**The Scotland Deanery – GPST1/2 ARCP checklist**

**You may notice that there has been an update to the Fourteen Fish e-portfolio recently where you now have a checklist for your ESR. This now needs completed alongside this ARCP checklist which serves a slightly different purpose and is more detailed.**

We would like you to complete this document to highlight to your ARCP panel where they can locate various pieces of evidence in your e-portfolio. You can also use this as a checklist to ensure you have all the evidence required for your ARCP and to reduce the possibility of receiving an Outcome 5 for missing evidence.

This document should be uploaded into a learning log entry entitled ‘ARCP Summary Sheet’ and filed under supporting documentation. To help signpost the panel to your evidence and to reassure you that it is complete, please fill in the tables below.

This document does not cover the formal WPBAs in terms of Mini CEX/ COTs/CBDS/MSF/CSR. You must have completed the minimum number of WPBAs for your stage of training. **For clarity we advise you check with the** [**RCGP**](https://www.rcgp.org.uk/training-exams/training/workplace-based-assessment-wpba) **website as well as the information on your Fourteen Fish e-portfolio**.

**Clinical Examination and Procedural skills (Mandatory)**

**You must by the end of training have evidence of competence in the 6 mandatory intimate skills. Your progress against this will be assessed at your final ARCP in ST3 but the table below allows you to record your progress towards this. The grade of the observer for mandatory CEPS must be GP, Consultant, SAS, ST4 or above. These must all be rated as being able to perform the examination unsupervised by the end of training.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DOPS or CEPS or LL evidence** | **Date recorded** | **Grade of observer** |
| **Rectal examination** |  |  |  |
| **Prostate examination** |  |  |  |
| **Male genital examination** |  |  |  |
| **Female bimanual examination** |  |  |  |
| **Female speculum examination** |  |  |  |
| **Breast examination** |  |  |  |

**Clinical Examination and Procedural skills (Non-Mandatory)**

**You will also be expected in your ST1/2 years to have evidence of CEPS out with the mandatory requirements described above. New templates have been added to the portfolio to help with this recording. This will be reviewed at your ARCP, and an Outcome 5 will be given if you have no evidence of these Non-Mandatory CEPS recorded. The grade of the observer for mandatory CEPS must be GP, Consultant, SAS, ST4 or above. These must all be rated as being able to perform the examination unsupervised.**

**Child and Adult Safeguarding**

**You have a requirement to provide both participatory and non-participatory evidence for adult and child safeguarding for each separate year of GP training – GPST 1, 2 and 3**

**Non-participatory learning** refers to theoretical learning and may come from e-modules (such as Red Rock for Adult Safeguarding and eLfH for Child Safeguarding Level 3), delivered safeguarding courses, reflections on toolkits, journal reading.

Please note that the non-participatory safeguarding requirement is now an **annual requirement** not a training year requirement so this must have been completed **in the 12 calendar months prior to ARCP**. This means if you are working LTFT you may have to complete this more than once in a ST training year.

**Participatory learning** refers to learning from a specific case and is about the application of your theoretical knowledge. This would preferably be a case that you were personally involved with but could be a case from a safeguarding meeting with other members of your team or as case discussion as part of face-to-face training.

The participatory requirement for safeguarding remains as a training year requirement so you are only required to undertake 1 case reflection for adult and child safeguarding in your ST1 or ST2 year.

Please note the difference between participatory and non-participatory learning as this is often mixed up.

**You must clearly record the evidence by creating learning log entries entitled “Safeguarding Children” and “Safeguarding Adults.”**

This evidence if required for every year of training and thus needs to be repeated in ST1, ST2 and ST3.

|  |  |  |
| --- | --- | --- |
|  | Date of LL entry detailing Non-participatory Learning | Date of LL detailing Participatory Learning |
| Child Safeguarding |  |  |
| Adult Safeguarding |  |  |

**BLS including AED certificate/ALS certificate**

The e-Portfolio must include annual certificated evidence of current BLS and AED training. **This training should cover both adult and paediatric BLS.** **This needs to be from a face-to-face course**. ALS certificates are acceptable if done within the last 12 months but if more than 12 months old a BLS and AED face to face update is also required. All certificates need to be uploaded to your -e-portfolio to be visible to the panel. **Lack of an actual certificate will result in the award of an Outcome 5.**

**If you certificate does not specify paediatric BLS you should upload your certificate to a Learning Log using the Supporting Documentation heading and record that it covered paediatrics. If you have not had a post involving children the panel will accept Adult only BLS certificate**

|  |  |
| --- | --- |
| Date of learning log with uploaded certificate |  |

**Placement Planning Meeting**

It is a requirement for you to record a Placement Planning Meeting for each new post you undertake.

Confirm that you have evidenced in your learning log your Placement Planning Meetings.

|  |  |
| --- | --- |
| Date of Placement Planning Meeting LL 1st post |  |
| Date of Placement Planning Meeting LL 2nd post |  |
| Date of Placement Planning Meeting LL 3rd post ( if applicable) |  |

**Learning Event Analysis**

You are required to complete **a minimum of one LEA in each year of training.**

Confirm that you have evidenced in your learning log the requirements for Learning Event Analysis (LEA)

|  |  |
| --- | --- |
| Date of learning log with LEA |  |

**Quality Improvement Activity**

You are required to complete Quality Improvement Activity in each year of training.

If you have done a GP post in this training year (most trainees do this in ST1) you need to complete a formal QIP which **should be assessed by your Educational Supervisor using the formal assessment tool on Fourteen Fish**

If you do not have a GP post in this training year (commonly ST2) **you still need to undertake QIA in this year**

Confirm that you have evidenced in your learning log the requirements for QIA.

|  |  |  |  |
| --- | --- | --- | --- |
| QI Activity |  | Date of Entry |  |

**Out of Hours Activity**

Summary of OOH Completion if you have undertaken a post in General Practice since your previous ARCP.

You should include a summary detailing completion or planned completion of OOH requirements.

(36 hours ST1/2)

This should be done by having **individual learning log entries for each OOH shift undertaken.** These log entries should have a title that says “OOH shift” with added detail on the length of the shift and cumulative hours completed. These learning log entries should be recorded under “Supporting Documentation”.

eg OOH shift 4 hours at X PCEC (12 hours cumulative total)

**In addition to this, the RCGP summary log should be completed for OOH shifts completed in your GP post and attached as a separate log entry entitled “Summary Log of OOH Shifts”**

The OOH forms can be accessed through the link below under *Training in OOH:*

<https://www.scotlanddeanery.nhs.scot/trainee-information/gp-specialty-training/gp-trainees-as-nes-employees/>

|  |  |
| --- | --- |
| Date of Learning log entry with RCGP Summary Log uploaded |  |

**Clinical Case Reviews**

You are required in each training year (ST1, 2 and 3) to complete learning log entries for a minimum of 36 Clinical Case Reviews. These must be actual reflections on clinical cases not describing teaching or personal reflections which should be added under different learning log headings. ARCP panels will therefore check that your learning log entries titled Clinical Case Reviews are about actual cases and will discount those that are not. This may mean you are deemed to have not met the minimum number of 36 Clinical Case Reviews so careful consideration of this point is necessary**. Failure to submit 36 Clinical Case Reviews will result in an Outcome 5 at ARCP**

**Personal Development Plan**

It is requirement that at the start of training you should develop a personal development plan with guidance from your Educational Supervisor. This should be reviewed and updated at each ESR with an ongoing PDP in place for each different post. The panel will review your PDP entries at ARCP.

The expectation is that these entries will be added using S.M.A.R.T criteria.

**You should not include entries such as “Pass the AKT” “Complete a QIP” “Do a QIA” as these are mandatory requirements of training and expected of all trainees and although necessary for you to do should not be part of your individual PDP entries.**

Please ensure you have checked and met the RCGP requirements about Mini-CEX/COT, CBD, MSF, CSR, ESR for your stage of training

**We advise that you don’t solely rely on the requirements tab of Fourteen Fish when checking minimum numbers of assessments have been completed particularly if you are LTFT. This is because, for example, if an ESR covers a period of ST1 and ST2 training the requirements tabs adds the evidence to either ST1 or ST2 depending on the label of the ESR thus underrepresenting one training period and over representing another.**