

## **Guidance for the timings of Educational Supervisor reviews (ESR), Annual Review of Competency Progression (ARCP) panels and Revalidation**

### **Summary**

Every trainee needs an annual Educational Supervisors Review (ESR) and an Annual Review of Competency progression (ARCP) panel.

- A 'Form R' is required for every ARCP panel and this must be attached to the Learning Log in the trainees e-Portfolio as part of revalidation requirements;
- ESRs need to be done inside of eight weeks of any ARCP panel;
- trainees who will be Out of Programme (OOP) or on statutory leave at the time of their ARCP panels must have an ESR before they go on leave. This should be attached to the Learning Log alongside the Form R.

For advice on review dates and/or ARCP panels please contact the [HET Team](#).

### **Context**

It is a requirement that all GP specialty trainees have a minimum of one ARCP every calendar year from their starting month - this is irrespective of whether they have finished the training year or not. For example, a trainee starting ST1 in April will have their ARCP in February or March of the next calendar year.

It is unlikely that trainees who are on Less Than Full Time (LTFT) rotations will have finished their training year when their ARCP is due. For example, a trainee on an 80% rotation will take 15 months to complete a training year.

Trainees must complete a Form R and upload this to their e-Portfolio Learning Log before every ARCP panel.

Every trainee, whether full time or LTFT must have an Educational Supervisors Review (ESR) eight weeks before their ARCP panel. This ensures trainees have an annual documented ARCP following an up to date ESR in their e-Portfolio for the purpose of monitoring progression.

ST3 trainees must have their final ARCP eight weeks prior to their finishing date. A new ESR is required for this ARCP - even if a calendar year has not passed since their last ARCP. This allows for enough time for the trainee to obtain their Certificate of Completion of Training (CCT) providing everything has been passed successfully.

If a trainee is planning to be on extended leave when their annual ARCP panel is taking place, then an ESR is required before the start of their leave. The trainee should also complete a Form R and attach this to their Learning Log. The ARCP panel can then occur in their absence.

## Guidance on timings for ESR, ARCP and Revalidation

If the trainee is unable to have a review before they go on leave, then this must be done soon after they return to work and the HET Team must be informed. This, however, is not encouraged.

The RCGP stipulates that GP trainees should have a minimum of two ESRs occurring within each calendar year, and ideally these should be at approximately six monthly intervals.

From August 2020; providing the trainee is progressing satisfactorily then a shorter interim ESR can take place (a full ESR is required before an ARCP).

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

If an ES or trainee is unsure when to have an ESR then the HET Team will be happy to advise on when these reviews should occur and the timings of the panel.

Doctors may be revalidated during training but those who successfully complete GP Training should be revalidated again at the time of gaining their CCT. Revalidation processes for doctors in training relies on timely data being available from ARCPs.

Once a trainee has completed training, the Postgraduate Dean 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 enough time be allowed for revalidation to occur.