GUIDANCE FOR FOUNDATION YEAR 2 - Annual Review of Competence Progression (ARCP) – please note that guidance may be updated throughout the year

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REQUIREMENT	NOTES & GUIDANCE	Timeline for Reminders / Audit		
		Placement 1	**Placement 2**	**Placement 3**
12 months full time (or equivalent) F1 experience in approved posts, working in the full role to which appointed	FDs must notify and record sick leave/time out of training correctly to the **rota office**/**your department** following trust guidelines. **FDs must also notify the Foundation Team of any absences (not including annual leave).**	Keep records of all absences		
Mandatory Teaching Log	Attendance at a minimum of **60hrs** teaching of which a min of **30hrs** must be CORE foundation teaching - The school does not specify any e-learning that can count towards core teaching, furthermore it recommends that no more than 10 hours e-learning be counted towards non-core teaching. This is to ensure FDs experience a range of training opportunities. This is evidenced by the completed **Personal Learning Log** (Pro rata for LTFT trainees).	Accrue approx. 20 hrs per placement PLL updated ☐	Accrue approx. 20 hrs per placement PLL updated ☐	Accrue approx. 20 hrs per placement PLL updated ☐
	Evidence of attendance at **2 x ½ day SIMULATION** sessions (SIM 1 and SIM 2) Link your SIM certificates to HLO 1, FPC 2 Certificates must be uploaded to the 'Course / Seminar / other learning attended' section of portfolio – this can be found under More Forms/Additional Achievement	SIM 1 Certificate Uploaded ☐ SIM 1 Certificate Mapped ☐ SIM 2 Certificate Uploaded ☐ SIM 2 Certificate Mapped ☐		
Assessment Requirements:	**TAB x 1 (as a min)** with satisfactory results – Although you can start your TAB in P1 or P2 the recommended process is to start a tab in your 2ⁿᵈ post (early Jan). You can request feedback from colleagues/peers who you work with in current and past placements. If your TAB is unsatisfactory, you have time to complete another one prior to ARCP. PLEASE NOTE: As a local school we have taken the decision to mandate that you must have started a TAB by end of January at the very latest.	Tab Started ☐ Responses Chased ☐ TAB finished in time ☐ ES released TAB to FD ☐		
	PSG –Minimum 1 per year: Good practice is to have 1 x PSG per placement as the requirement to have 3 PSGs (1 per placement) is likely to become an ARCP requirement. As a local school we recommend that you ensure you have a completed PSG by end of P2.	☐	☐	☐

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Clinical Supervisor Meetings & Reports	Record of 1 x Induction meeting with clinical supervisor for each post. Although these meetings don't form part of the national ARCP checklist, they are highly recommended, especially as they are a good point to discuss and set up your PSGs= **3 meetings for F1 year**	☐	☐	☐
	1 x Satisfactory End of Placement Clinical Supervisor report for each post = **3 meetings for F1 year** NB: At least 1 of these reports must make use of PSG feedback (see PSG section) * **All clinical supervisor's end of placement reports must be completed before the ES meetings and before portfolio's close in preparation of the FDs F1 ARCP**	☐	☐	☐
Educational Supervisor Reports **Recommended 6 recorded meetings per F1 year**	Initial meeting with ES (first post) - 2 further initial meetings, one for each placement Although these meetings don't form part of the national ARCP checklist, they are highly recommended to build a good relationship with your ES	☐	☐	☐
	End of placement reviews for 1st and 2nd posts	☐	☐	✕
	Satisfactory End of Year Report – If the foundation Dr has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the FD has met the requirements for progression. * The educational supervisor's end of year report must be completed before portfolio's close in preparation of the Dr's F2 ARCP			☐ Get this booked in early as portfolio's close on 1st June and this meeting MUST have taken place and recorded on the FD portfolio before this date

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Supervised learning events (SLE)	The Foundation Dr should provide evidence that they have met the 3 Higher Level Outcomes (13 foundation professional capabilities), recorded in the portfolio. **There is no absolute number of SLEs however NHSE have suggested 5-10 SLEs per placement** At least 5 direct clinical observations of clinical encounters in SLEs to be linked to FPCs 1-5 with specific life support competencies evidence in FPC2 (including ALS)	☐	☐	☐
PDP	As Good professional practice you should continue to do these, however they are no longer part of the ARCP requirement, but the onus is on the trainee to be professional.	☐	☐	☐
Up to date portfolio **To include reflections and summary narratives.** For successful ARCP, NHSE will be looking for full & satisfactory engagement with the training programme and the portfolio:	**3 x Summary Narratives –** 1 per HLO, good practice is to start them in P1, review them in P2, and complete them in P3 – These should demonstrate how the FD has achieved the curriculum outcomes. **Evidence of Reflective Practice**; There is an expectation for trainees to use reflections alongside SLEs in the curriculum. You will need to reflect in your summary narrative	Started ☐	Reviewed and updated ☐	Reviewed and completed ☐
		Reflections Done?	Reflections Done?	Reflections Done?
	Contemporaneously developed portfolio Engagement with feedback on training programme Study leave/teaching record uploaded to portfolio under 'Extra Curricular Activity' (to include ALS, ALL study leave taken including GP set learning AND any Study Leave that was borrowed from your F2 allowance when in F1)	Review the portfolio during each placement to ensure you have engaged with feedback and teaching and your portfolio is up to date. Study Leave Record uploaded ☐		
Mandatory Training	Evidence of successfully completing **ALS** (by way of Certificates) – You may need to re-upload your ALS certificate from F1. Certificates must be uploaded to the 'Course / Seminar / other learning attended' section of portfolio – this can be found under More Forms/Additional Achievement – and mapped to FPC2	ALS Certificate Uploaded ☐		

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Evidence of curriculum outcomes	The FD should provide evidence that they have met the 13 foundation professional capabilities (FPCs), recorded in the e-portfolio. Evidence to satisfy HLO 1 & 2 must include direct observation of a sufficient variety of clinical encounters in the form of SLEs, and the specific life support capabilities specified in FPC2 (ALS). HLO3 should be evidenced by reflections, feedback, PDP etc. Maximum of 10 pieces of evidence per FPC Each piece of evidence can be mapped to a maximum of 3 FPCs Satisfactory completion of (and appropriate evidence provided for) all foundation doctor capabilities linked according to the foundation school guidance. **Rated as competent by Educational Supervisor.** Links must include: - ALS certificate linked to FPC2. - Evidence of a full QIP (e.g. full presentation given of QIP) linked to FPC9. - Evidence of delivering a teaching session linked to FC10. - FPC 11 Evidence of engagement with quality assurance activity (e.g. completion of GMC survey, end of post survey, or participant in Foundation Quality panel	Curriculum Mapping Completed ☐ Max 10 items per FPC ☐ ALS Linked ☐ SIM Linked ☐ QIP Linked ☐ **ES checked Curriculum and rating given ☐**
Statement of Health and Probity	Signed by trainee – this should be signed when you first log into Horus at the beginning of each training year.	Signed ☐
Form R & Record of Absences	Required for revalidation purposes. All Time Out of Training (TOOT) e.g. Compassionate Leave, Parental Leave, Sickness Absence, Jury Service, Industrial Action and any other statutory reason should be recorded on the Form R. The maximum permitted absence from training (other than annual leave) is 20 days (when the doctor would normally be at work) within each 12-month period of the foundation programme. Information on this form will be matched to the information provided to the foundation school/health roster and confirmed to the panel.	Form R Completed ☐

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For more information regarding your ARCP requirements please contact the Foundation Team on 38046/30501; plh-tr.pgmcfoundation@nhs.net or pop in to speak to either Emily Drew (Foundation Programme Coordinator) or Nicky Latham (Foundation Programme Administrator).

More information can also be found on our website: https://www.pgmeplymouth.com/ under our FOUNDATION tab.

ES	Educational Supervisor
CS	Clinical Supervisor
FD	Foundation Dr
SIM	Simulation Training
ARCP	Annual Review of Competence Progression
TAB	Team Assessment of Behaviour – Trainee identifies responders and sets it up on their own portfolio in HORUS
PSG	Placement Supervision Group – Clinical Supervisor identifies responders and sets it up on your portfolio in HORUS - see website for more details
Mini CEX	Mini Clinical evaluation exercise
DOPS	Direct observation of procedural skills
CBD	Case Based Discussion
PDP	Personal Development Plan
ALS	Advanced Life Support
SL	Study Leave
Rotation	The whole of your foundation Year 1 or Year 2
Placement	
Or post	One of the three 4month posts in a particular department
HORUS	The name of the electronic portfolio software that all foundation Drs use
CORE teaching	Any foundation teaching provided by the foundation team and generally held at the Postgrad Centre (this includes F2 regional teaching) and is targeted, available and mandatory to all of the foundation Yr trainees.
NON CORE	Any planned, organised teaching within your department or provided by the foundation school which is not available to every foundation trainee such as GP set learning days, department teaching, grand rounds etc. Please refer to: https://www.pgmeplymouth.com/foundation-teaching-policy for further information and clarification