**Appendix 1**

**Meeting revalidation requirements across full scope of practice for doctors in postgraduate training**

**Frequently Asked Questions**

In addition to these Frequently Asked Questions, please refer to the latest COPMeD guidance on undertaking additional work outside of a training programme found at <https://www.copmed.org.uk/images/docs/revalidation/Guidance_to_ensure_doctors_in_postgraduate_training_meet_revalidation_.pdf>

1. Do I need to declare on my form R locum sessions I undertake:
   1. In the unit where I am currently in training? **No**
   2. In a unit where I was previously employed as a trainee? **Yes**
   3. In a unit that is in the trust where I am working but outside of where I am currently employed as a trainee? **Yes**
   4. Through an agency / contractor that is separate from my current employer eg locum sessions arranged through a locum agency even if the sessions are with my current main employer. **Yes**
2. Will the indemnity that I have arranged through my training role cover me for other activity I undertake? **Not necessarily – it is your responsibility to check.**
3. Who should I inform when I am planning to undertake locum or other work outside of my training programme? **You should discuss any plans you have in advance with your educational supervisor. You should particularly think through the impact of working additional hours, whether you have the appropriate up-to-date competencies to undertake the role and ensuing that you have an adequate level of induction into any role you undertake outside training.**
4. I am resigning from / leaving training and moving to a non-training role. Do I need to share my scope of work as a trainee at my next appraisal? **Yes – you need to provide a record of where you have been working as part of your full scope of work whether that be at annual appraisal or ARCP.**
5. I have recently gone back into training from a trust grade role. Do I need to declare the work I undertook since my last appraisal as a Trust Grade as well as the work I have undertaken in training on my form R? **Yes - you need to provide a record of where you have been working as part of your full scope of work whether that be at annual appraisal or ARCP.**
6. I have been involved in a never event / serious incident through a role I have undertaken outside of training. Who should I inform and when? **You should inform your Educational Supervisor and Head of School at the time and they will decide whether the matter needs to be escalated to your Responsible Officer. You should also declare any involvement in such significant events on your next ARCP form R as part of your full scope of work declaration.**
7. I have been named in a complaint through a role I have undertaken outside of training. Who should I inform and when? **You should inform your Educational Supervisor and Head of School at the time and they will decide whether the matter needs to be escalated to your Responsible Officer. You should also declare all complaints that you have been involved in on your next ARCP form R as part of your full scope of work declaration.**
8. I am training part time in Occupational Medicine and work as a GP to make up the rest of my working week. How should I capture this at ARCP? **If you are working in a substantive role alongside your training programme you need to ensure you engage with the annual appraisal system for the organisation, declare the work on your form R and include a copy of the output from your appraisal with your form R.**
9. I am not sure whether I should include a job / role I undertake as a volunteer where I provide first aid eg for a sports club. **If in doubt you should include, but please do seek advice from your Educational Supervisor, Training Programme Director or Head of School who will be happy to help.**