

Dear Trainees

Following the recent ARCPs various points have come up we thought would be helpful to share with you as you prepare for any upcoming ARCP's later in the year or for those who will be planning for ARCP's next year. Please keep this letter and its information. The points are in no particular order. Further information can be found in the CAP handbook

1. Please ensure that your CV is uploaded.
2. Follow the curriculum guidance re work place based assessments which is on pg 184 of the curriculum. As it specifies certain numbers of particular work place based assessments then these numbers and combinations **must be completed**. Please note that 12 is the minimum number and not the maximum number. Number is Pro rata for LTFT trainees
3. When completing a mini-PAT you **must complete the self rating form** and it is strongly advised that you not rate yourself as a 4 for every single one, but to think very carefully about your strengths and areas for development.
4. If you are in two placements, then it is good to have two mini-pats.
 - a. You will require a 2x level 1 review forms in your year , the first halfway through or 1 for each placement if in 2 placements in a year. Therefore ensure that you have organised, prior to completing your placement, a meeting with your clinical supervisor to have that level 1 report completed.
5. If you are in a special interest place- even for only 1 session please ensure that you have a report of what you have achieved in that placement preferably from the supervising clinician. It is good also to have a reflective note
6. Ensure there are six reflections and that these are of a high standard. If you don't find the template on the e-portfolio website helpful, I have a number of templates that I can send to you that aid more elaboration on your reflection.
7. Please upload case lists demonstrating that you have a case load of 20-30 cases at any one time and have seen and assessed 50-75 new cases each year. Numbers may be less in specialised placements and this will be taken into account. Please ensure that these are anonymised, which means do not include initials. It is really helpful to have these numbered in one document
8. Please keep a log of your OOH work with a case log to demonstrate the cases seen and the issues raised. It is really helpful to have these numbered in one document
9. Your mandatory research competency **must be completed within the time limits**. It is expected to be done within 12 months but must be done within 18 months. If not done within 18 months then this will trigger a deanery review and an outcome likely to be 2 or 3.
10. For this mandatory research competency you are required to do a **structured review** of the research literature in one aspect of child mental health which is to be of a publishable standard.

11. The curriculum recommends two completed audits. The STC has agreed a completed audit cycle for ST4 and then audit or high quality improvement project to be presented in each training year thereafter. Therefore there will be an expectation of audit/QI (in ST5 or 6) activity each year, so please try and ensure that you have this in each of your training years. By end of ST6 you will have 4 pieces of audit
12. Although DONCS are not specifically requested by the curriculum it is good to have DONCS, they demonstrate some of the leadership skills that are expected as you move much closer towards a consultant post.
13. In terms of your psychological therapies evidence, attending a course is not necessarily enough evidence. It is good to use SAPEs or PACEs to demonstrate these competencies. In particular they help demonstrate that you can plan and deliver an appropriate course of therapy.
14. Again in terms of your teaching competencies, although an assessment of teaching (AOT) isn't mentioned on page 184 of the curriculum it is described elsewhere so please have one uploaded.
15. Please **map your evidence** to the curriculum and ensure that you have good curriculum coverage.
16. Please do not leave your e-portfolio till the last month. The panel can easily see when evidence is uploaded. This also interferes with the completion of the level 2 report as this cannot be done until all the evidence has been uploaded.
17. If you are unhappy with your outcome including an outcome 5 please read the gold guide as to what it means. Discuss your outcome with your LPL. Do not send an email to the whole panel.
18. An outcome 5 cannot be appealed or challenged so please don't try to do so.
19. If you have an outcome 5 then you **MUST** write to the TPD explaining why the documentation was not seen at the ARCP or why it was not done /correctly. This must be done within 5 working days of receiving notice of your outcome.
20. Can you use tags for the following as I understand that type and category don't cover everything. You may have some of this already. It increases the chances that we will easily find the information that you have put a huge amount of time and effort into uploading
 1. Audit, 2. Mandatory research paper. 3. Selective research- if appropriate. 4. Psychotherapy clinical work .5. Psychotherapy courses attended. 6. MHA work. 7. Management activity. 8. Committee work 9. Posters. 10. Presentations. 11. Teaching activity. 12 QI activity 13. Special interest – if appropriate. 14. Clinical case log in hours. 15. Clinical case log OOH 16. Attendance at NAP and LAP 17. Other courses attended