

Trainee guidance for completion of Form R

The following guidance is for trainees in completing the revalidation sections (sections 2 – 6) of the Form R

Section 2: Whole Scope of Practice

- Please indicate **all** placements/work that you have undertaken since your last ARCP. This includes all of your training posts; all locums, including within your own Trust; any out of programme or maternity leave; and all other work in your capacity as a registered medical practitioner including for example any volunteering placements.
- Time out of training ('TOOT') - Self-reported absence whilst part of a training programme since starting F1 / F2 training. Time out of training should reflect days absent from the training programme and is considered by the ARCP panel in recalculation of the date you should end your current training programme.

Section 3: Declarations relating to Good Medical Practice

- Please declare that you accept your professional obligations placed on you in Good Medical Practice in relation to honesty & integrity. Please see the GMC for more information: http://www.gmc-uk.org/guidance/good_medical_practice/honesty_integrity.asp
- Please declare that you accept your professional obligations placed on you in Good Medical Practice in relation to your personal health. Please see the GMC for more information: http://www.gmc-uk.org/guidance/good_medical_practice.asp
- Indicate if you have any GMC conditions or undertakings placed on you by the GMC, employing Trust or other organisation. This includes warnings from the GMC. If you do have any conditions or undertakings please indicate if you are complying with these.

Section 4: Significant Events

Please note that much of the following is based upon an article published in the BMJ by David Black and Julia Whiteman. <http://careers.bmj.com/careers/advice/view-article.html?id=20014422>

- The General Medical Council defines significant events, which are also called untoward or critical incidents, as any unintended or unexpected event that could or did lead to the harm of one or more patients.
- Almost all doctors are involved in events every year. The crucial point is to recognise them, to discuss them with your educational supervisor, and to have a record of the event and the reflection on the learning from it in your ePortfolio. The vast majority of events are learning opportunities. As part of the revalidation framework, you have to record and reflect on "significant events" in your work and to focus on what they have learnt as a result of the events. For resolved significant event investigations you need to state where this reflection is recorded in your ePortfolio. The ARCP panel may review these reflections.
- Trainees need only declare Significant Events/Serious Incidents that have been, or are being, formally investigated. You do not need to declare any Significant Events/Serious Incidents that have not been investigated.
- If you know of any unresolved (i.e. open) significant event investigations since your last ARCP you will need to declare these and provide a brief summary. The ARCP

panel will discuss these investigations with you. Do not include any patient-identifiable data in this summary.

- You do not need to declare Significant Events which you have reported but are not involved in.

Section 5: Complaints

- A complaint is a formal expression of dissatisfaction or grievance.
- You need to declare all formal complaints in which you have been involved. This includes complaints against you as an individual, or against a team in which you could have expected to have responsibility or influence into that patients care.
- Only declare formal complaints.
- You should reflect on how complaints influence your practice. If the complaint is resolved, as defined by the system/organisation under which the complaint was made, you need to state where this reflection is recorded in your ePortfolio.
- If you know of any unresolved (i.e. open) complaints since your last ARCP you will need to declare these and provide a brief summary. The ARCP panel will discuss this with you. Do not include any patient-identifiable data in this summary.

Section 6: Other Investigations

- Other investigations which will need to be declared may include honesty/probity or disciplinary investigations undertaken by your employer; GMC investigations; police investigations or coroner's investigations. This list is not exhaustive and you should disclose all investigations that the ARCP Panel or your Responsible Officer should be aware of.
- Only declare formal investigations.
- You will need to reflect on any of the above investigations and how these influence your practice. If the investigation is resolved (i.e. closed) you need to state where you have reflected on it in your ePortfolio.
- If you know of any unresolved (i.e. open) complaints since your last ARCP you will need to declare these and provide a brief summary. The ARCP panel will discuss this with you. Do not include any patient-identifiable data in this summary.