

STFS ARCP SUMMARY TIMELINE (for training year 2017-18)

The Annual Review of Competence Progression (ARCP) provides a formal process for reviewing foundation doctors' progress.

During April	It is recommended that foundation doctors meet with their Educational Supervisors to review their ePortfolio; action plans should be made to fill gaps prior to the ARCP deadline.
21 April	Trusts to notify their foundation doctors of the ARCP panel dates (6 weeks' notice required). <i>NB: Foundation doctors will not usually be expected to attend an ARCP panel unless they receive an unsatisfactory outcome.</i> It is recommended that foundation doctors meet with their Educational Supervisors to further review their portfolios before the ePortfolio virtual close down.
31 May	Virtual close down of ePortfolio – evidence uploaded after this date will not be considered by the ARCP panel. This is also the deadline for: <ul style="list-style-type: none"> • F1 doctors to complete their F1-F2 Transfer of Information (TOI) forms • Clinical Supervisor's reports to be completed • Educational Supervisors to issue their end of year report.
(1 June) 5 June	This is the earliest date that ARCP panels may commence. The recommended date for panels to commence to allow Trust FP admin time after eportfolio virtual close down. <ul style="list-style-type: none"> • Trust ARCP panels begin to review evidence on ePortfolio and complete ARCP forms. • Trusts will notify foundation doctors of their provisional* ARCP outcome as soon as possible after the panel review. • Foundation doctors should electronically sign their ARCP form on ePortfolio within 10 days of the ARCP panel meeting.
21 June onwards	STFS reviews ARCP outcomes and considers actions for unsatisfactory outcomes.
6 July	The recommended date for foundation doctors to submit any required additional evidence to the ARCP panel if an outcome 5 is issued initially. <i>NB STFS cannot guarantee that forms received after this date will be processed before the end of July</i>
By 11 July	STFS confirms ARCP outcomes to Trust administrators. Copies of final certificates are made available within ePortfolio. Foundation doctors with an unsatisfactory outcome may appeal their ARCP outcome decisions once confirmed by STFS. Appeals panel dates are published on the STFS webpage and are usually set for mid-July.