NHS England Midlands

ARCP 20…/… _Core Level_ - Portfolio Reviewer's Summary Forms

Notes

The role of this portfolio review and evidence submission form is to ensure that trainees receive a systematic and thorough assessment of their overall progress over the last academic year. The portfolio review summarises evidence from professional examinations, supervised learning events, multi-source feedback, educational supervision as well as the portfolio development logs, skills logs, and Progress+ curriculum.

Other sources of information, for example Professional Support and Wellbeing Service (formerly Training Support Services) reports and Occupational Health reports may also be referenced. Reviewers should **discuss confidential or sensitive information with a Training Programme Director** before presentation to the panel.

This review should present an overview of a trainee's strengths and areas which have been identified as a focus for development which will inform future personal development plans, educational supervision and support.

The contents of this form **MUST be shared with the trainee before the ARCP**. The form should contain a **PROVISIONAL** recommendation for the ARCP outcome. Any concerns regarding the progress of a trainee must be highlighted to the trainee and the Training Programme Director, and a plan of action be in place, prior to completing this form. This form should not be used to raise new concerns about progress with a trainee.

Form 1 is the training declaration form and must be completed electronically by the trainee, then sent to the portfolio reviewer before **[Day] [Date] [Month] [Year]**.

Form 2 is the summary of evidence form and must be seen by the trainee before the ARCP.

All trainees will be contacted by the NHSE East Midlands administrative team (england.TIS.em@nhs.net) about their **Revalidation Form R Part B**; the instructions in this email must be read and followed.

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Trainee name			
NTN		WTE%	
GMC number		Provisional CCT date (please attach CCT calculator)	
Defence organisation		Expected core level completion date	
Email address			
[Month] [Year] post			
[Month] [Year] post			
Year of training	Select training year		

Training completed to date	
Mandatory (before being independent on tier 2 rota)	**Date**
APLS / EPALS or equivalent	
NLS or equivalent	
Child protection level 2: recognition and response or equivalent	
Level 3 safeguarding training	
Highly recommended for demonstrating curricula capabilities	**Date/number**
Teaching e.g. TIPS or equivalent (date completed)	
NHSE EM Leadership & Management Programme (number modules completed)	
ST1-3 training days (number attended since last ARCP)	
SCRIPT modules (number completed)	

MRCPCH examinations progress: FOP, TAS and AKP required for progression to ST4; full MRCPCH exam required for progression to ST5		
MRCPCH examination	**Date/s sat or will sit (include all attempts)**	**Date passed**
Foundation of Practice		
Theory and Science		
Applied Knowledge in Practice		
Clinical		
If exam **applied/prepared for** but cancelled due to covid/strikes (date/exam type) list below:		

Assessments since last ARCP	
Type of assessment	**Number completed**
Mini-CEX (no minimum requirement)	
CbD (no minimum requirement)	
Safeguarding CbD (1 per training grade)	
ACAT (optional)	
LEADER (optional at ST1-2; 1 during ST3-4)	
HAT (1 during ST1-2; 1 during ST3-4)	
MSF (1 per training grade)	
DOPS	
DOC (optional during ST1-3; 2 during ST4)	
ECAT (1 *before being independent on tier 2 rota* for acute paediatric take, *or* admission of pre/term baby to NNU - other ECATs optional; optional during ST4)	
Clinical Supervisor's Trainer's Report (1 per rotational post)	
Educational Supervisors Trainer's report (1 per training year for ARCP)	
Compulsory DOPS (minimum 1 satisfactory AoP before being independent on tier 2 rota)	**Date achieved**
Peripheral venous cannulation	
Lumbar puncture	
Intraosseous needle insertion for emergency venous access	
Neonatal umbilical venous cannulation (UVC)	

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Middle grade suitability

Complete the table below if you anticipate progression to tier 2 (middle grade) working in [Month] [Year] either because:

- You expect to move to ST4 (with or without MRCPCH clinical exam) or;
- You will be ST3 but are deemed suitable to progress.

Ward round: taking the lead in the acute (post-take) ward round	
Task and key capability	**Self- assessment and source of evidence (e.g. SLE, trainer's report, development logs, MSF, course certification)**
Bed/cot-side clinical assessment and management plan formulations	
Communication with team and family/ carer	
Organising team with appropriate task prioritisation arising from ward round decisions	
Documentation including admission and discharge and letters to family and/ or GP	

Managing term infant in neonatal medicine	
Task and key capability	**Self-assessment and source of evidence (e.g. SLE, trainers report, development log, MSF, course cert)**
Resuscitation at birth	
Identifying infants requiring specific investigations or monitoring (risk of sepsis, hypoglycaemia, drug withdrawal, etc.)	
Postnatal new-born examination and review	
Identifying, investigating and managing infants requiring neonatal unit admissions	

Managing preterm infants in neonatal intensive care	
Task and key capability	**Self-assessment and source of evidence (e.g. SLE, trainers report, development log, MSF, course cert)**
Stabilising the infant following preterm delivery	
Investigating and initially managing infants, who are acutely unwell (e.g. septicaemia, acute respiratory deterioration, neurological dysfunction)	
Planning and directing care for infants with high dependency or special care dependency requirements	

Middle grade readiness form	
Completed?	Select one
Date of completion	

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Trainee's Declaration I submit my portfolio for my ARCP which includes the following evidence of progression against the RCPCH competency framework for the period.

- Updated and reviewed PDPs
- A complete record of educational supervision (including an educational and clinical supervisors training report)
- An up to date development log, skills log and curriculum.
- Minimum evidence and assessments as per RCPCH guidance
- All necessary trainee declarations completed

If any of the above are missing/incomplete at the time of submission please indicate to the panel the reasons for failure to submit the required evidence:

Mitigating circumstances (to include):
• **Details of NLS/APLS and other key courses cancelled due to COVID.** • **Key capabilities you may need additional support to achieve due to COVID disruption** • **Highlighting particular portfolio entries that reflect acquisition of key capabilities formerly linked to the Progress curriculum that have not transferred into the Progress+ curriculum**

Achievement of the Progress+ curriculum domains will be reviewed by your portfolio reviewer to help with your educational development and to plan your next PDP. Information on how this is considered can be found at:
https://www.rcpch.ac.uk/sites/default/files/2023-11/judging_learning_outcomes_at_arcp_v2_1.pdf

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ARCP 20…/… *Core Level* - Portfolio Reviewer's Summary Forms

Trainee name			
Last ARCP date		**Last ARCP outcome**	Select one
Year of training	Select training year		

Type of assessment (minimum WTE)	Number completed
Mini-CEX (no minimum requirement)	
CbD (no minimum requirement)	
Safeguarding CbD (1 per training grade)	
ACAT (optional)	
LEADER (optional at ST1-2; 1 during ST3-4)	
HAT (1 during ST1-2; 1 during ST3-4)	
MSF (1 per training grade)	
DOPS	
DOC (optional during ST1-3; 2 during ST4)	
ECAT (1 *before being independent on tier 2 rota* for acute paediatric take, *or* admission of pre/term baby to NNU - other ECATs optional; optional during ST4)	
Clinical Supervisor's Trainer's Report (1 per rotational post)	
Educational Supervisors Trainer's report (1 per training grade for ARCP)	
SCRIPT modules	

Summary of Progress+ core curriculum learning outcomes	
Please consider achievements against Progress+ curriculum domains; guidance can be found at: https://www.rcpch.ac.uk/sites/default/files/2023-11/judging_learning_outcomes_at_arcp_v2_1.pdf	
Key: **O/T** On track - acceptable progress for grade and working towards full achievement by end of ST4 **A/E** Achieved/exceeds achievement of core curriculum learning outcome **N/D** Needs development	
Curriculum learning outcome 1: Professional values and behaviours	Select one
Curriculum learning outcome 2: Professional skills and knowledge: communication	Select one
Curriculum learning outcome 3: Professional skills and knowledge: clinical procedures	Select one
Curriculum learning outcome 4: Professional skills: patient management	Select one
Curriculum learning outcome 5: Capabilities in health promotion and illness prevention	Select one

Curriculum learning outcome 6: Capabilities in leadership and teamworking	Select one

Curriculum learning outcome 7: Capabilities in patient safety (incl. safe prescribing)	Select one

Curriculum learning outcome 8: Capabilities in quality improvement	Select one

Curriculum learning outcome 9: Capabilities in safeguarding and vulnerable groups	Select one

Curriculum learning outcome 10: Capabilities in education and training	Select one

Curriculum learning outcome 11: Capabilities in research and scholarship	Select one

Summary of assessments including concerns and areas of good practice

Summary of Clinical Supervision

Summary of Educational supervision (including PDP)

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Middle grade working

For trainees expecting to progress to tier 2 working

Completed "readiness for tier 2" form by ES?	Select one
Comments:	

Mandatory DOPs completed?	Select one
Comments:	

Resuscitation courses completed?	Select one
Comments:	

Level 3 safeguarding completed?	Select one
Comments:	

Well on track to complete core curricular capabilities?	Select one
Comments:	

Areas to be developed before ready for middle grade working

Evidence to be obtained before readiness for middle grade working can be assessed

Readiness to move to Progress+ Specialty level

For trainees at the end of/requesting competency progression from ST4 to ST5

MRCPCH clinical achieved?	Select one
Comments:	

Core curriculum domains achieved?	Select one
Comments:	

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Summary and recommendations

On the basis of the evidence reviewed I recommend the following ARCP outcome to panel:

PROVISIONAL ARCP outcome:	Select provisional outcome
1	Achieving progress and competencies are the expected rate
2	Development of specific competencies required - additional training time not required
3	Inadequate progress by the trainee - additional training time required
4	Released from training programme with or without specified competencies
5	Incomplete evidence presented - additional training time may be required

The trainee should receive PROVISIONAL feedback on the following:

Strengths:
Areas for development

RECOMMENDATIONS AND FEEBDACK FROM ARCP PANEL

Trainee's name		Assessor's name	
Signature		Signature	
		Designation	Select designation