 in a hospital post, 10 in GP, 5 clinical and 5 non-clinical Scores. Highlights? Any concerns?</i>
<b>PSQ</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Does this highlight any areas needing development? Ranges. Mean and Median.</i>

	Yes	Unclear or Not acceptable	N/A	Satisfactory Progress/Comments
CSR	<input type="checkbox"/>	<input type="checkbox"/>		<i>Trainees must provide a CSR for each hospital post.</i>  <i>Are there any areas above expectations, below expectations and any concerns raised?</i>
PDP	<input type="checkbox"/>	<input type="checkbox"/>		<i>Is there at least 1 entry made by the trainee in each review period?</i> <i>Has the trainee reviewed the entries populated from the ESR and made them personal and SMART?</i>
<b>Log diary</b> (Good enough spread of good enough quality entries over time, with evidence of reflection and development,)	<input type="checkbox"/>	<input type="checkbox"/>		<i>Are the entries of a broad range demonstrating balanced learning? Are the entries reflective?</i> <i>Do the entries identify learning needs and actions required? Is there evidence of completed learning cycles?</i> <i>Are there sufficient clinical encounters to make a judgement on competence progression ? Is the curriculum linkage and validation appropriate?</i>
<b>Completion of GMC survey</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>March- May - Mandatory requirement unless the trainee was not in training due to maternity or long term sick leave or out of programme</i>
<b>Revalidation statements</b> i) CSR ii) ESR iii) Enhanced form R (in learning log)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<u>This has replaced the complaints declaration. Is there consistency between these?</u> Are there known unresolved concerns identified in any of these 3 sources? (If there are concerns, this will be discussed at panel so you do not need to go into great detail here) <i>Form R MUST be attached to a learning log entry</i> No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>OOH</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click on link for guidance about allowable non-standard OOH <i>Has the trainee completed 1 session per month in a GP post of at least 4 hours duration on average?</i> <i>ST1 – 6 sessions minimum of 24 hours, ST3 – 12 sessions minimum of 48 hours</i> <i>At the final panel, the trainee needs to have completed 18 sessions of minimum of 72 hours. Those trainees on an extension will need to make up sessions on a pro rata basis. LTFTT must complete OOHs on a pro rata basis. (This remains the same number of sessions as FT for the whole of their ST1 GP post and ST3 GP post)</i>
<b><u>Records of NOE (Naturally Occurring Evidence):</u></b>	The School provides advice to enable trainees to provide evidence under all the competencies. It is the competency areas which are important rather than the presence or absence of particular NOE elements so there is flexibility about the use of these, but absence should prompt looking in more detail at the quality and quantity of recent evidence for the competences.			
Significant Event Analysis (3 per post advised)	<input type="checkbox"/>	<input type="checkbox"/>		<i>Is there at least 1 for each 6 month review period?</i> <i>Are they reflective?</i> <i>Do they demonstrate team work?</i> <i>Do they look at systems and processes?</i>
Reflection on key learning points from each post	<input type="checkbox"/>	<input type="checkbox"/>		<i>Is there one for each post?</i> <i>Is there reflection on how the post went and how learning objectives were achieved?</i> <i>Does it relate to GP?</i> <i>Has the trainee identified learning objectives to carry forward to the next post?</i>
Audit (during GP attachment) (1 advised in training) or Reflection on QOF (1) or Project fitting the NPMS criteria	<input type="checkbox"/>	<input type="checkbox"/>		<i>Is there evidence of participation in Quality Improvement Activity and/or audit by the trainee at the end of ST3?</i>

	Yes	Unclear or Not acceptable	N/A	Satisfactory Progress/Comments
Case Study or Presentation (2 advised per year)	<input type="checkbox"/>	<input type="checkbox"/>		<i>This is not mandatory but demonstrates learning and teaching.</i>
Statement of total leave taken ideally cumulative for training	<input type="checkbox"/>	<input type="checkbox"/>		<i>This may be in the NOE booklet if used, evidence should be available on the Form R, and trainee self-assessment on competency 12</i>
Attendance record at VTS teaching (normally provided by scheme administrator)	<input type="checkbox"/>	<input type="checkbox"/>		<i>This may be in the NOE booklet</i>
Certificate to confirm completion of: GPSTP Post feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>There should be a certificate to confirm completion of feedback for every post completed – requested annually in May/June in Sheffield</i>
<b>CSA</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AKT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CPR/BLS/AED or ALS</b> (completion needed at end of training time only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>BLS valid for 1 year ALS valid for 4 years MUST be in date at time of final panel, good practice to be in date all the time – certificate must be uploaded to a learning log entry</i>
<b>Certificate to confirm Level 3 Safeguarding Children Training completed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not mandatory for completion of training but required for inclusion in Medical Performers List once CCT received</i>
<b>The Post (any issues for GPSTP)</b>				<i>Has there been any disruption to the training programme, e.g. illness of CS / other disruptions?</i>
<b>The Person (personal Problems/Probity)</b>				<i>Have there been any health issues, involvement in SUIs, personal or professional challenges? Are there other mitigating circumstances?</i>
<b>Overall</b>				<i>Are they making satisfactory progress?</i>

<b>ePortfolio Highlights</b>
<b>Suggestions for Future Improvement</b>

<b>Reasons for Referral to Deanery ARCP Panel (if applicable)</b>
<i>Consider:</i>  <i>WPBA</i> <i>Exam failure</i> <i>Non-engagement with e-portfolio</i>

*Prolonged sick leave*

*Previous outcome 5 that could not be converted to a 1 or 6.*

*Previous attendance at a Deanery panel and not demonstrating satisfactory progress.*

*3 or more NFD below expectations on competency assessments by ES*