NHS
Health Education England

North West School of Surgery Annual Review of Competence Progression (ARCP)

Neurosurgery – Pre August 2021 Curriculum

Below is an outline of the requirements for completion of the neurosurgery training programme and the competencies you are expected to achieve. Your progress towards achieving these competencies will be assessed at the Annual Review of Competence Progression (ARCP).

School of Surgery Assessment Criteria:

Learning Agreements (LA) and Educational Supervisor's Report (AES Report)

- It is your responsibility to arrange an objective setting meeting with your AES within four weeks of starting your post.

- All trainees must complete a Learning Agreement (LA) on ISCP with their AES for each 6-month placement. Placements should be created on ISCP in two, 6-month blocks if you are placed at the same site for a year.

- An interim meeting with your AES should take place at around three months into the 6-month placement (two months for those in 4-month placements).

- A final meeting with your AES should take place prior to each Interim Progress Review and ARCP. Following completion of the final meeting, your AES should complete and sign off the AES report.

- **IMPORTANT:** Before each Interim Progress Review or ARCP, all parts of the Learning Agreement (objective setting, interim review, final meeting and AES report) **MUST** be fully completed and signed off by you and your AES.

- You will need at least three comments from a Clinical Supervisor (CS) for this report to be signed off (ideally your CS should provide comments prior to your objective setting meeting, your interim review and final meeting with your AES). The CS should be identified in your placement details. The AES and CS comments in the LA and the AES comments in the AES Report should be detailed and comprehensive.

Workplace Based Assessments (WPBAs)

- You are expected to carry out at least 1 WPBA per week and complete a minimum of 40 WPBAs per year.

    Initial Stage (ST1-3):
    - A minimum of 10 DOPs
    - A minimum of 10 CbDs
    - A minimum of 10 CEX
    - 1 MSF

    Intermediate Stage (ST4-5) At least 50% of the WPBAs should be assessed by a consultant:
    - A minimum of 20 PBAs
    - A minimum of 5 CbDs
    - A minimum of 5 CEX
    - 1 MSF

Final Stage (ST6-8) At least 75% of the WPBAs should be assessed by a consultant**:**
- A minimum of 30 PBAs
- A minimum of 5 CbDs (To include 2 self-reflective CbDs)
- A minimum of 5 CEX
- 1 MSF

- Your WPBAs should be carried out in a variety of settings with a variety of assessors.

- WPBAS should be spread out evenly throughout the training year.

- WPBAs should include comments by the assessor reflecting feedback given on performance and areas for improvement with a global rating indicating the level achieved.

- All your WPBAs should be validated as the panel will not be able to see any un-validated assessments.

- You must ensure that comments on WPBAs are available to your AES / TPD, comments should not be marked as private.

- Guidance on the practicalities of WPBAs and information on assessment types is available on the ISCP website: www.iscp.ac.uk/curriculum/surgical/assessment_practicalities.aspx

Multi-Source Feedback (MSF)

- You should complete an MSF annually - approximately 4 months into your first placement. Complete the self-rating then nominate a minimum of 12 assessors. One of the assessors must be your AES, the other assessors should be more senior members of the healthcare team from a broad range of environments (e.g. ward, theatre, outpatients).

- When completing the self-assessment, you should refer to your previous MSF and Learning Agreement to identify areas that required development or that were rated outstanding. This should form the basis of your self-assessment for your current MSF.

- You should meet with your AES to discuss and sign off your MSF before your ARCP. If you don't it won't be visible to the panel and will not be considered as evidence.

Audit

- JCST does not specify a minimum number of audits, however you are expected to have an active involvement in audit and make progress with a project in each placement on the rotation, you should aim to complete an audit every 12 months.

- You will need to provide evidence of the completion of at least one full audit cycle as the principal auditor during training.

- Your audit activity must be recorded in the audit section of ISCP. It is recommended that your audit activity is assessed and for every completed audit you complete an assessment of audit (AoA): www.iscp.ac.uk/curriculum/surgical/assessment_audit.aspx

Research

- You must have evidence during neurosurgical training (ST3-ST8) of the publication of at least one peer-reviewed paper as first author (excluding case reports).

- You must also provide evidence of:
    - A case series or systematic review that has either been published or accepted for publication in a peer reviewed journal.
    - Two verbal presentations (on different topics) given to a national or international conference.
    - Completion of a Good Clinical Practice course in Research Governance, which should be current at the point of certification.

- o Evidence of understanding of research methodologies.
- You may also be involved with other research including recruiting patients to a clinical study or other laboratory or clinical research activity.

Clinical & Operative Experience

- You should have completed an approved training programme in the neurosciences, incorporating neurosurgery, together with exposure to neurology, intensive care, accident & emergency medicine and an allied surgical specialty.

- You should have had a broad exposure to emergency and scheduled components of the subspecialties (current and potentially emerging) recognised in neurosurgery, including, but not necessarily limited to:
  - o Trauma (both brain and spine, including evidence of trauma competency e.g. an ATLS or PALS course)
  - o Spinal (including intradural tumours)
  - o Paediatric (a minimum of 6 months)
  - o Vascular
  - o Functional
  - o Skull base / pituitary
  - o Neuro-oncology

- You will need to demonstrate your competence with indicative operative procedures for neurosurgery to level 3 or 4 with PBAs as defined by the specialty.

Index Numbers

- You will need to achieve a minimum of 1,200 approved cases in the surgical skills section of the SAC Indicative Report consolidated logbook, 70 of these cases need to be paediatric.

- You will need to achieve the minimum required numbers for the index procedures detailed below:

Procedure	Minimum No	Notes, including acceptable cases
Index 1: Advanced adult supratentorial	10	Periventricular / suprasellar tumours, craniotomy for meningiomas, AVM & cavernoma, clipping of intracranial aneurysm, cranial operations for epilepsy
Index 2: Endoscopic and transphenoidal	10	Trans-sphenoidal procedures, endoscopic procedures
Index 3: Convexity and Falcine meningiomas	10	Craniotomy for meningiomas
Index 4: Advanced adult infratentorial	10	Craniotomy for intrinsic tumours, infratentorial ICH and acoustic neuroma, infratentorial meningiomas, other infratentorial benign tumours, microvascular decompression
Index 5: Intradural spine	5	Craniocervical decompression, intramedullary tumours, intradural extramedullary tumours, dysraphism, vascular
Index 6: Advanced paediatric supratentorial	1	Craniotomy for supratentorial tumour, craniotomy for AVM or cavernoma, craniotomy for epilepsy
Index 7: Advanced paediatric infratentorial	1	Craniotomy for infratentorial tumour

Logbook

- You should ensure your logbook is up to date in time for the ARCP. If your logbook is not linked to ISCP on the day of the ARCP the panel will not be able to assess your progress.

- You will also need to upload a copy of your SAC indicative numbers logbook to ISCP (this is to cover the period from starting higher training to the date of your review).

Syllabus

- You should use the most up to date syllabus available on ISCP: https://www.iscp.ac.uk/curriculum/surgical/surgical_syllabus_list.aspx

Medical Education

- You will need to attend the 'Training the Trainers' or equivalent course and fulfil the GMCs requirements for being a clinical supervisor (CS).

Management and Leadership

- You will need to upload evidence to ISCP to demonstrate leadership and management, this can be a health service management course or a management module via Edge Hill.

Educational Conferences, Courses and Qualifications

- You will need to have a valid ATLS or PALS certificate at the time of CCT.
- You will need to upload to ISCP evidence of your attendance at specialty relevant educational courses, conferences and meetings.
- You will need to provide evidence of having attended a minimum of four national or international neurosurgical conferences.

Teaching Attendance

- Attendance at the teaching programme is <u>mandatory</u> and a minimum of 70% attendance is required.

Examinations

- Trainees will be expected to detail all examination attempts and results in the other evidence section of ISCP under examinations. If you have passed an exam, please ensure you upload evidence to ISCP (e.g. exam certificate, email from the exam body confirming the pass etc).

Reflective Writing

- You should complete at least three pieces of reflective writing per year and upload them as a word document in the "Other evidence" section under the heading "Miscellaneous" titled "Reflective Practice 1", etc.

Curriculum Vitae & PDP

- You will need to upload an up to date copy of your CV to ISCP for the ARCP.
- The ARCP panel will review the evidence section of your ISCP portfolio so please ensure it is up to date with details of courses, publications etc. and reflects the information on your CV.
- You will need to upload a copy of your current timetable to the evidence section of ISCP. This timetable should be for your current post and should clearly identify your duties.

- You will need to complete a PDP on ISCP for each 6-month placement, the PDP should use SMART principles and include both short-term and long-term goals that are specific to you.

Joint Clinical and Academic Training Programmes

- Trainees who are undertaking joint clinical and academic training programmes (Academic Clinical Fellowship / Lectureship) need to submit an academic report by the deadline set in the ARCP email sent to you.

Out of Programme

- Trainees who are Out of Programme for Clinical Training (OOPT) must complete the assessments required by the specialty curriculum. For a period of OOPT to count towards the award of CCT, evidence will be required by the SAC that educational objectives have been met including ISCP assessments for the entire period or a satisfactory trainer's report.

- Trainees who are Out of Programme for Research (OOPR) or Out of Programme for Experience (OOPE) will need to submit a report from their research supervisor prior to their ARCP or Interim Progress Review.

Form R

- The Form R is a mandatory requirement from the GMC for all ARCPs. Both Part A&B of the Form R must be completed for every ARCP (the Form R is not required for Interim Progress Reviews). The Form R must be completed within 4 weeks of the ARCP. If a Form R has not been completed within the month prior to the ARCP or is incomplete the panel will be unable to issue a satisfactory outcome.

- You must make sure that all parts of the Form R are fully completed including the scope of practice section. The Scope of practice should include:
    - Each of your training posts if you are or were in a training programme;
    - Any time out of programme, e.g. OOP, maternity leave, career break, etc;
    - Any voluntary or advisory work, work in non-NHS bodies, or self-employment;
    - Any work as a locum. For locum work, please group shifts with one employer within an unbroken period as one employer-entry. Include the number of shifts worked during each employer-period.

- You need to ensure that you complete the most up to date version of the Form R which can be accessed via HEE's website.

Previous Objectives

- If you have been issued with SMART objectives these will be reviewed at the ARCP to ensure that you are making progress in achieving the objectives within the timescale set. If you have been set SMART objectives and are having difficulty achieving them you must email your Training Programme Director with a copy to surgery.nw@hee.nhs.uk at the earliest opportunity.

Certification Guidelines

- You should familiarise yourself with the certification guidelines for your specialty, please see https://www.jcst.org/quality-assurance/certification-guidelines-and-checklists/ for further information.