

Health Education Northwest (HEENW) ARCP Guidance for Clinical Supervisors and Educational Supervisors: Up to Spring'22

Introduction

1.1 The ARCP process for psychiatry trainees that was revised in Summer 2020 due to the COVID-19 pandemic will continue. This guidance applies to the ARCP process up to Spring '22.

1.2 In April 2020 the Statutory education bodies of the four nations published “Supporting the Covid-19 response: Enabling progression at ARCP” together with joint guidance with the GMC regarding “2020 ARCP recording where COVID- 19 has impacted on trainee progression”. These documents detailed the agreed derogations from the 8th Gold guide(GG8). GG8 sets out the arrangements agreed by the 4 UK health departments for progression in specialty training. The amended GG8 includes ARCP outcome 10/Covid-19 (see below), a specific outcome which can be used in training has been directly impacted by the pandemic, and changes in the delivery of ARCPs to streamline the process and allow remote panels.

1.3 The Pandemic has resulted in changes to learning opportunities for trainees in psychiatry, both in terms of experience and assessment. Although most services have returned to normal or near-normal working in recent months which provide more availability of clinical and professional experience necessary for completion of WPBAs, it is acknowledged that some trainees may have been in posts where access to WPBAs has been reduced due to reasons such as altered clinical work, supervisor availability for Workplace-Based Assessments (WPBAs) and lack of specific opportunities and this will be taken into consideration by ARCP panels.

1.4 In September 2021, the GMC confirmed the Covid-19 amendments and derogations which were introduced last year will continue. The Royal College of Psychiatrists have produced a revised ARCP decision aid in Sep'21 which can be accessed at the following [link](#)

1.5 HEE have stipulated that wherever possible the usual ARCP outcomes should be used. We anticipate most trainees should progress as normal but we require detailed supervisors reports for the ARCP panels. In the summer 2021 ARCPs, vast majority of Psychiatric trainees progressed with the usual ARCP outcomes

2.Providing Evidence for ARCP Panel

2.1 The Gold Guide states where possible, a global, holistic judgement should be delivered by the ARCP panels that is aligned to the requirements of the Royal College and the Gold Guide (GG 8 :4.52- 4.66). The panel will use the ARCP summary report and the trainee self-declaration form as evidence to demonstrate achievement of competencies.

2.2 The psychiatrist Supervisors report and the ARCP summary report forms are accessible at the review section of the trainee's portfolio. The trainee can create a report and send a request to the supervisor or the supervisor can login ,click on the trainees name and then use the new review button.

3. Psychiatry Supervisors Report

3.1 The trainee and the clinical supervisor are required to complete sections of the report. Both supervisor and trainee must ensure that they submit their sections in order for them to be viewable to each other. We would generally advise that users use the save button provided to keep saving the report as they go through the document. PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE.

3.2 There has been no change to the format of the report for this ARCP round. However clinical supervisors should consider alternative types of evidence to support competency. Examples include use of DONCS at core training for journal club or case presentations, where the trainee has not been able to present at the usual LEP forum. Reflection can be used to support competencies and following a discussion with supervisor, reflective pieces can be used to demonstrate specific competencies. PLEASE DETAIL IN YOUR REPORT HOW THE EVIDENCE SUPPORTS THE CURRICULUM ILOs.

3.3 Workplace Based Assessments: Wherever possible, Trainees will be expected to acquire WPBAs at the normal rate expected in the curriculum from August 2021 unless there are individual exceptional circumstances (such as an ongoing requirement to shield, lack of specific opportunities due to the pandemic).

This will not apply retrospectively to posts prior to August 2021 and ARCP panels will take a **pragmatic, compassionate and supportive approach** for trainees whose assessment period includes placements pre- and post-August 2021.

If, part of the training period being assessed has been affected by the pandemic, the reduced numbers of WPBAs as set out in the table below would be sufficient but the circumstances of disruption will need to be explicitly detailed and confirmed in the clinical and educational supervisors' reports.

	Normal Curriculum WPBA Requirement	Reduced WPBA Requirement (continuing on an ongoing basis through the pandemic)
Core Training	CT1 (16), CT2 (17), CT3 (18)	CT1 (11), CT2 (12), CT3 (12)
General Adult	ST4 (18), ST5-6 (14)	ST4 (12), ST5-6 (10)
Older People	ST4 (17), ST5-6 (14)	ST4 (12), ST5-6 (10)
Child & Adolescent	ST4-6 (16)	ST4-6 (11)
Forensic	ST4-6 (14)	ST4-6 (10)
Learning Disability	ST4-6 (12)	ST4-6 (8)
Medical Psychotherapy	ST4-6 (12)	ST4-6 (8)

3.4 it is recognised that some trainees will have had difficulty completing a second mini PAT if either redeployed or working remotely. Therefore, one mini PAT can be accepted, but trainees should include informal feedback received in the portfolio.

3.5 There are no fixed numbers required for individual WPBAs, but a variety of different WPBAs should be evidenced in the portfolio.

3.6 For core training, the Psychotherapy requirements are set out on the webpage: HEE NW Core Psychotherapy Information Page. All completed WPBAS and logbooks should be uploaded as normal. Local tutors will provide an additional statement for the Summer ARCP round on satisfactory progression during the pandemic, following the [Royal College current guidance](#) published in Sep'21

3.7 Trainees approaching the end of CT3 without having completed the CASC examination or written examinations should record they were unable to take the examinations at the planned time. Trainees will be considered for an outcome 3 with extension to training as usual, or an outcome 4 if extension time has been used .

3.8 Core Trainees approaching the end of CT2 will not be awarded an Outcome 2 for failing to obtain an of the examinations.

4. The ARCP Educational Supervisor Summary Report

4.1 The ARCP summary report is the key document to be considered by panels and should be written to assist panels in taking a decision on the trainee's progress and suitability to progress to the next stage of training. It is completed by the Educational supervisor.

4.2 The report has an additional component, section 4: Covid

4.3 Section 4 asks: Do you wish to comment on the effect COVID/19 may have had on the trainee's performance and/or ability to meet competencies. All educational supervisors in the North-west should complete this section. The Supervisor comment should be recorded in one of the following groups:

4.4 Pre-Covid, The training was not progressing satisfactorily prior to February 2020 and the trainee has not reached the knowledge and skills relevant to the stage of training. Additional training between March 2020 and the educational review would not have been sufficient to allow progression of the trainee in view of the ES.

4.5 Result of Covid factors, the trainee has been impacted by loss of training opportunities or few opportunities to demonstrate progression because of the pandemic. Supervisor lists gaps in competencies within the report, which can be addressed through education objectives. Supervisor can identify alternative evidence provided, such as reflection, for the ARCP panel to consider

4.6 Contributing Covid factors ,the trainee was experiencing difficulties prior to March 2020, but on balance, could have achieved competencies in the current training period if this had not been disrupted by the pandemic. Significant potential for addressing gaps and competencies prior to the next ARCP review

5. ARCP Process

5.1 Assessment Panel

The trainees eportfolio, including the Covid 19 disruption form and educational supervisors report. will be assessed by the ARCP panel. The assessment panel will be held remotely and will consist of at least two members: a training programme director and clinical or educational supervisor. Trainees will not be present during the review. Trainees assessed as

progressing satisfactorily will receive an outcome from the assessment panel.

5.2 Feedback Panel

Trainees who are assessed by the assessment panel as not progressing at the expected rate will be reviewed by a remote ARCP feedback panel. The trainee will attend the panel, remotely. The panel members will include the Head of school or deputy, Associate dean and the training programme director. A final outcome will be given by the panel, with recommendations on additional training as required.

6. ARCP Outcomes

The ARCP panel will recommend one of the following outcomes:

- Outcome 1: Making progress of the expected rate
- Outcome 2: Development of specific competences – no additional training time required
- Outcome 3: Inadequate progress- additional training programme time required
- Outcome 4: Released from programme- with or without specific competencies
- Outcome 5: Incomplete evidence presented
- Outcome 6: Gained all required competences
- Outcome 8: Trainees are out a programme
- Outcome 10.1: Development of specific competencies, progression to next stage of training, no additional training time required. Trainee either at a non - critical progression point or the Royal College has made amendments to allow progression.
- Outcome 10.2: The trainee cannot progress and will need additional training time.
Example when this could be used include following prolonged isolation. Trainees receiving outcome 10 will be informed of the specific requirements needed, supported by a developmental plan to address the needs.