

Guidance for Educational Supervisor (ES) reviews, ARCPs and Revalidation for trainees who are on full time/less than full time/ out of synch rotations

Summary

- Every trainee needs a review for the June/July ARCP panels
- Every trainee needs an ARCP prior to changing training years.
- A form R is required for every ARCP and this must be sent to HEKSS.
- ES reviews need to be done inside of 8 weeks of any panel and the earlier the better.
- Trainees who will be out of programme or on statutory leave at the time of the June /July ARCP panels must have an ES review before they go on leave, tell HEKSS this has been done and send a form R to HEKSS.
- If a trainee changes training years or finishes training outside of the annual change over date, (1st week of August), they will need another ARCP in addition to the ARCP occurring in June/July. The trainee must inform HEKSS when this has been done for an ARCP to be organised.
- The minimum number of ES reviews required per calendar year is 2.
- For advice on review dates and/or ARCP panels for trainees please contact the GP Training Department GPTrainingManager@kss.hee.nhs.uk

Context

It is a requirement of GP specialty training that all trainees have as a minimum one ARCP every calendar year and on changing each year of training (i.e. moving from ST1 to ST2, ST2 to ST3). For most trainees this occurs at the same time.

Doctors may be revalidated during training but those who successfully complete GP Training should be revalidated again at the time of gaining their Certificate of Completion of Training (CCT). The revalidation process for doctors in training relies on timely data being available from ARCPs.

When trainees finish their training in ST3, trainees need to have their final review and HEKSS needs to do their final ARCP giving sufficient time for the trainee to be awarded their CCT and also to be revalidated. This can take up to 8 weeks.

Once a trainee has completed training, the Dean Director as Responsible Officer is no longer their responsible officer and is therefore unable to make a revalidation recommendation. This can result in the trainee having difficulties getting revalidated and working. It is therefore essential that sufficient time be allowed for revalidation to occur.

New HEKSS Requirements 2015

Every trainee, whether full time or on a less than full time rotation, must have an ES review for the June /July ARCP panels which occur annually. The ES review needs to occur within 8 weeks of the ARCP panel date. This ensures that every trainee has

an annual documented ARCP following an up to date ES review in his or her portfolio for the purpose of monitoring progression.

If a trainee is planning to be on extended leave when the June/July ARCP panels are occurring then the trainee has to have an ES review before they start their leave and HEKSS must be informed when this has occurred. The trainee should complete a Form R and send this to HEKSS as part of this process. The ARCP panel will then be able to occur in their absence.

(Though not ideal, if the trainee is unable to have a review before they go on leave then this must be done soon after they return back to work and HEKSS informed when this has been completed).

Every trainee must have an ES review and an ARCP when they change training years and for less than full time trainees or trainees out of synch this may not necessarily be at the time of the June/July ARCP panels. Another review needs to occur within 8 weeks of the date they will change training years. Again the trainee must inform HEKSS when this has occurred and the trainee needs to send a completed Form R to HEKSS.

The RCGP requirements are that a GP trainee as a minimum has 2 ES reviews occurring within each calendar year and ideally these should be at approximately 6 monthly intervals. In the scenario of a GP trainee who changes training years for example in October they will need a review for the July ARCP panel and another one prior to an October ARCP panel and these will therefore not be occurring at 6 monthly intervals.

If an ST3 trainee is returning back from leave and has less than 8 weeks of training remaining then their ES review needs to be done whilst on leave using a 'pop in day' and HEKSS must be informed when this is done. The trainee should complete a Form R. HEKSS cannot guarantee the trainee will be revalidated if the review is late, or the trainee does not inform HEKSS.

If an ES or trainee is unsure when to have an ES review and this is particularly relevant if the trainees changing year date falls within a few months either side of the June/July panels then the GP Training department at HEKSS will be happy to advise on when these reviews should occur and the timings of the panel.

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