GUIDANCE FOR FOUNDATION YEAR 1 - 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 your sick leave/time out of training/Covid Self Isolation 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 ☐		
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 F1 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		

PLEASE NOTE – EACH PLACEMENT ON YOUR PORTFOLIO CLOSES EXACTLY 90 DAYS (3M) AFTER PLACEMENT END DATE SO YOU MUST ENSURE YOU HAVE UPLOADED EVERYTHING FOR THAT PLACEMENT BEFORE THE PORTFOLIO CLOSES – WE CANNOT RE-OPEN ANY PLACEMENT ON YOUR PORTFOLIO FOR LATE ENTRY

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<table>
<tr><td rowspan="2">Assessment requirements:</td><td>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.</td><td colspan="3">Tab Started ☐
Responses Chased ☐
TAB finished in time ☐
ES released TAB to FD ☐</td></tr>
<tr><td>PSG –Minimum 1 per year: HEE 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.</td><td>☐</td><td>☐</td><td>☐</td></tr>
<tr><td>Supervised learning events (SLE)</td><td>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 HEE 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 ILS/ALS)</td><td>☐</td><td>☐</td><td>☐</td></tr>
<tr><td>PDP</td><td>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.</td><td>☐</td><td>☐</td><td>☐</td></tr>
<tr><td rowspan="3">Up to date portfolio
To include reflections and summary narratives.
For successful ARCP, HEE will be looking for full & satisfactory engagement with the training programme and the portfolio:</td><td rowspan="3">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
Contemporaneously developed portfolio
Engagement with feedback on training programme
Study leave uploaded to portfolio (to include ALS and any approved borrowed SL from F2 allowance)</td><td>Started ☐</td><td>Reviewed and updated ☐</td><td>Reviewed and completed ☐</td></tr>
<tr><td>Reflections Done?</td><td>Reflections Done?</td><td>Reflections Done?</td></tr>
<tr><td colspan="3">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 ☐</td></tr>
<tr><td colspan="4">PLEASE NOTE – EACH PLACEMENT ON YOUR PORTFOLIO CLOSES EXACTLY 90 DAYS (3M) AFTER PLACEMENT END DATE SO YOU MUST ENSURE YOU HAVE UPLOADED EVERYTHING FOR THAT PLACEMENT BEFORE THE PORTFOLIO CLOSES – WE CANNOT RE-OPEN ANY PLACEMENT ON YOUR PORTFOLIO FOR LATE ENTRY</td></tr>
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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). HLO 1 must include separate evidence covering acute, non-acute and community settings 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 ILS/ALS certificate, SIM certificates and evidence of QIP.	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. 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 ☐
Mandatory Training	Evidence of passing the **PSA** exam during F1 or within the last two years (by way of Certificate) uploaded to your portfolio under the section **MANDATORY CERTIFICATES** Evidence of successfully completing **ILS and/or ALS** (by way of Certificates) Certificates must be uploaded to the 'Course / Seminar / other learning attended' section of portfolio – this can be found under More Forms/Additional Achievement	PSA Certificate Uploaded (F1 only) ☐ ILS (F1) or ALS (F1 & F2) Certificate Uploaded ☐

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 Jen Hole (Foundation Programme Coordinator) or Emily Drew (Foundation Programme Administrator).

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

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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 (including F1 weekly teaching and F2 Maxcourse regional teaching) CORE teaching must be targeted, available and (generally) 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