

ARCP panel – aide-mémoire

- No trainee should be progressed to a higher level than appropriate to their current ST stage if the required evidence is missing or if the trainee has been unable to participate in the process prior to the ARCP due to absence or other time out of training. The desired level of training will be considered on their return and in advance of the next scheduled ARCP.
- Where a decision cannot be made (insufficient evidence, TOOT), trainees will be allocated by default to the lower level that is appropriate to their current ST stage.



- The [Level Intention Form](#) in the Additional Evidence tab will inform the panel regarding the appropriate level at the transition point (August 2024), which trainees will have agreed with their ES/TPD prior to the ARCP.
- The Chair of panel completes the online ARCP form as normal, ensuring decisions are documented in full and authorised with login details.
- The ‘Grade/Level at next rotation’ free-text field must be used to document both the ST grade at next rotation and the level of training at the transition point (August 2024), e.g. “ST2 – Level 2”.
- Information regarding completion of Level 3 Special Interest Areas (SIAs) to inform the new ePortfolio will have already been captured with the Level Intention Form and ratified by the TPD.