RCoA
Royal College of Anaesthetists

National Anaesthetic ARCP Checklist Covid-19
** Please note - this guidance is only applicable for ARCPs conducted for the 2021 academic year**

ESSR This must be completed on the Lifelong Learning platform (LLP) with all the necessary evidence
Must be commented on and signed off by Educational Supervisor (ES)
Must be commented on and signed off by College Tutor (CT)

ESSR Navigation Section	Evidence Required
Overview	Dates should be the start and end of the period under review for the ARCP. Start date is the day following the end date set for the previous ARCP
	It is good practice to upload an updated CV each year. It is strongly recommended that a CV is included for an end of year ST6 ARCP
Placements in programme	Hospital placement or placements since last ARCP
Examinations	Completion date should be entered Exam pass confirmatory letter should be uploaded as evidence of pass If you have not been able to take an exam due to Covid-19 then please detail this in the learner's comment section of the ESSR. Please also comment if you have passed part(s) of the exam or if you have sat but are currently waiting for results. If you have been unsuccessful in the written part of Primary or Final please make it clear on your ESSR that you have sat the exam.
Milestones	This section should automatically populate with evidence if certificates are completed on the LLP. If certificates are completed on paper then these must be uploaded as documents
Personal Development Plan (PDP)	The purpose of a PDP is to set out learning objectives for the year of training. If these are included in the supervisor's meeting record then there is no requirement to do an additional PDP but it will be necessary to indicate where this evidence is. New objectives can be added to the PDP as they occur through the year
Logbook	The preferred format for recording cases is the LLP logbook. If the LLP logbook is not used then the RCoA approved dataset must be used to present: 1. A logbook of cases since the last ARCP 2. A cumulative logbook of cases from the start of core training
Supervisory meeting	Evidence of a minimum of three meetings per year. This could be: 1. Supervisor meetings completed on LLP 2. ESSR completed at end of placement 3. An uploaded document such as the School's own supervisor meeting form If you could not complete all meetings with your supervisor because of Covid-19 then please detail this in the learner's comment section of the ESSR

Review unit progress	CUT forms completed between the ESSR start and end date should appear here. Minimum required units for stages of training: 1. CT1 (Anaes) Introduction to anaesthesia 8 units. IAC 2. CT2 (ACCS) Introduction to anaesthesia 8 units. IAC and ICM If you have not completed your IAC due to Covid-19 then please detail this in the learner's comments section of the ESSR 3. CT2 (Anaes) CT3 (ACCS) All core units. IACOA If you have not completed all core units or your IACOA due to Covid-19 then please detail this in the learner's comments section of the ESSR 4. ST4 All intermediate units including optional ones if available If you have not completed all intermediate units of training due to Covid-19 then please detail this in the learner's comments section of the ESSR 5. ST7 All essential higher units, one year of advanced training units, domains 1-6 All mandatory higher units of training (including 9 General Duties units) must be completed in order to gain a CCT. If you have been unable to complete higher training due to Covid-19 then please detail this in the learner's comments section of the ESSR. Advanced training will be reviewed. If less than 12 months has been competed due to Covid-19 but the learning outcomes have been achieved then this may be accepted for completion of training. Please document the total time that you have spent in advanced training. Domains 1-6 of advanced training will need to be completed. If less than 12 months advanced training has been completed due to Covid-19 but you wish to extend training to complete this then please detail this in the learner's comments section of the ESSR
Workplace based assessments	WPBAs completed during the ESSR start and end date should appear here
Multisource feedback (MSF)	One MSF is acceptable for this year with a minimum of 8 responses. If you have been unable to get an MSF due to Covid-19 then your ES or College Tutor will need to make a comment about your progress. Please detail this in the learner's comments section of the ESSR
Consultant source feedback	Summary of consultant feedback to be provided by College Tutor
Non-clinical activities	Evidence here supports the requirements of Annexes A and G There must be some evidence entered in each domain for each ARCP. Evidence of involvement with an audit or quality improvement project is essential. This can include involvement with national or regional projects for example NAP or SNAP studies. If you have not been able to complete a quality improvement project due to Covid-19 then evidence of some involvement will be acceptable such as a data collection sheet for an on-going project or a proposal document for a planned project Continuing significant involvement such as a leading role with a longer-term project may count depending on the project. Compliance with mandatory training is a Trust and national requirement but it is not a requirement for ARCP evidence. If you have been unable to gain evidence for these categories due to Covid-19 then please detail this in the learner's comments section of the ESSR

	Non clinical category	Examples of evidence to include
	Academic and research	Research methodology courses Publications

		Presentations
		Data collection for national studies
		Good Clinical Practice certificate
		Research meeting attendance
		Journal club attendance
		Prizes
	Improvement science, safe and reliable systems	Evidence of involvement in an audit or quality improvement (QI) project (see above)
		Attendance at departmental QI meetings eg audit, M&M, MDTs
		Presentation of QI project
		Simulation training
		Publications
	Teaching and learning	Teaching activity
		Simulation training
		Feedback on teaching delivered
		Teaching and education courses such as Anaesthetists as Educators, Generic Instructors Course.
		Attendance record for local teaching
		Courses and conferences attended
		Literature reviews
		Presentations
		Life support courses: No courses are mandated but it is recommended that resuscitation skills are kept up to date
	Management	Management courses
		Leadership courses
		Guideline and policy writing
		Rota organisation
		Representative roles on local, regional or national committees
		Course organisation
		Management role in QI project
		Simulation training
Absences	This should include sick leave, parental leave, compassionate leave and leave for military duties if applicable	
Form R (Eng, Wales, NI) or SOAR (Scotland) Revalidation document	This document should be uploaded to the LLP This should cover all work done Any involvement with a Serious Incident must be recorded on this document. It must also be discussed with an educational supervisor and be reflected upon.	
Details of any concern	If there have been no concerns or investigations put *NONE* If there have been concerns or investigations ensure that details go on Form R/SOAR and put *THESE HAVE BEEN RECORDED ON FORM R/SOAR*	
Comments	Learners comments should be completed reflecting on progress since the last ARCP and aspirations for the coming year You must add here any detail about elements of training missed or incomplete due to Covid-19	
Reflective practice	The RCoA position on reflection is: Reflection can be done on positive as well as negative events. It is equally important to learn from excellence, as it is from errors. Some Schools of Anaesthesia have extra requirements for a defined number of reflections to be included in trainee portfolios. Neither the College nor the GMC specify a fixed number of reflections, in order to	

	progress in training. We ask these Schools to consider the necessity for their extra ARCP requirements, to be sensitive to the concerns of trainees, and to guide them in achieving the necessary standard.
	In keeping with the AoMRC/CoPMED statement on reflection, we recommend that documentation of reflective practice focuses on understanding of what has been learnt, and any resultant action, rather than on factual accounts of events.
	Useful and valid reflection may be undertaken verbally with a supervisor. It is recommended that the supervisor should document that discussion with reflection on an event has taken place, and that the trainee has demonstrated insightful learning. The demonstration of capability to reflect is the key point that should be recorded. There is no requirement for a set number of reflections There must be evidence of reflection as written in the Educational Supervisor's comment. Written reflections can be linked to clinical and non-clinical activities as personal reflections but it is not mandatory for any specific reflections to be recorded.