ARCP and Revalidation Virtual Panel Briefing 2025

What is the ARCP for?

- To consider and approve the adequacy of the **evidence and documentation** provided
- Does the available evidence enable a panel to confirm that progress has been satisfactory?
  - If yes, confirm what stage of training the Postgraduate Doctor progresses to
  - If not, why? What evidence needs to be provided to allow satisfactory progression?
- To consider time out of training and adjust the CCT date as required (must be considered in cases of more than 14 days TOOT, LTFT and OOP)
- To provide advice to the Responsible Officer on revalidation

Role of the Panel Chair

To meet ARCP and revalidation requirements, the Panel Chair will need to confirm that:

- A review has taken place that covers the full scope of the doctor's work since the last ARCP
- A review of training progression since the last ARCP has been undertaken
- Appropriate supporting evidence has been presented
- Agreement has been reached about any necessary actions for the next year
- There are no outstanding causes for concern about the Postgraduate Doctors fitness to practice across their full scope of practice
- ARCP outcome form has been completed in full and submitted on ePortfolio on the day of the ARCP

Jobs to delegate to Panel Members

- Completing ARCP outcome forms on ePortfolio (it is essential to complete Revalidation section)
  - Remember, those completing dual training will need an outcome form for both specialties being assessed

- Form R checking – Including Wider Scope of Practice

- Completing Educational Supervisor Feedback forms via MS Form (link also on the time table)

Role of the Lay Rep

- The lay advisor should not be asked to judge whether the ARCP outcome awarded to the Postgraduate Doctor is appropriate or whether the Postgraduate Doctor has made satisfactory progress
- The lay advisor may be asked on occasion to contribute a lay perspective to inform elements of the ARCP panel's activities, but **the role is to ensure the process is followed correctly, not to give an opinion on the outcome or the Postgraduate Doctors progress**
- If either the lay advisor or the external advisor has concerns about the outcomes from the panel, these will be raised with the Postgraduate Dean for further consideration

Evidence to Review

- Educational Supervisors Report
- Documented assessments used to form ESR
- Form R (Part B)
- Revalidation Evidence held by NHS England East Of England, i.e. Exception Exit Report
- Academic report (if applicable)
- Additional report from TPD (if applicable)
- ePortfolio – is the evidence there?

The ARCP Outcome

1	Achieving progress and competences at the expected rate
2	Development of specific competencies required; additional training time not required
3	Inadequate progress by the Postgraduate Doctor – additional training time required
4	Released from training programme with or without specified competences
5	Incomplete evidence presented
6	Gained all required competencies for the programme
8	Out of Programme for Research, Experience or Career Break
U Codes	For Unsatisfactory outcomes (see next slide)
N Codes	For Postgraduate Doctors who did not have an ARCP (see next slide)

https://www.england.nhs.uk/east-of-england/

U Codes and N Codes

U Code Examples	N Code Examples
Record Keeping	Sick Leave
Inadequate Experience	Parental Leave
Poor Engagement	Not In Post Long Enough
Exam Failure	Inter Deanery Transfer
Requiring Additional Support	Suspension
	Resignation (With/Without Training Issues)

Outcome 5

- An outcome 5 should only be used when the documentation is not there, not when the Postgraduate Doctor hasn't quite managed to complete everything by the date of the ARCP

- They have 2 weeks to supply the evidence following an outcome 5 (no more than eight weeks from the date of the ARCP) and must never cross a progression point

- Please make clear on the ARCP outcome form what evidence was not there so a subsequent review is easy

- Panel Members are to provide authority to the Panel Chair to issue an outcome if the evidence is submitted

Appeal By Postgraduate Doctor

- Postgraduate Doctors can appeal outcomes **2, 3 and 4**

- **Outcome 2** – Review stage only. The same panel will review all previous and any additional evidence submitted by the Postgraduate Doctor. No further right to appeal

- **Outcome 3 + 4** – Review stage (as above). If the decision is unchanged and the Postgraduate Doctor still disagrees with decision, they can request a further appeal with an entirely independent panel

Academic Postgraduate Doctors

- ACFs, ACLs or Postgraduate Doctors completing OOPR will also need their academic progress reviewed
- Postgraduate Doctors are asked to complete an Academic Progress Report with their Academic Supervisor to confirm what progress has been made
- There are separate academic outcomes alongside the clinical outcomes; these are:
  - Continue on academic component
  - Do not continue on academic component
  - Academic component completed
- Academic representative should be present on the panel. Arranging for an Academic rep to look at any academic parts of the Postgraduate Doctor's portfolio should be arranged before the virtual panel.

Fitness to Practice

- Consider Form R Part B, Educational Supervisor Report and/or Exception/Exit Reports from Trusts held by NHS England East of England

- Concerns are fed back to the Postgraduate Dean via revalidation section of the outcome form; ensure the revalidation section is fully complete

- If any revalidation concerns have been discussed by the panel and deemed resolved this fact **must** be noted in the revalidation section on the outcome form.

How the ARCP Should Run

- In absentia – consider evidence. Complete ePortfolio based forms.

- All Panel Members will have access to the ePortfolio's prior to the date of the panel. Looking through the portfolio's before the panel can help to identify any Postgraduate Doctors who may receive adverse outcomes (2-4). The Deanery Administrator must be notified of any expected adverse outcomes so that:
  - Deanery Representation can be arranged in a timely manner
  - call arranged for Postgraduate Doctors to join

- If an adverse outcome is to be issued, a Deans Rep or HoS should be on the panel. In the event this cannot be arranged, the TPD should seek guidance from Dean rep on whether outcome 3 or 4 is appropriate, before the ARCP date

How the ARCP Should Run

- The Deanery Assessment Administrator will arrange for Postgraduate Doctor receiving an adverse outcome, to join the panel. In this case the panel should review the evidence and decide the outcome before admitting the Postgraduate Doctor to the meeting call.

- Panel Members must introduce themselves to the Postgraduate Doctor and ask the Postgraduate Doctor to confirm their name and GMC number.

- After this, the Postgraduate Doctor should be informed of the outcome recommended by the panel – **it is not a process of negotiation**

- If you wish to clarify anything with a Postgraduate Doctor invite them in, discuss, then send out again while you deliberate

What is the ARCP not for

- Discussing training issues - these can be fed back to the local unit or NHS England East Of England
- Discussing personal issues – offering support (i.e. PSW) confirming who will complete the referral etc. Only document what support has been offered/accepted and feedback to the appropriate person
- Making a decision about fitness to practise – The panel should flag concerns for the Postgraduate Dean's attention
- Career advice –this is not a purpose for the ARCP panel.

Professional Support & Wellbeing

- The Professional Support and Wellbeing (PSW) Service is available for Postgraduate Doctors requiring support, in addition to that available locally and through the programme.
- Postgraduate Doctors can self-refer for any reason. There is a separate referral form specifically for exam support.
- Postgraduate Doctors can also be referred by an educator.
- Forms can be accessed via the website: https://heeoe.hee.nhs.uk/psw/how-refer



https://www.england.nhs.uk/east-of-england/

Don’t Forget

- Endeavour to keep to time (Support team will finish at 4PM unless previously agreed)
- Take regular scheduled breaks
- Introduce all Panel Members to each Postgraduate Doctor
- Deliver the outcome to Postgraduate Doctor at start of ARCP before any discussion takes place
- Ensure all paperwork is completed **in full on the day**
- Remember dual specialties will need an outcome form for each specialty (i.e. 1 for Specialty, 1 for GIM) unless assessed separately
- Ensure revalidation evidence is recorded
- To record clear reasons for outcomes 2-4 to ensure we are prepared for any appeals