

F1 YHFS Best Practice Evidence Checklist for ARCP

The mandatory checklist for FY1 is taken from the Foundation Programme Reference Guide (2017)
www.foundationprogramme.nhs.uk/sites/default/files/2018-07/Reference%20Guide.pdf

The mandatory requirements for FY1 sign off can also be found on Horus here:
<https://supporthorus.hee.nhs.uk/faqs/annual-review-of-competence-progression-arcp/>

Additional ePortfolio support can be found on the Horus support site with video tutorials
<https://supporthorus.hee.nhs.uk/video-tutorials/foundation-doctors/>

The above should be used for the mandatory FY1 sign off for each trainee. If there are any issues with these please contact either the UKFPO or Horus support directly.

YHFS Best Practice Evidence Checklist for ARCP - not mandatory

Key: Clinical Supervisor (CS), Educational Supervisor (ES)

Trainee Name:	GMC Number:
Trust:	

No	Additional	Evidence	(✓)
1	Educational supervisor initial meeting form Preferably completed at the start of the training year.	Completed ES initial meeting form	
2	Initial clinical supervisor meeting form Suggested for each F1 placement. In placement 1 this may be replaced by the ES initial meeting form if ES is the CS.	Completed CS initial meeting form for placements (1), 2 & 3	
3	A minimum of 18 reflections Suggested reflections: <ul style="list-style-type: none"> ▪ Each Regional Training Day ▪ Careers ▪ Complaints/serious incidents (if applicable) 	18 reflections across F1 year	
4	Placement Supervision Group (PSG) feedback Suggested for each F1 placement. If you are concerned there are insufficient senior healthcare professionals for your placement, please discuss this with your ES.	Completed PSG feedback for placements 1, 2 & 3.	
5	Completion of 10 SCRIPT modules with a minimum 70% pass rate. There are 5 suggested modules: <ul style="list-style-type: none"> ▪ Drug Allergy and Anaphylaxis ▪ Poisoning ▪ Cardiac Arrest ▪ Fluids ▪ Diabetic Emergencies 5 other modules should be selected with ES/CS advice.	Certificates uploaded to Horus using "course/seminar/other learning attended" form	
6	Regional Training Days Attendance YHFS advises 100% attendance. A copy of the programme can be found on the YHFS website.	Certificates uploaded to Horus using "course/seminar/other learning attended" form	