

2020 YHFS ARCP Timetable for FY1s to obtain Full Registration with the GMC

Date	Action
<p>By Friday 29th May 2020</p>	<ul style="list-style-type: none"> • Educational Supervisors to complete End of Year Report. • Foundation Trainees to complete Foundation Form R as part of the ARCP / revalidation process. • Foundation Trainees save Form R on Horus ePortfolio and a copy provided to local Foundation Trust Administrator. • Trusts Local ARCP panels established / convened. • Evidence upload deadline: Horus ePortfolio virtual “Lock Down” for FY1 Trainees • FTPDs to confirm their attendance at central ARCP panels.
<p>Monday 1st June 2020 to Friday 19th June 2020</p> <p>Deadline for adding a trainee to a central panel: Friday 19th June 2020</p>	<ul style="list-style-type: none"> • Local ARCP Panels to review the Horus ePortfolio and any additional ARCP evidence submitted. • FTPD assigns an ARCP outcome to the trainee via the FY1 ARCP outcome form on Horus ePortfolio. <p>NB// Dates for period covered on ARCP outcome form is 01/08/2019 to 04/08/2020 - includes 4 days induction/shadowing.</p> <ul style="list-style-type: none"> • Trainee to sign the FY1 ARCP outcome form via Horus ePortfolio within 10 working days of the ARCP panel meeting. • Foundation Trust Administrators to advise YHFS when trainees have been signed off, so GMC Connect can be updated. • FSD / Deputy to review the local ARCP panel’s outcomes and sign the FY1 ARCP outcome form on Horus ePortfolio for those trainees awarded with an Outcome 1 (if satisfied). • YHFS invites trainees with expected Outcomes 3 or 4 to attend a Central Foundation ARCP. <p>It is recommended that trainees who may receive an adverse outcome (3 or 4) should be seen in the Trust in early June and should be seen at a central panel.</p> <p>If an outcome 5 is awarded, the local ARCP panel <u>must</u> convene again two weeks later to review whether to outstanding competencies have been achieved, if they have, the trainee can be signed off locally, if not, they can be referred to a central ARCP panel for an adverse outcome or discussed with FSD/Deputy.</p> <p>Please discuss trainees with potential adverse outcomes with the FSD / Deputy and advise YHFS by sending the central panel referral form to the generic inbox – foundation.yh@hee.nhs.uk by Friday 19th June 2020, so they can be allocated to a central panel.</p>

Date	Action
Wednesday 10th June 2020	Trusts aim for 50% to be completed
Friday 19th June 2020	Trusts aim for 100% to be completed
Central Panel All YHFS trainees: Monday 29th June 2020 - Friday 3rd July 2020 10am till 5pm	<p>YHFS</p> <ul style="list-style-type: none"> • Monday 29th June 2020 • Tuesday 30th June 2020 • Wednesday 1st July 2020 • Thursday 2nd July 2020 • Friday 3rd July 2020
By Monday 13th July 2020	<ul style="list-style-type: none"> • YHFS to list completed Attainment of FY1 Competence Certificate (F1CC) for non-home medical school (HYMS / Sheffield / Leeds) and non-UK Medical School trainees and sent to the trainees Foundation School to enable them to sign their F1CC.
Bulk upload Thursday 16th July 2020	<ul style="list-style-type: none"> • YHFS releases the F1CCs and confirms successful completion of the FY1 year to the GMC
Monday 13th July to Wednesday 22nd July 2020	<ul style="list-style-type: none"> • YHFS - Manual submission of International graduates' certificates to the GMC
Deadline to appeal ARCP outcome: Friday 17th July 2020	<p>Trainees wishing to appeal the outcome of the ARCP Panel must do so in writing, to the Postgraduate Dean within 10 working days after they have received the outcome letters from their ARCP.</p> <p>Only the process can be subject to an appeal, <u>not the outcome</u>.</p>
Completion deadline Wednesday 22nd of July 2020	<p>The GMC cannot guarantee full registration for Wednesday 5th August 2020 for trainees who submit their F1CC after this date. FY1s cannot work as an FY2 if they have not been signed off.</p>
Appeals Panel Wednesday 29th July 2020	<ul style="list-style-type: none"> • YHFS Appeals Panel – covers central ARCPs up to Friday 3rd July ARCP dates. • Appeal panel to convene Wednesday 29th July 2020 • Outcome to be communicated to the trainee within 5 working days
Wednesday 5th August 2020	Trainees commence in FY2 post