

Foundation ARCP Information Sheet for FTPD/T / ARCP Panel Chair

Useful links:

Overview of ARCP process for:

- [F1](#)
- [F2](#)

[FP Reference Guide 2016](#)

[Foundation Programme Curriculum 2016](#)

ARCP Panel Members:

Min. of 3 panel members (FTPD/T plus 2 others).
Min. 1 registered medical practitioner and 1 other to review each e-portfolio.
All members must be E&D trained and should be trained in ARCP processes (e.g. familiar with FP Curriculum, e-portfolio navigation etc.)

Panel typically comprises:

- FTPD/T (Chair)
- ES/CS (cannot have supervised doctor under review)
- PG centre manager/ senior administrator
- Specialty doctor (ST4+)
- Lay representative
- External trainer
- Employer representative
- External LETB/ foundation school rep.

(If an unsatisfactory outcome is anticipated, the panel should typically include an external rep).

Quality supervision!

Remember, ARCP should help to inform the quality of supervision in the workplace e.g. are supervisor assessments recorded in a timely manner & what level of feedback is being given to the foundation doctor.

Foundation Programme Annual Review of Competence Progression (ARCP)

- Towards the end of F1/F2, the FTPD/T (under the guidance of the foundation school) should make clear the local ARCP arrangements. This includes a timetable for the foundation doctors to finalise their e-portfolios (with at least six weeks' notice). **TIP:** You may wish to implement a virtual 'e-portfolio lockdown' to manage the review of evidence.
- The FTPD/T should convene ARCP panels to review evidence and make an informed judgement of all foundation doctors in their programmes. The FTPD/T will typically be the ARCP Panel Chair.

Quick guide to arranging and chairing the panel:

1. Schedule ARCP timetable, assign resource and arrange logistics. (Remember: If an unsatisfactory outcome is anticipated, the doctor should be invited to attend to hear the outcome)
2. Convene panels (remotely or via face-to-face review). All panel members must have access to e-portfolio ([Click here](#) for Panel Member Info sheet).
3. Follow the foundation ARCP framework & map e-portfolio evidence to:
 - *FP curriculum 2016*
 - Minimum requirements for satisfactory completion of F1/F2 (See Tables 1 & 3, Sections 7 FP Reference Guide 2016)
 - Any local/additional foundation school requirements or ARCP policies
 - Consider *Revalidation* documentation (mandatory for F2) and consider information/recommendation to the Responsible Officer (RO).
4. Review adequacy of evidence to make informed judgement of doctor's progress and consider the quality of supervision recorded.
5. Record appropriate ARCP Outcome & complete electronic 'ARCP Outcome' form. Panel to be fully accountable for decisions and full audit trail. Remember, ONE form per review and the assigned 'ARCP Chair' must sign the form.
6. Provide quality feedback to the doctor & supervisors alike.

Make the e-portfolio work for you!

There are numerous e-portfolio tools (developed by the UKFPO) which have proven to save time when conducting ARCP reviews, including:

- **Recognised 'ARCP Chair' role** within the e-portfolio. This role should be assigned to the Chair and will permit the ARCP Outcome form to be signed and completed.
- **'Curriculum Overview page'**. To help you monitor linked evidence to the FP Curriculum. If utilised, this page offers **Red- Amber-Green** indicators to reflect the foundation doctors' and educational supervisors' rating of each Curriculum requirement.
- **'ARCP summary of evidence' page**. This page is an auto-populated checklist of activity/evidence for satisfactory completion of F1/F2' (FP Ref. Guide 2016). This will help you benchmark progress and identify at a glance, any gaps in meeting the minimum requirements for sign-off. Schools have the option to add up to five items of additional evidence

Tip: You should conduct the review of evidence first and then create the ARCP Outcome form. This will avoid timing out of the e-portfolio. For info: when using the NES ePortfolio, you have unlimited time to complete the form as long as you are actively typing. Once you stop typing, you will be logged out after 60 minutes.