

*Developing people
for health and
healthcare*

ARCP Chair Training 2013 (Ref Gold Guide 2010)

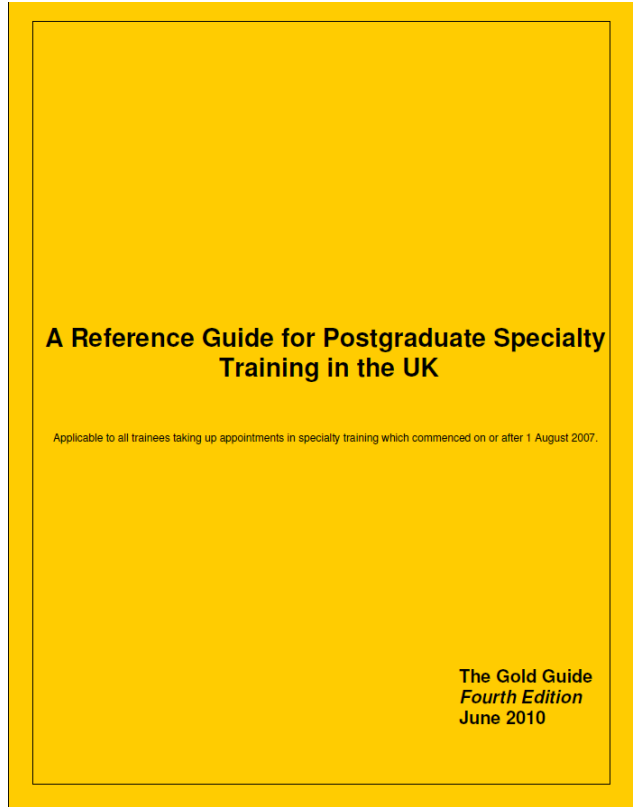
December 2013



Health Education East Midlands

This session will:

- Provide direction and clarity to Chairs to ensure delivery of the Gold Guide.
- Interact with Colleagues to deal with some real life scenarios that may be faced during ARCPs.
- Understand how the Revalidation process fits into the ARCP process.
- Understand the time scale and process for appeals.



A Reference Guide for Postgraduate Specialty
Training in the UK

Applicable to all trainees taking up appointments in specialty training which commenced on or after 1 August 2007.

The Gold Guide
Fourth Edition
June 2010

Objectives

By the end of the day you will

- Understand the role, responsibility and authority of the Chair and understand what support is available to you.
- Understand the role and responsibility of other Panel Members.
- Understand how ARCPs inform the Revalidation process.
- Understand the Appeals process.

What are your thoughts?

**What is the purpose of an
ARCP?**

**What is the purpose of an
ARCP panel?**

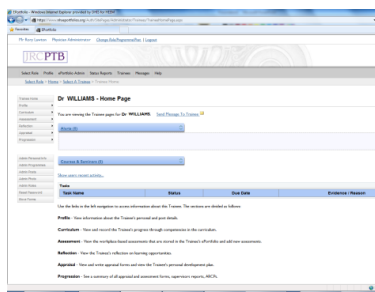
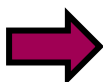
What is the role of a Chair?

Overview of the ARCP process

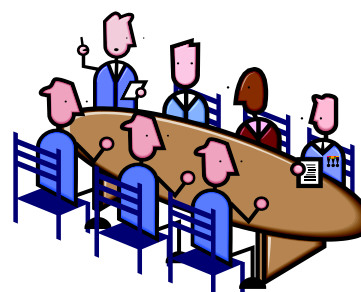
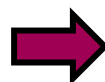
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East Midlands



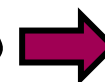
Trainee



ePortfolio



ARCP Panel



Annual Review of Competence Progression (ARCP) - Outcome Form

Trainee Name: Joe Smith		GMC No: 0123456	
Expected CCT/CEFR (CP): 01/08/2013			
Specialty Training Prog: Emergency Medicine			
NTN/DSN: EMD/036/506/C		GMC Trg Prog Approval No: EMD/SRT714	
Date of Previous Revalidation (if Applicable):		Date of expected revalidation:	
Number of Referees:	1. <i>John Roberts</i>	2. <i>Rachael Green (APD)</i>	
Panel & Referee:	3. <i>David Robinson</i>	4. <i>Sarah Johnson (Lay)</i>	
Academic ref:	5. <i>James Williams (External)</i>	6. <i>Katherine Davis</i>	
Date of Review: 09/07/2011		Deanery: <i>East Midlands North</i>	
Period covered: from: 09/08/2010 to: 03/08/2011		Year of Training: 4	
Grade of training programme assessed:		ACF / ACL / CL / CT / ST / FTSA	
or other (please state):		LAT <input type="checkbox"/>	
Approved clinical training gained during the period to be reviewed:			
Placement/ Post/Experience	Dates: from to:	In / Out of Programme	PI/FT Pt Tim as % FT
NUR - QMC Campus ST4 Emergency Medicine	05/02/2011 03/08/2011	In Prog	F/T
NUR - Cio Campus ST4 Emergency Medicine	04/08/2010 01/02/2011	In Prog	F/T

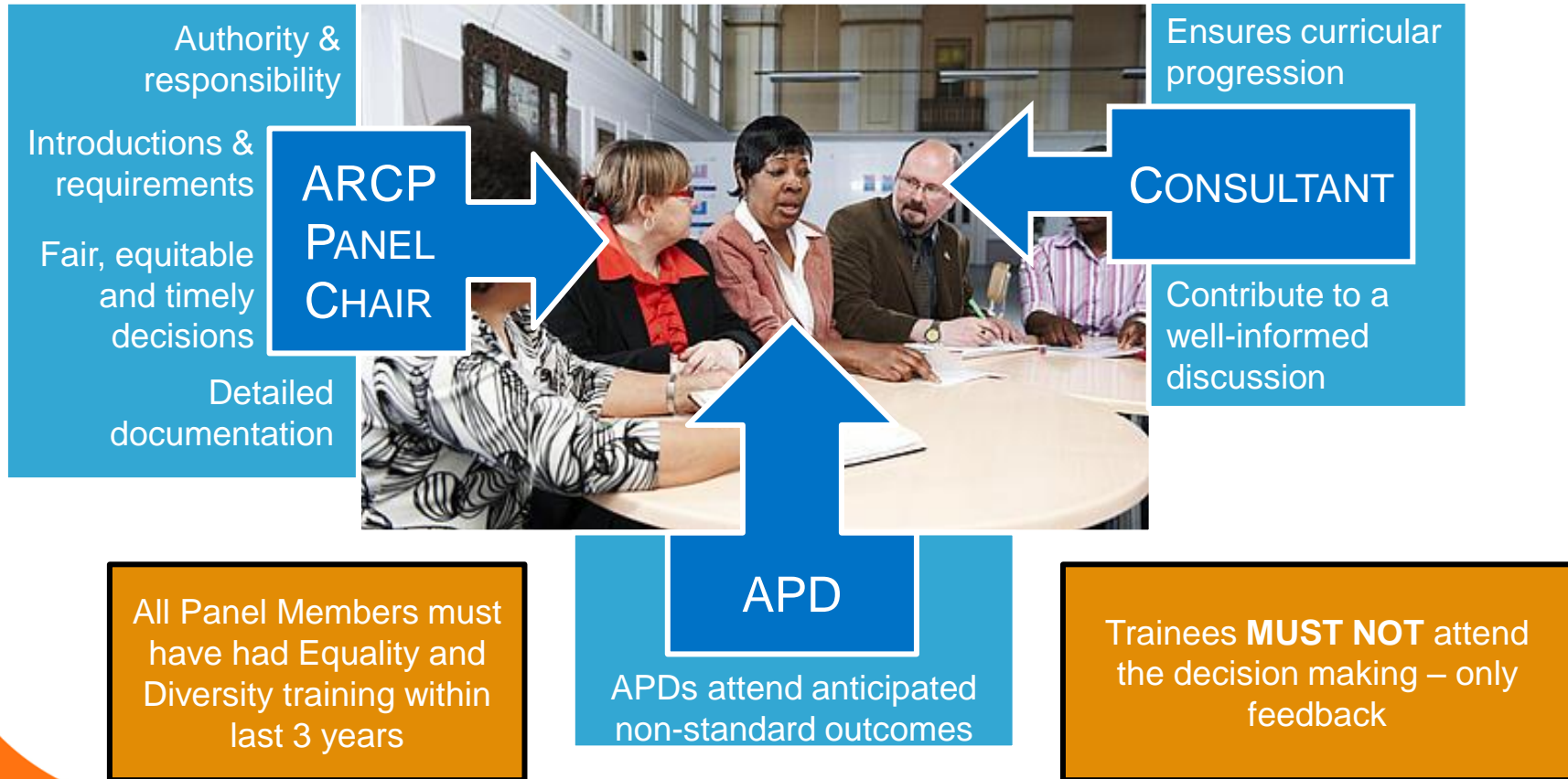
ARCP outcome form

An ARCP Panel has 3 objectives

(according to the Gold Guide 2010)

1. To consider and approve the adequacy of the evidence and documentation provided by the Trainee.
2. Make a judgement about the Trainee's suitability to progress to the next stage of training.
3. Identify and highlight whether there are concerns regarding the Trainee's fitness to practise.

Panel Members

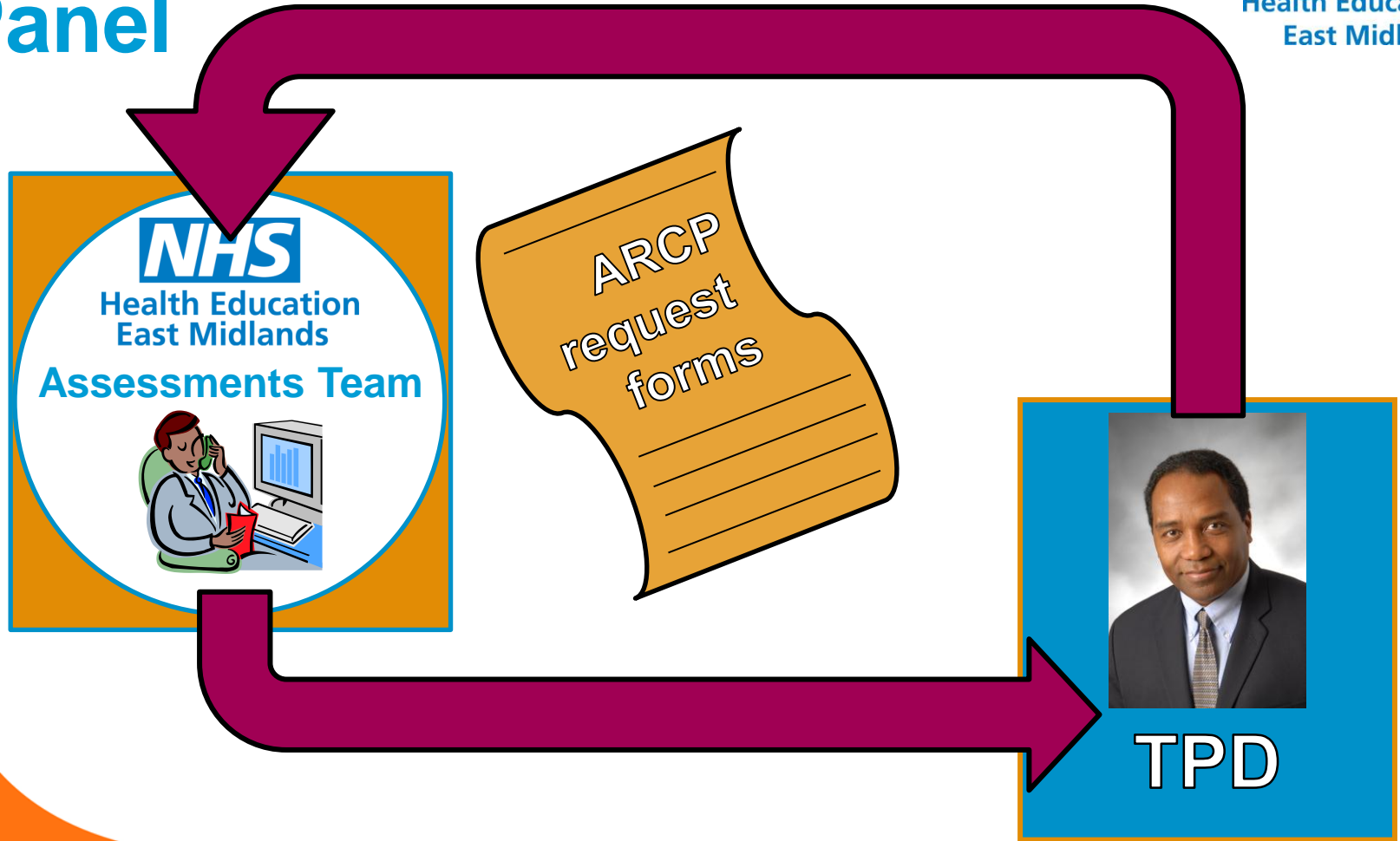


Panel Members (continued)

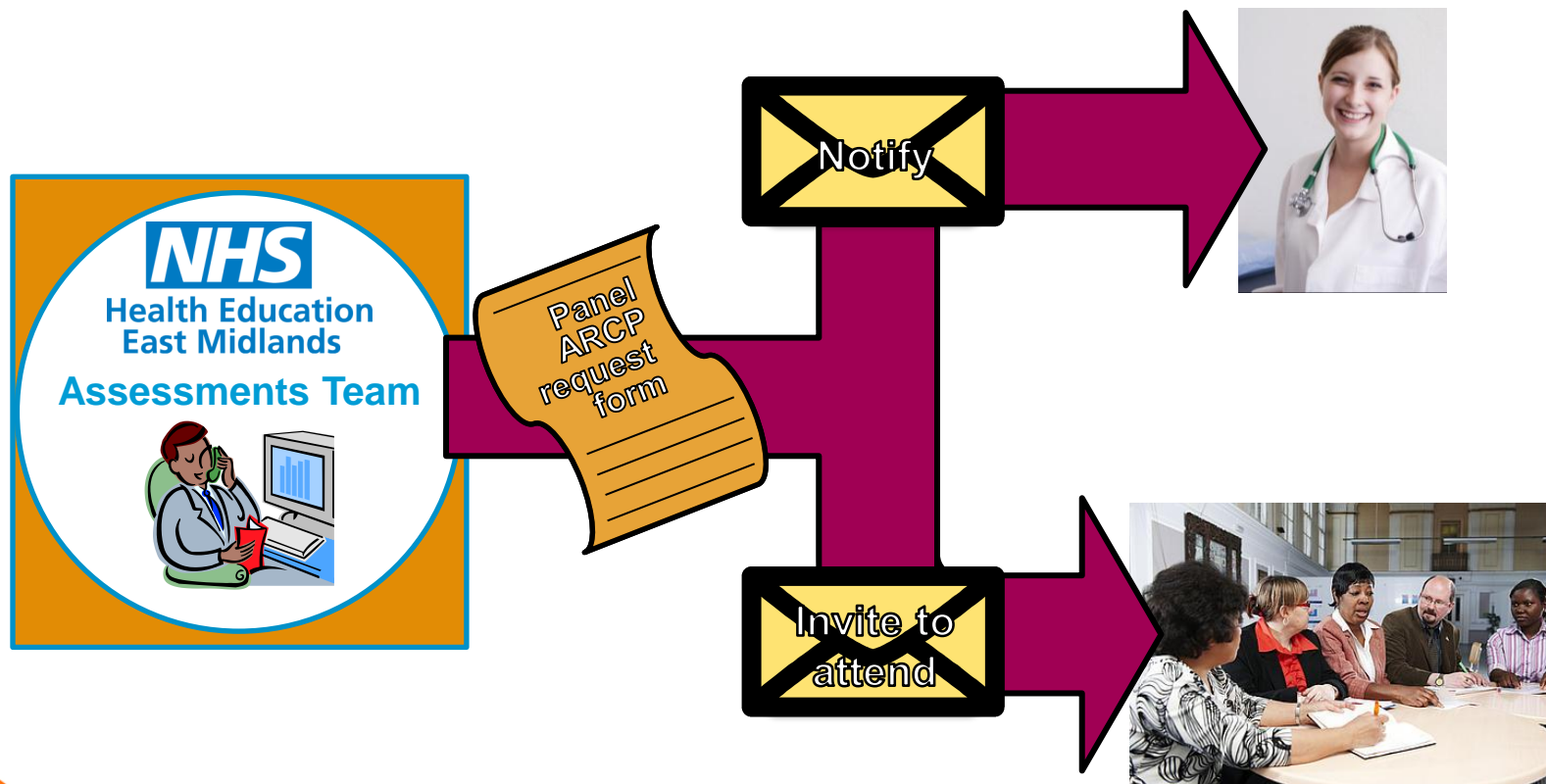


Lay Reps & External Reps attend for **10%** of ARCPS

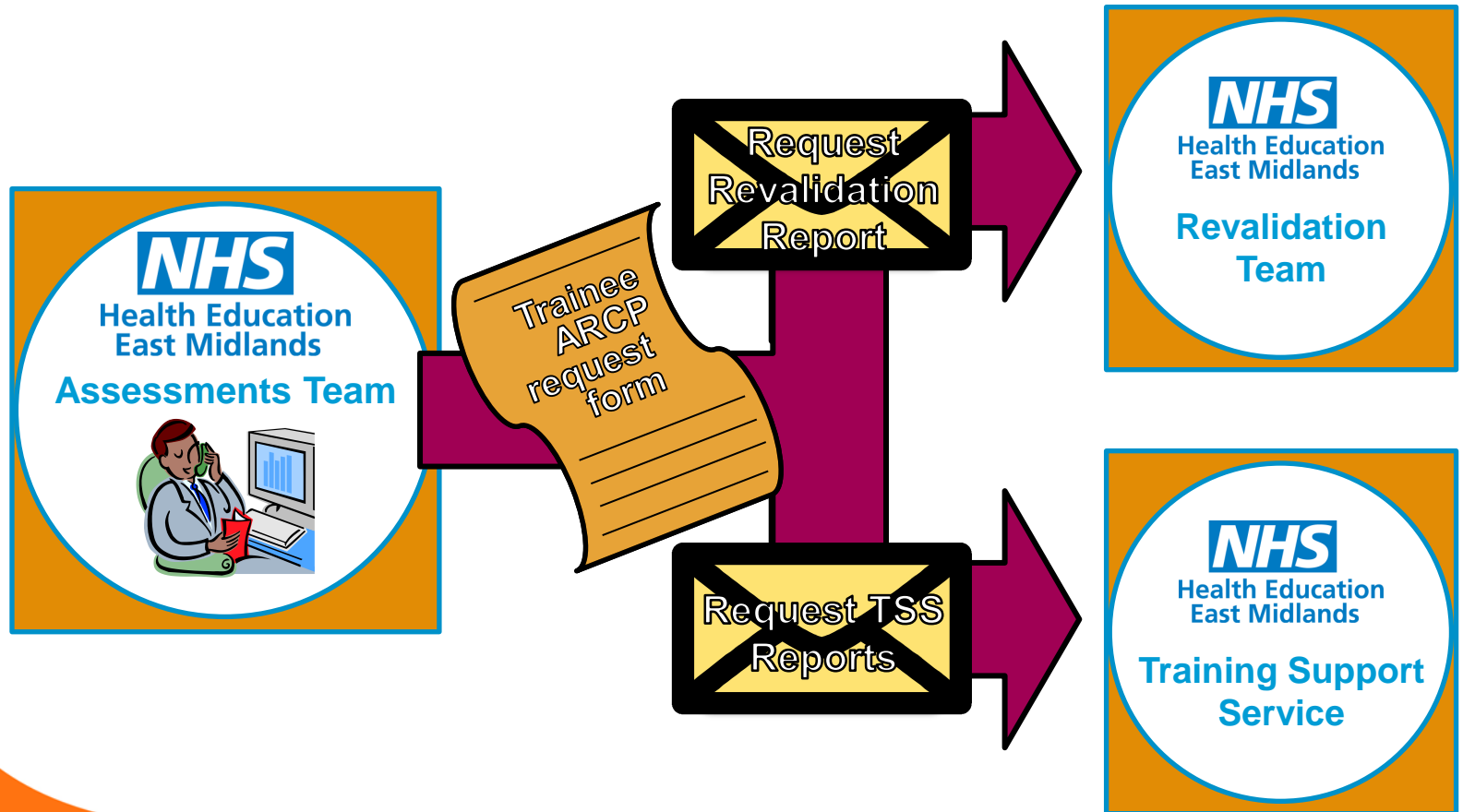
4-6 months prior to the ARCP Panel



3-4 months prior to the ARCP Panel



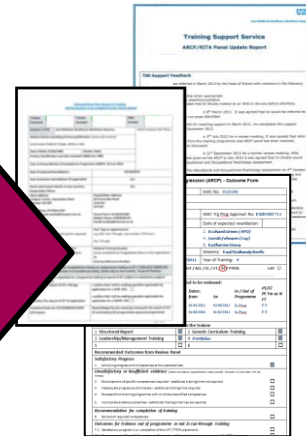
2-3 months prior to the ARCP Panel



1-2 months prior to the ARCP Panel



Date	Time	Panel Members
17 January 2013	09:00 - 10:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	10:00 - 11:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	11:00 - 12:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	13:00 - 14:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	14:00 - 15:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	15:00 - 16:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	16:00 - 17:00	Dr. [Name], Dr. [Name], Dr. [Name]
17 January 2013	17:00 - 18:00	Dr. [Name], Dr. [Name], Dr. [Name]



On the day of the ARCP

- The Chair must explicitly define from the outset of the panel meeting that they are the Chair and will be acting as a representative of the Postgraduate Dean.
- Ensure that outcomes are based on evidence, and they can be justified if challenged.
- APDs are only needed for potential non-standard outcomes (2, 3, 4, 7.2 etc.)

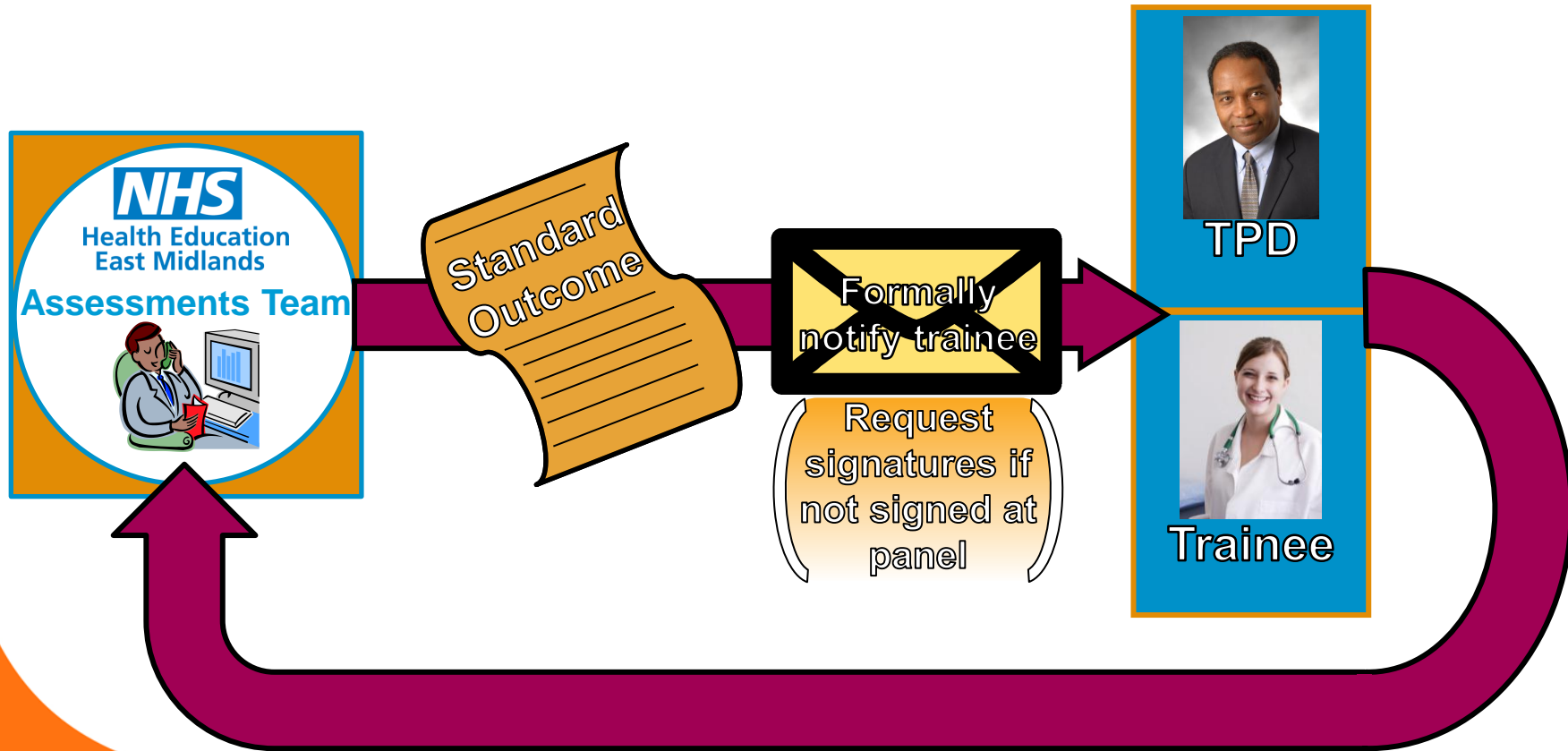
It is the Chairs responsibility to:

- Confirm the period of training covered to ensure consecutive dates.
- Ensure all ARCP/RITA paperwork is complete (with appropriate notes) and signed.
- Ensure any supplementary paperwork is complete and signed.
- Ensure that any concerns regarding Trainees' Revalidation are noted on the form.

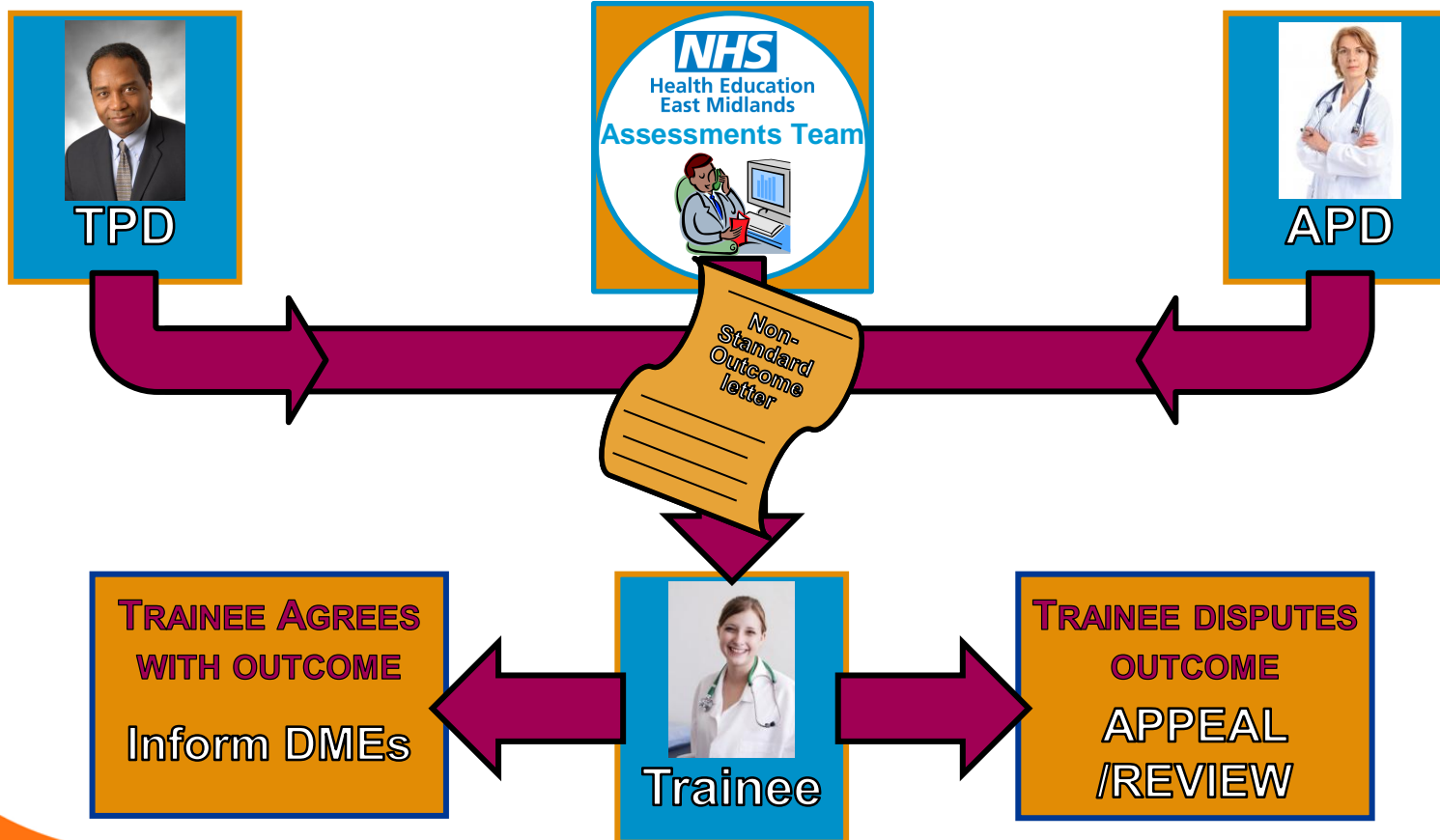
If an admin person is present they will assist and guide you with the above. Lay Reps will provide feedback on their experience of the day to the Quality Team.

Queries not related to the panel taking place should be directed to HEEM staff outside of the meeting e.g. OOP and IDT queries.

Following the ARCP panel: Standard outcome

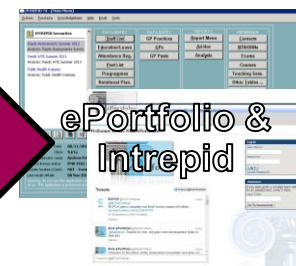
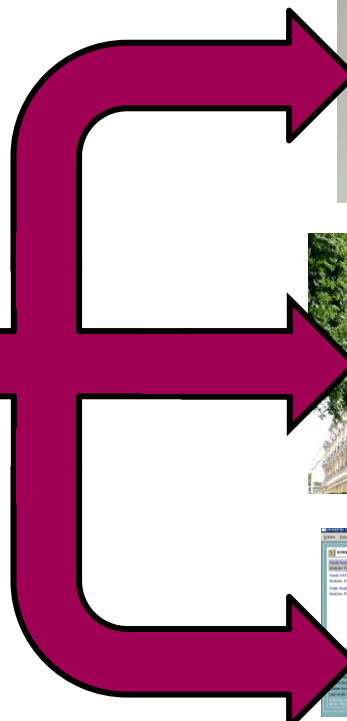
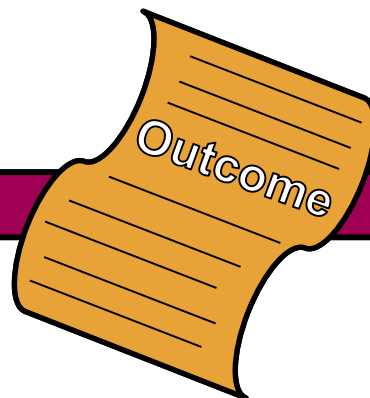


Following the ARCP panel: Non-standard outcome



Once outcome is determined

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Scenarios

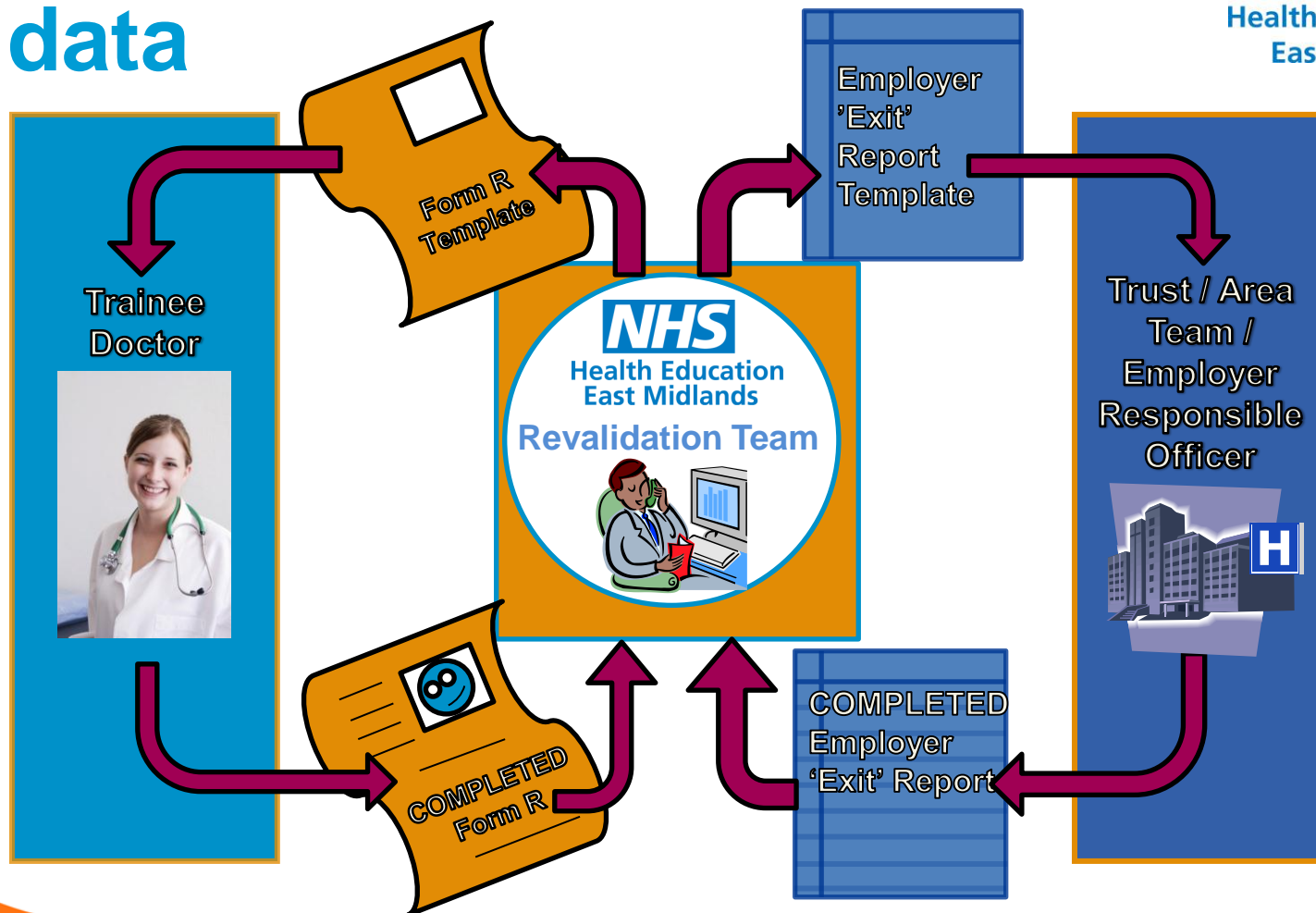
We will give you an opportunity to try some of this out in small groups and to work through some real life scenarios that are faced at ARCP panels.

How does

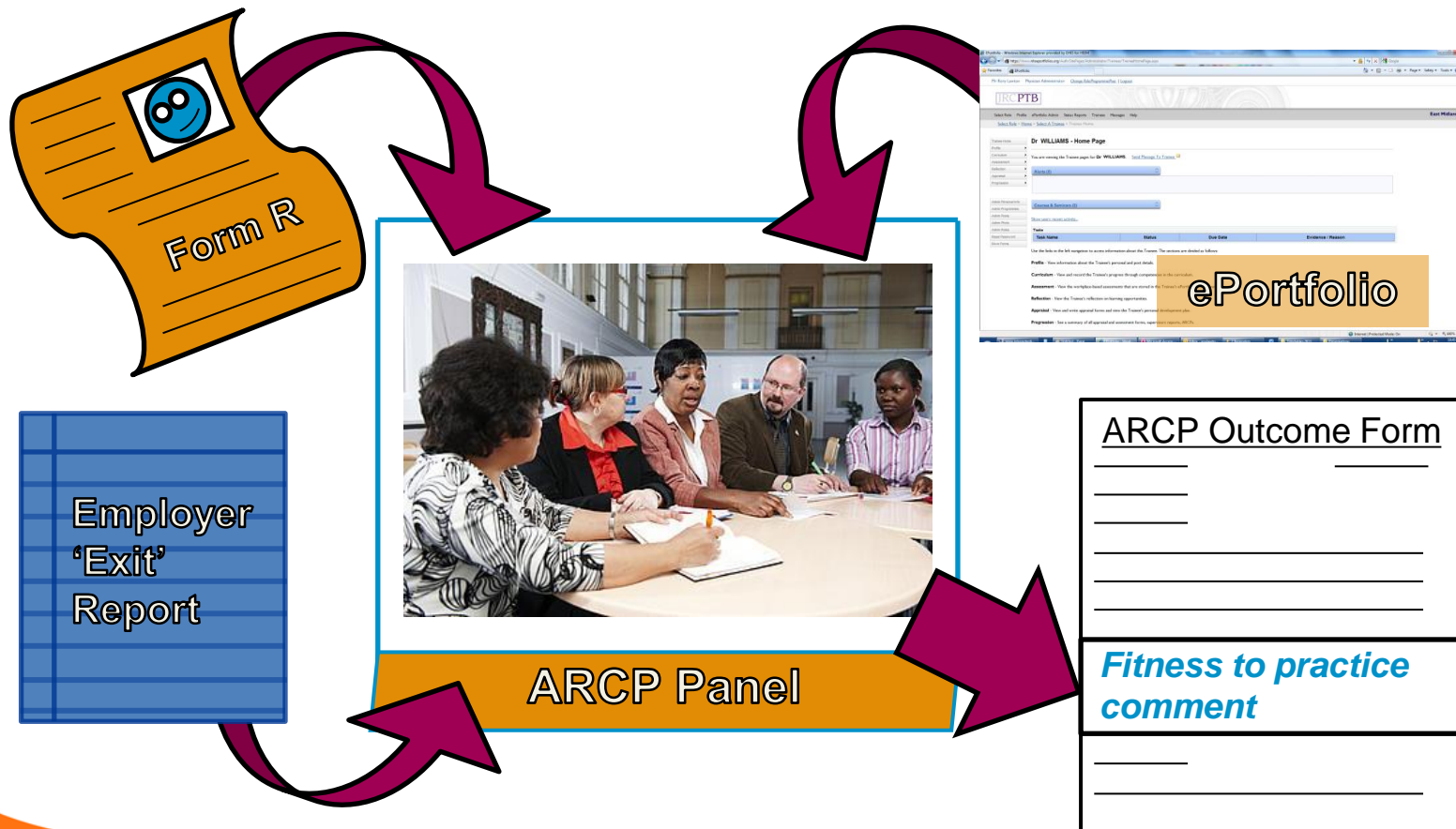
REVALIDATION

feature into the ARCP process?

Revalidation 1: HEEM gathers the data



Revalidation 2: Data goes to ARCP panel



Revalidation 3: Panel's comment informs RO's recommendation

ARCP Panel considers:

EDUCATIONAL EVIDENCE	Essential	ENHANCED FORM R	Essential	EMPLOYER EXIT REPORT	Use if available
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Annual Review of Competence Progression (ARCP) - Outcome Form

Trainee Name: Joe Smith GMC No: 0123456
 Expected CCT/CESR (CP): 01/08/2013
 Speciality Training Prog: Emergency Medicine
 NTN/DRN: EMD030/500/C GMC Trg Prog Approval No: EMD/SRT14
 Date of Previous Revalidation (if Applicable): Date of expected revalidation:
 Members of the Panel & Appraisers: 1. John Roberts, 2. Richard Green (APD), 3. David Robinson, 4. Sarah Johnson (Lap), 5. James Williams (External), 6. Katherine Dancy
 Date of Review: 09/07/2011 Deanery: East Midlands North
 Period covered: from: 04/08/2010 to: 03/08/2011 Year of Training: 4
 Grade of training programme assessed: ACE / JCL / CL / CT / **ST** / FISTA LAT
 or other (please state):
 Approved clinical training gained during the period to be reviewed:
 Place Post: Revalidation: (Information is available in the trainee's Enhanced Form R, in the employer's Collective Exit Report (and the Exception Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor Report).
 NUR: Are There current known unresolved causes of concern? Yes / **No**
 Docu: Brief summary of current concern:
 1 Str: **No concerns identified in educational evidence or Form R. Exit Report not received.**
 3 Lec: These documents should be forwarded in triplicate to the trainee's Training Programme Director (who must ensure that the trainee receives a copy through their normal reporting process). Copies must also be sent to the Medical Director where the trainee works for information and to support revalidation.
 5 Recor: Revalidation: (Information is available in the trainee's Enhanced Form R, in the employer's Collective Exit Report (and the Exception Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor Report).
 1. At: Are There current known unresolved causes of concern? Yes / **No**
 2. In: Brief summary of current concern:
 3. In: **Declaration of investigation on Form R and Exit Report. The panel has concerns about this trainee's abilities. Awaiting outcome of investigation.**
 4. In: These documents should be forwarded in triplicate to the trainee's Training Programme Director (who must ensure that the trainee receives a copy through their normal reporting process). Copies must also be sent to the Medical Director where the trainee works for information and to support revalidation.
 5. In: Revalidation: (Information is available in the trainee's Enhanced Form R, in the employer's Collective Exit Report (and the Exception Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor Report).
 6. On: Are There current known unresolved causes of concern? Yes / **No**
 7.1 In: Brief summary of current concern:
 7.3 In: **Declaration of investigation on Form R and Exit Report. The panel has concerns about this trainee's abilities. Awaiting outcome of investigation.**
 7.5 In: These documents should be forwarded in triplicate to the trainee's Training Programme Director (who must ensure that the trainee receives a copy through their normal reporting process). Copies must also be sent to the Medical Director where the trainee works for information and to support revalidation.

ARCP Panel
(Outcome Form)

- 1) Panel gives educational outcome (Outcomes 1-9) as before.
- 2) Panel now also **comments** on "fitness to practice".
- 3) HEEM Revalidation team ensure any concerns identified are being investigated/dealt with by other Deanery / Employer processes. This may require a deferral of the trainee's Revalidation date (made by HEEM).
- 4) Once there are no concerns, RO makes **recommendation** to GMC for Revalidation.
- 5) GMC Revalidate trainee, considering all info available to them.



Scenarios

We will give you an opportunity to try some of this out in small groups and to work through some real life scenarios that are faced at ARCP panels.

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APPEALS



Take a moment to think about the following...

What springs to mind when you hear the word 'Appeals'?



What are your thoughts and feelings?

What are your thoughts on being invited to attend an appeal?

Who has attended an Appeal?

- How did it feel?
- Was it what you expected?
- What were the questions and information you were faced with and asked for?
- Did you feel armed and able to deal with what you were presented with?



Think about Appeals you have attended

- Did the experience highlight any concerns about any panels you have attended in the past?
- Did you have any thoughts on how things could be done differently in the future?

Quiz Time – Appeals

How many appeals do you think there were in 2012?

Do you think there has been an increase or a decrease?

How many appeals (2010-2012) have been upheld?

Quiz Time – Non-Standard Outcomes

How many trainees received non-standard outcomes in 2012?

Appeal Statistics

How many appeals do you think there were in
2012? **16**

Do you think there has been an increase or a
decrease?



Increase: 2010 = 2, 2011 = 7

How many appeals (2010-2012) have been upheld?
16

Non-Standard Outcome Statistics

How many trainees received non-standard
outcomes in 2012? **352**

Outcome 2 – 141

Outcome 3 – 176

Outcome 4 – 35

A trainee who has received a non-standard outcome now wishes to appeal their outcome.



Is it a Review or an Appeal?

Review

Outcome 2

- Review only
- Request: 10 working days
- Arrange: 15 working days
- A decision from this panel is final.



Appeal – there are 2 steps

Outcome 3/4

Step 1

- Achieve common understanding
- Request: 10 working days
- Arrange: 15 working days
- Original decision is either upheld or revised.
 - If the trainee does not accept, the PD is informed

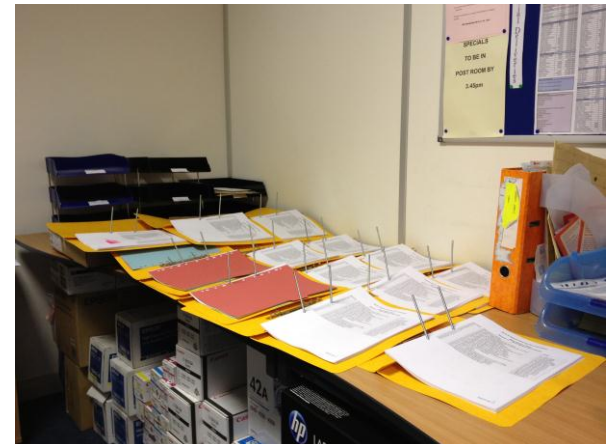


Appeal – there are 2 steps

Outcome 3/4

Step 2

- Independent panel
 - None of the original ARCP/Step 1 panel members.
- Request: 10 working days
- Arrange: 15 working days
- Info pack: 5 days prior
- Original decision is either upheld or revised.



Step 2 Appeal Panels consist of:

- The **Postgraduate Dean** or a nominated representative of the Chair.
- **College/Faculty** representative.
- A **Senior Doctor** from HEEM in the **same Specialty**.
- A **Senior Doctor** from HEEM but from a **different Specialty**.
- A **Senior trainee** from a **different Specialty**.
- A **HR Representative** from the employer or HEEM to advise the Chair on equal opportunities matters etc., and to record the proceedings of the appeal.

Appeals: Step 1 and 2

- The trainee may bring a representative with them. The trainee should notify HEEM of this person's attendance; the Gold Guide specifies that this person should normally not be a lawyer or a family member.

How long this can take...

ARCP
Panel

10 Days
Step 1

25 Days
Step 1

35 Days
Step 2

50 Days
Step 2



Appeals – An emotive activity



Points to remember if called to an Appeal Hearing

- Acknowledging the range of emotions that may be present
- Individuals may be concerned about the impact of their decisions
- Focus on the bigger issues

Points to remember at the “original” ARCP Panel

- A robust process is key
- Fairness and consistency
- Decisions based on evidence
- Ensuring that appropriate notes are made and captured on the ARCP form

Scenarios

We will now put you in to small groups and give you an opportunity to try some of this out and work through some real life scenarios that are faced at appeals.