Dear College Tutors,

For trainees having an Interim Review in May 2022, please see guidance below:

1. College Tutor Interim review form (COVID) attached, should be filled in by College Tutors along with assistance/ information from the trainee’s Educational Supervisor.
2. The Interim review form 2021-2022 (training year specific form) should be filled in by the trainee and submitted to CT 6th May 2022.
3. Please scan both forms together as one document and save with the trainee’s name and year of training e.g. John Smith ST3.
4. College tutor will need to bring these forms to Interim Review and discuss all trainees in their unit at the IR HUB. Trainees identified Amber or Red will have SMART plan agreed at the Interim review and documented on the IR form.
5. College Tutor will email these forms individually to trainees to upload in their Eportfolio.
6. College Tutor will email a copy of these forms to KSS O&G Team at OandG.lase@hee.nhs.uk .
7. Trainees need to upload these IR forms with comments from IR Hub to their EPortfolio in **Other Evidence**. This is mandatory document required for ARCP.
8. Trainees identified needing support (amber/ red) will be contacted to arrange a remote meeting and to enable a plan of support to be put in place. We will enter this as an Educational Meeting on their e portfolio.
9. All ARCPs in June / July will be done in absentia.