



Royal College of Anaesthetists

National Anaesthetic ARCP Checklist: Guidance for Educational Supervisors

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

Completion of ESSR for ARCP

ESSR Navigation Section	Comment
Overview	<p>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</p> <p>It is recommended that it is good practice to maintain an up to date CV and strongly recommended that a CV is included for an end of year ST6 ARCP This is done via trainee profile</p>
Placements in programme	<p>Hospital placement or placements since last ARCP Ensure that these are correct</p>
Examinations	<p>Ensure that the dates are correct Exam pass confirmatory letter should be uploaded as an activity Trainees who have not been able to take an exam due to Covid-19 should state this in the learner's comments section. The trainee and trainer should comment if the trainee has sat the MCQ/SAQ examinations but either has been unsuccessful or not yet received the results.</p>
Milestones	<p>Check dates are correct Old certificates completed on paper should be uploaded into certificates section</p>
Personal development plan (PDP)	<p>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</p>
Logbook	<p>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:</p> <ol style="list-style-type: none"> 1. A logbook of cases since the last ARCP 2. A cumulative logbook of cases from the start of core training <p>Comment on case numbers, case mix and supervision with respect to the units completed</p>
Supervisory meeting	<p>Evidence of a minimum of three meetings per year. This could be:</p> <ol style="list-style-type: none"> 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 <p>Trainees may not have completed all supervisory meetings due to Covid-19. If this is the case then they should state this in the learner's comments section. ES can also comment in the Supervisor comment section.</p>
Review unit progress	<p>CUT forms completed between the ESSR start and end date should appear here. Required units for stages of training:</p>

	<ol style="list-style-type: none"> 1. CT1 (Anaes) Introduction to anaesthesia 8 units. IAC 2. CT2 (ACCS) Introduction to anaesthesia 8 units. IAC and ICM If the IAC has not been completed due to Covid-19 the trainee should state this in the learner's comments section 3. CT2 (Anaes) CT3 (ACCS) All core units, IACOA If core units or IACOA have not been completed due to Covid-19 then the trainee should state this in the learner's comments section 4. ST4 All intermediate units including option ones if available If intermediate units have not been completed due to Covid-19 then the trainee should state this in the learner's comments section 5. ST7 All essential higher units, one year of advanced training units, domains 1-6 All mandatory units including 9 General Duties units must be completed in order to gain a CCT. If higher training has not been completed due to Covid-19 then the trainee should state this in the learner's comments section. If less than 12 months of advanced training has been completed but learning outcomes have been achieved then this may be accepted for completion of training. Domains 1-6 of advanced training must be complete. Please ensure that the total number of months in advanced training is stated on the ESSR. <p>Comment on progress with units of training. Review the feedback comments on the CUT form and comment on these if applicable.</p>
Workplace based assessments	<p>WPBAs completed between the ESSR start and end date should appear here</p> <p>Comment on number completed, their quality and any feedback comments</p>
Multisource feedback (MSF)	<p>A single MSF is acceptable this year with a minimum of 8 responses. If the trainee has not been able to get an MSF due to Covid-19 then please comment on their progress. Detail any concerns or state that there are no concerns</p> <p>Add praise for good MSF</p>
Consultant source feedback	<p>Comment that this has been done</p> <p>Summarise feedback</p> <p>A brief summary of consultant feedback is acceptable</p>
Non clinical activities	<p>Evidence here supports the requirements of Annexes A and G</p> <p>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. Compliance with mandatory training is a Trust and national requirement but it is not a requirement for ARCP evidence.</p> <p>This section includes evidence of activities which have been associated by the trainee to a Personal Activity within the LLP eg courses or events. Whilst trainees are completing migration of evidence from the old ePortfolio to the LLP this will also include evidence from the old ePortfolio eg CUT forms</p> <p>It is accepted that trainees may not have completed or been able to start quality improvement projects due to Covid-19. They should be able to provide some evidence of involvement such as a data collection sheet or a proposal form for a planned project.</p> <p>They should state in the learner's comments section if they are lacking evidence due to Covid-19. This would include inability to attend courses</p>
Absences	<p>This should include sick leave, parental leave, compassionate leave and leave for military duties if applicable</p>
Form R (Eng, Wales, NI) or SOAR (Scotland)	<p>This document should be uploaded to the LLP</p> <p>This should cover the trainee's whole scope of practice</p>

Revalidation document	Any involvement with a Serious Incident must be recorded on this. The trainee must discuss SI involvement with their ES and reflect upon it.
Details of any concern	<p>The following questions must be asked</p> <ol style="list-style-type: none"> 1. Are you aware if this trainee has been involved in any conduct, capability or Serious Untoward Incidents/Significant Event Investigation or named in any complaint? 2. If so, are you aware if it has/these have been resolved satisfactorily with no unresolved concerns about a trainee's fitness to practice or conduct? <p>Comment in this section must include that where appropriate reflection has taken place, learning needs have been identified and that the trainee has demonstrated insightful learning.</p> <p>This may be a useful time to enquire about any welfare issues concerning the trainee and to ask if they require extra support such as that available from Professional Support Units</p> <p>Consider whether there are any patient safety concerns if the trainee progresses without specific training or parts of the FRCA exam and comment as applicable.</p> <p>Consider whether there are any trainee related health or wellbeing concerns if the trainee were to progress without specific training or parts of the FRCA exam and comment as applicable</p>
Comments	<p>This should be an overview of the trainee's progress through the year. Give examples of excellence.</p> <p>Note if there have been any concerns.</p> <p>Comment on activity in the four non clinical domains</p> <p>Comment on reflective practice</p> <p>Comment on the discussion of the potential ARCP outcome. This is essential if the outcome is likely to be unsatisfactory. Trainees who have not achieved competences or milestones due to Covid-19 will be awarded an outcome 10</p> <p>Summarise the main activities to concentrate on in the coming year and add short and long term plans</p> <p>Comment on any elements of training that are missing due to Covid-19 including the likely time frame and plan to achieve these capabilities.</p> <p>College tutor's comments might include a summary of ESSR and agreement or disagreement with ES's comments</p> <p>If there is no MSF due to Covid-19 then the College Tutor or ES should comment on the trainee's progress, detail any concerns if applicable or state that there are no concerns</p>
Reflective Practice	<p>There is no requirement for a set number of reflections, but the trainee must provide their ES with evidence that they are a reflective practitioner, and that they are able to learn from excellence as well as errors.</p> <p>This may be undertaken verbally</p>