NHS
Health Education England

LNR and Trent Foundation Schools, F1 Sign Off: 2022 Entrants
ARCP Panel Checklist

	Evidence (Y/N)	If no, what evidence is missing?	2nd ARCP (if required) Evidence (Y/N)
Foundation Doctor Name: **Hospital Name:**			
MANDATED FOR SIGN OFF			
Provisional registration and a licence to practise with the GMC To undertake the first year of the Foundation Programme doctors must be provisionally registered with the GMC and hold a licence to practise.			
Completion of 12 months F1 Training The maximum permitted absence from training, not including annual leave, during the F1 year is 20 working days.			
Satisfactory educational supervisor's end of year report The report should draw upon all required evidence listed below. If the F1 doctor has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the F1 doctor has met the requirements for completion of F1. The last end of placement review must be satisfactory.			
Educational supervisor's end of placement reports Required for the first and second rotations only			
Clinical supervisor's end of placement report Required for all rotations and at least one must use PSG feedback. Final Clinical Supervisor Report must be satisfactory.			
Team Assessment of Behaviour (TAB) Minimum of one satisfactory TAB per year			
Valid Placement Supervision Group report (PSG) Minimum of one valid PSG per year (recommended in 1st placement).			
Satisfactory completion of all FP curriculum outcomes The Foundation Doctor should provide evidence that they have met the 13 foundation professional capabilities recorded in the e-portfolio. Evidence to satisfy FPC1-5 must include direct observation of clinical encounters in the form of SLEs and the specific life support capabilities specified in FPC2. This will be shown on HORUS as: • Report of FPCs with evidence mapped • Curriculum progress ratings by ES for all 3 HLOs • FPC9 evidence of participation in quality improvement			
An acceptable attendance record at generic foundation teaching sessions Minimum of 60 hours (during 12 months pro-rata) of teaching. At least 30 hours must be core learning.			

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Summary narrative One summary narrative for each of the 3 HLOs should be started in your first placement, updated throughout your training year and signed off by your ES at the end of year review.			
Contemporaneously developed portfolio Confirmation is required that the portfolio was kept up to date throughout the training year.			
Engagement with feedback on training programme Examples include evidence of engagement with the NETS and NTS surveys.			
Evidence of completion of Prescribing Safety Assessment (PSA) Certificate must be dated within 2 years of start of F1 training.			
RECOMMENDED TRAINING *			
A valid Intermediate Life Support (or equivalent) certificate In order to meet the specific life support capabilities, ILS or equivalent is provided by employing Trusts.			
Completion of the E-learning for Health package 'Doctors in Training Induction': 01_01 Safe Prescribing and VTE Scenario (FPC5) 01_02 Blood Transfusion and Consent Scenario (FPC4) 01_03 Mental Capacity Act & Death Certification (FPC4)			
Completion of the Foundation School F1 mandated training below will provide evidence towards the FPCs as outlined in the 'specific areas of core learning' on the Curriculum: • F1 Acute Simulation training day (FPC2) • End of Life Care training day (FPC5) • F1 Careers training day (FPC13)			
*Where the doctor has not completed the training detailed below, the ES must be satisfied that the learning required in the curriculum has been achieved by other methods.			

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MANDATORY DECLARATIONS			
Signed probity and health declarations on the e-Portfolio system			
ARCP Panel satisfied there are no outstanding probity concerns			
Signed Form R on the e-Portfolio system			

1st ARCP OUTCOME			
ARCP Chair Signature		**Date**	
ARCP Chair Name (PLEASE PRINT)			

2nd ARCP OUTCOME (if required)			
ARCP Chair Signature		**Date**	
ARCP Chair Name (PLEASE PRINT)			