ARCP Outcomes 10.1 and 10.2 (COVID) – e-Portfolio

ARCP outcomes and objectives are documented electronically in the RCOphth e-Portfolio through an online ARCP form. It has not been possible for the external IT supplier to develop changes to the hard-coded form without adequate testing time.

Where it is appropriate to award either Outcome 10.1 or 10.2, ARCP panels are asked to follow the instructions contained within this document to document clearly their choice *in lieu* of the COVID-19 outcomes.

ARCP panels must record the appropriate outcome as described, and in addition to any generic HEE electronic ARCP outcome form that may become available at a later stage. The RCOphth e-Portfolio system requires an outcome to be recorded electronically every year in order for it to continue the automatic generation of a new 'event' in advance of the next training period. It will be the responsibility of individual trainees to upload any additional forms to their Additional Evidence tab.

There is no Application Programming Interface that links the RCOphth e-Portfolio to the TIS or equivalent systems. Data sets for ophthalmology trainees are therefore double-entered manually by ARCP panels (e-Portfolio) and Deanery administrators (TIS or equivalent). It is accepted that there might be scope for error if, after looking at the e-Portfolio, results are inadvertently transcribed on to TIS as Outcome 1, when it is in fact a 10.1 or 10.2. **College staff suggests to use a simple grid for the Chair of Panel to fill in with names of trainees and outcomes to facilitate the manual input and avoid discrepancies.**

Outcome 10.1

Outcome 10.1 should be used when a trainee **is not** at a critical progression point in their programme and facilitates the trainee to progress to the next stage of their training (e.g. ST1 to ST2).

> a. Select **Outcome 1** and record **Outcome 10.1 (COVID) or Outcome 10.2 (COVID)** in the 'Detailed reason for recommended outcome' field *(see Figure 1).*
>
> b. Indicate in the 'Mitigating circumstances' field which ARCP Supplementary C codes applies *(see Figure 1).*
>
> c. Record the competencies/capabilities that need to be developed or demonstrated. A pop-up box will appear which allows a SMART Action Plan to be entered *(see Figure 2).*
>
> d. Where a 10.2 is recorded, specify the additional training time suggested until next review in the 'Recommended additional training time' field *(see Figure 3).*

Figure 1

Recommended Outcomes from Review Panel *

Satisfactory Progress
N. Unassessed   N. ☐

1. Achieving progress and competences at the expected rate   1. ☑

Detailed reasons for recommended outcome: (standard items on supplementary sheet following panel review) *

1.   Outcome 10.1 (COVID) or Outcome 10.2 (COVID), as applicable

2.

3.

Discussion with trainee

Mitigating circumstances *   'No-fault' outcome COVID - Supplementary C code as applicable (e.g. C8)

Competences which need to be developed *   1. As applicable

Figure 2

View Objectives   ✕

- Specific – Must be focussed, well defined and describe **exactly** what needs to be done
- Measurable – Must be **measurable** quantitatively or qualitatively
- Achievable – Must be **achievable** with a reasonable amount of effort and application
- Realistic – Must be **realistic** with the available resources and lead to the desired endpoint
- Time Bound – Must have a **time for review**. If there is no target date it is no good

Add New

Competences Required	Objectives /Actions to be taken	Resources Required?	Evidence/Measurement	Review Date	
As applicable					Delete

|◀ ◀ **1** ▶ ▶| 10 ▼ items per page   1 - 1 of 1 items ↻

Save

Figure 3

Recommended additional training time (if required)	E.g. 3, 6 months

Outcome 10.2

Outcome 10.2 should be used when a trainee **is** at the critical progression point of **approaching CCT** and the trainee could not attempt the exam as it was cancelled due to COVID-19 disruption. They will need to sit at the next available opportunity and therefore additional training will be required before the trainee can complete their training.

(As per Figures, 2 and 3.)

Other Outcomes

Where it has not been possible to hold an ARCP, an 'N13 Other reason (please specify)' code, specifying the reason as being due to COVID-19 should be recorded. This is equivalent to an Outcome 10.1 and the trainee will be allowed to progress to the next stage of their training when an early ARCP will be undertaken and an Action Plan and PDP will be put in place.

When an outcome is not awarded for reasons other than COVID-19 disruption the panel should record the reason for this in the usual way by using the appropriate N code.

Outcome 6 should continue to be used where a trainee approaching CCT has completed all competences/capabilities ahead of time and has not been affected by COVID-19.

The use of Outcome 5 should be avoided during the COVID-19 pandemic.

ARCP ONLINE FORM – 2020

- Only Heads of School / TPDs / College Tutors and Regional Education Advisers can sign off online forms as Chair of the Panel.

- The Chair of Panel must be logged in with their own log-in details to complete the ARCP form and sign-off the form.

- **ARCP/Cut-off dates for all trainees are being edited by College staff**. The ARCP form will appear on the system as soon as the cut-off day has passed, which have been set for you a few days prior to the agreed ARCP date.

- **The ARCP summary page will be adjusted by College staff as per *Figure 4* after the review has taken place. No further editing by other parties is possible once the form switches to the Under Review status.**

Figure 4

- The Entry Period of the ARCP showing as 'Under Review' must match the training year being reviewed. Please DO NOT add details to the incorrect form – this would overwrite information added the previous year and could cause major disruption to the trainee's ARCP record. Please contact the College if you see any discrepancies.

The Cut-off Date is in the past which means that the form's status shows as 'Under Review'.

The Entry Period lists the dates under assessment at the ARCP. These must match the training year being reviewed.

As the Cut-off date has passed and the form is 'Under Review' the ARCP form is available.

- ARCP forms do not automatically generate the names of panel members – this information must be added to each form. Please do not add all names to a single line – clicking on the **green plus + button** will create as many lines as necessary. If names are added during the review, and to avoid re-typing the same details multiple times, it is suggested to copy & paste names onto a separate Word document.

Members of the Panel & appt (Lay, TPD, External, Academic etc) *

1

- Ensure that the correct year of training is selected; this cannot be altered once the form has been signed off.

- The 'Documentation taken into account and known to the trainee' field can also have further lines added by using the **green plus + button**.

Documentation taken into account and known to the trainee

1.

- Although the 'Grade/level at next rotation' field is not mandatory, it would useful to enter this information, particularly if the trainee is not in full time training. This field appears at the bottom of the table used to select the trainee's Outcome.

- All fields with an asterisk* are mandatory. It is important that any recommended action(s) is added to the 'Competences which need to be developed' field – this links directly to the trainee's PDP page and is the only way that they will be able to view any objectives that have been set.

- **It is the Panel's responsibility to confirm expected completion of training dates.** If changes are applicable, the new date must be recorded in the 'Recommended CCT/Programme End Date (if changed)' field at the bottom of the form. This is especially important when awarding an Outcome 6.

- **The Chair of Panel does not complete the ARCP sign-off.** They must select the 'Authorise' button, enter their own login details and select 'Verify & Sign', then scroll down to the bottom to click on the 'Save' button.

- The form is then passed to the trainees, who select the 'Authorise' button, enter their own login details and select 'Verify & Sign', then scroll to the bottom of the page to complete the sign-off (Pop-up messages will guide users.)

- It is not necessary for the Postgraduate Dean to sign the online ARCP form.

- **Trainees will be able to see the outcome as soon as it is awarded by the panel. They must be reminded by Deaneries of their responsibility to complete the ARCP sign-off after the review.**