

Annual Review of Competence Progression

Excellence in External Representation



Purpose of the resource pack

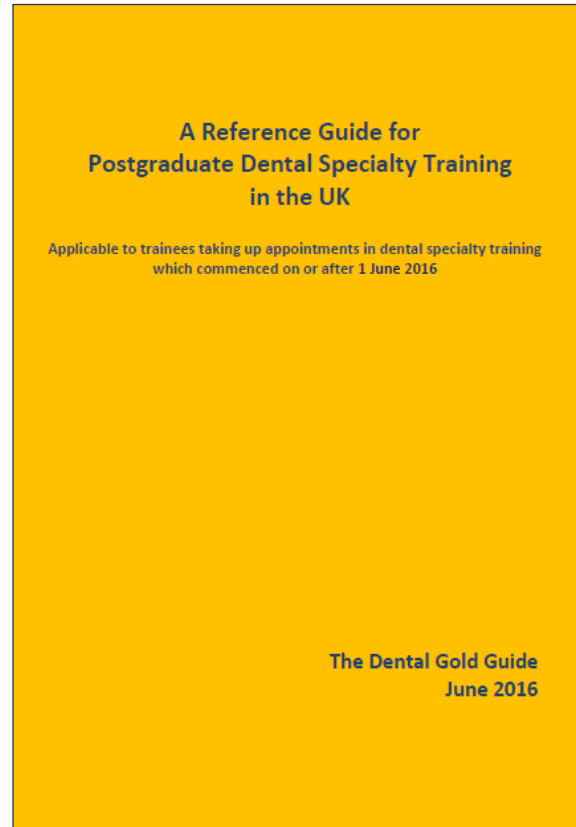
The purpose of this resource pack is to support colleagues who are, or who are about to become, members of a Dental Specialty Advisory Committee (SAC) Panel of External Representatives.

It is intended to ensure consistency and quality in the delivery of SAC external representation at Annual Reviews of Competence Progression (ARCP). As a consequence it will contribute to the delivery of high quality dental specialty training across the United Kingdom.

The pack provides an overview of the ARCP process, explores the role of the SAC external representative, identifies essential elements of quality external assessment and highlights some pitfalls which are best avoided.



The Dental Gold Guide



- The Dental Gold Guide was updated in June 2016
- It is a reference guide relating to Postgraduate Dental Specialty Training in the UK and is the guide to which you should refer for details regarding specialty training including the ARCP processes



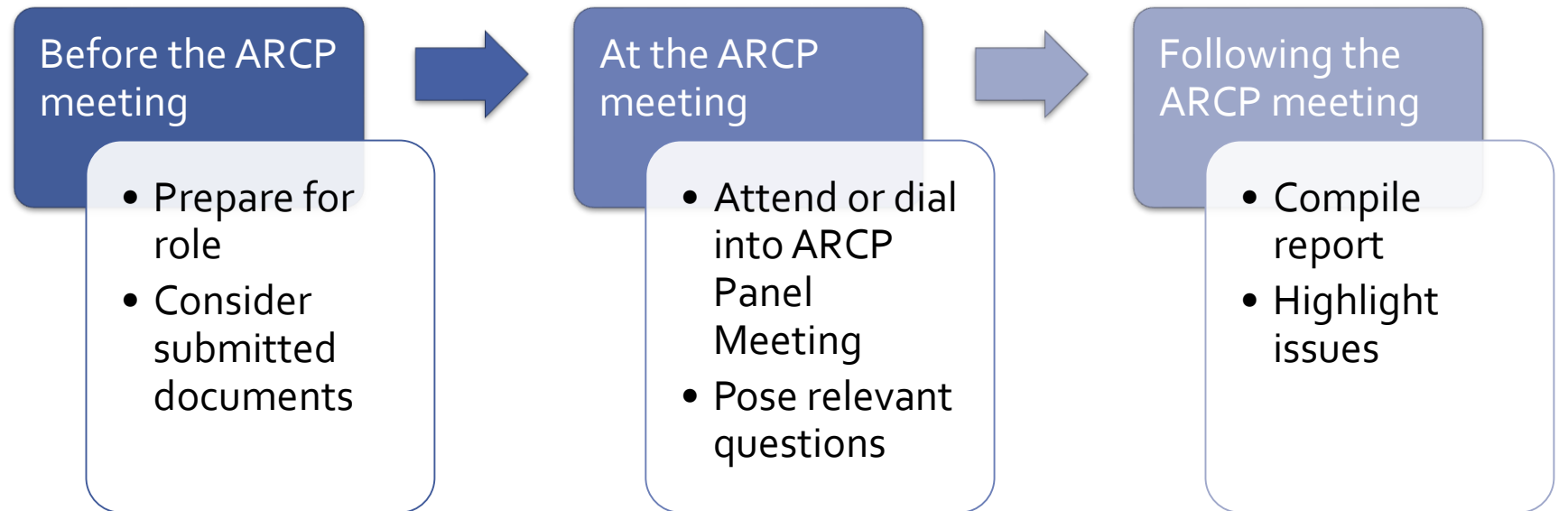
The Dental Gold Guide

Annual Review of Competence Progression is for:

- All NTN Specialty Trainees
 - Trainees Out of Programme (excluding ill health)
 - Post CCST trainees
 - LATs (where applicable)
- Minimum annual but may be interim if necessary



The ARCP process



The external representative

The SAC external representative is a subject matter expert nominated by the specialty's SAC. They provide externality to the ARCP process. Their purpose is to:

- Assist in the quality management of the ARCP process
- Evaluate the quality of the training programme being undertaken by the trainee



Preparing for the role of the SAC external representative (1)

It is important that the SAC external representative is familiar with:

- The contemporary Dental Gold Guide
- The relevant contemporary Specialty Training Curriculum
- Relevant milestones within specific training programmes when available



Preparing for the role of the SAC external representative (2)

The SAC external representative's role includes:

- Reviewing all documentation
- Endorsing or raising questions on the process and recommended outcome
- Assessing the quality of training offered to the trainee



Preparing for the role of the SAC external representative (3)

- Undertake Equality and Diversity training every three years
- Be mindful of your role
- Agree expenses with the host organisation
- Consider whether to attend or join by teleconference



Preparing for the specific role following agreement to attend

- Before the ARCP
- On the day
- After the ARCP



Expected timelines

	Action	Timing
Before ARCP	Date and venue communicated to ARCP panel (including lay representative, SAC external representative and trainees)	6 months in advance
	Timetable sent to ARCP panel and trainees	8 weeks in advance
	ES writes trainee report(s)	3 weeks in advance
	Trainees submit ARCP documentation (ISCP/e-Portfolio/paper)	2 weeks in advance
	ARCP documentation made available to panel	2 weeks in advance
At the ARCP	SAC external and lay representatives to discuss process	On day
After the ARCP	ARCP outcomes communicated to TPDs	Within 1 week
	SAC sent ARCP outcomes, copies of Form R, informed of CCST date changes and out of programme agreements	Within 1 month
	Form A and B completed by SAC external representative and returned to PGDD for any action and forwarded to SAC	Within 1 month

What you will expect to receive before the ARCP

Two weeks before the ARCP expect to receive or be provided with as a minimum :

- Form R
- Educational Supervisor's Structured Report
- Portfolio to include Workplace-Based Assessments
- Appraisal document
- Personal Development Plan
- Academic Supervisor's Report (in the case of academic trainees)



What does good training look like?

- All trainers and trainees have a good knowledge of the appropriate curriculum
- Good engagement with appropriate level of Workplace-based Assessments
- Evidence of best practice:
 - Supervision
 - Variety of learning opportunities
 - Learning environment
 - Training facilities
 - Study leave
- Evidence of appraisal carried out with outcomes to include appropriate Personal Development Plan
- Trainers engaging in life-long learning and relevant training



The ARCP Panel Meeting

The ARCP panel

As a minimum, should comprise:

- Postgraduate Dental Dean/Director or deputy
- TPD or Chair of the STC or Educational Supervisor
- External representative from the relevant SAC
- Lay representative/adviser



National ARCPs

- Dental and Maxillofacial Radiology
- Oral Medicine
- Oral and Maxillofacial Pathology

The aim is to provide benchmarking for the small specialties for quality assurance of the process and training



The role of the ARCP panel

- To consider and review the evidence provided by the trainee
- To make a judgement about the trainee's suitability to progress
- Agree and confirm the ARCP outcome



The role of the SAC external representative in the ARCP meeting

- Assists in the quality assurance of the ARCP process
- Reviews submitted evidence from the trainees
- Comments on the quality of the training
- *The SAC external representative should not meet the trainees personally as part of the process. However, a PGDD may ask the SAC rep to talk to trainees but it must be made clear that this is outwith the process*



At the ARCP meeting

- The trainee must not be present during the panel review of the submitted evidence
- Neither the trainee's educational supervisor nor clinical supervisor should attend the meeting with the trainee. They must absent themselves from the review
- The review panel must not consider any evidence that is not written down
- The ARCP outcome decision is made from examination of the evidence provided
- Evidence not provided in advance of the review cannot be taken into account



At the panel review

An external representative may be invited to attend an ARCP where trainees are not required to attend in person. This is acceptable unless an unfavourable outcome is anticipated. In these circumstances the trainee must attend in person.

The format is as follows:

1. Trainee meets with panel who go through the evidence. There is an opportunity for trainees to discuss any mitigating circumstances
2. Trainee is asked to sit outside while the panel discusses the outcome and a decision on outcome is made
3. The trainee is informed of the outcome by the panel



At the panel review - considerations

- ARCP panels must be mindful of trainee's progress and length of training
- ARCP panels must be mindful of competence progression both clinically and academically



ARCP outcomes

- 1 Achieving progress at accepted rate
- 2 Development of specific competences required – no additional training time required
- 3 Inadequate progress by trainee and additional training time required
- 4(W) NTN withdrawn through consistent lack of progress
- 4(VR) NTN removed following voluntary resignation from training post
- 5 Incomplete evidence presented – additional training time may be required
- 6 Gained all required competences. CCST recommended (as applicable)
- 8 Out of programme



ARCP outcomes

- If an outcome 2, 3 or 5 is given the Chair must ensure clear recommendations are given by the panel regarding what additional training is required with clear aims, objectives and circumstances under which it should be delivered, as well as timeframe
- A trainee should be warned of the possibility of an outcome 3 following being given an outcome 2
- A trainee should be warned of the possibility of an Outcome 4(W) following being given an outcome 3
- An outcome 4 (W) should never be given without a previous outcome 3 unless in exceptional circumstances



ARCP outcomes

- If the outcome is other than 1 or 6, the trainee has a right of appeal which must be explained to them
- A date for the next ARCP must be given with a date for an interim review if appropriate



AFTER THE ARCP

Completion of feedback forms

- Form A – Feedback on ARCP process
- Form B – Feedback on quality of training programme



Completion of feedback forms

- Ensure forms A and B are returned to PGDD within one month
- Provide as much detail as possible to substantiate your judgement
- Where evident, highlight areas of best practice, as well as any perceived deficiencies



Concerns over process

- If there are concerns over process or quality, communicate these to the PGDD, not the Training Programme Director



Reimbursement of expenses

- Submit claim promptly
- Ensure that any claim is reasonable and in line with deanery/HEE guidelines



Thank you

- COPDEND will request feedback on this presentation in November 2016
- If you have any questions please contact:
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