

## Psychiatry ARCP Trainee Guide 2022

### Introduction of new ARCP process

As you may now be aware, the annual ARCP panels have evolved due to the pandemic by becoming virtual with the use of the virtual MS team's platform. This has been beneficial in many ways, enabling flexibility, reduction in time/ cost for both panel members and trainees. Here at HEE, working closely with the Head of School, Training Programme Directors, and trust colleagues we have been able to review the lessons learnt from the panels in 2021 and adopt a robust process for future virtual panels

### Expectations from trainees

Trainees will receive their invitation for ARCP Assessments around 12 weeks prior to the panel date. In this time frame, the trainee will be required to ensure the following tasks are complete to meet the competencies of their training year.

#### **2 months/ 8 weeks before the assessment panel:**

The window for the return of the Form R has now opened. Please ensure you have completed these on your ePortfolio, this must be complete no later than **1 week** prior to panel date.

If your training has been affected in anyway due to COVID 19 you will be required to complete a self-declaration form which can be found via this link [ARCP Information-Trainees](#). This form should be uploaded to your eportfolio, and a copy emailed to [psychiatry.nw@hee.nhs.uk](mailto:psychiatry.nw@hee.nhs.uk)

\*Please note, failure to complete Form R documentation will result in being awarded an outcome 5 at ARCP. If your training year has been affected due to COVID 19, failure to declare this via your disruption form will mean that a COVID 19 10.1 or 10.2 outcome cannot be considered as an ARCP outcome.

## 1 week to assessment panel:

**1 week** prior to your ARCP assessment panel you must ensure the submission of all documentation in line with the decision aid for your training year ready for review. Please refer to [HEENW ARCP Guidance for Psychiatry Trainees 2021](#) document for guidance.

\*The review of your eportfolio and any submitted evidence will take place within a 72-hour window prior to the assessment date, for the panel to feedback their findings on the day to the Head of School and Training Programme Directors. Please note the importance of ensuring your portfolio is up to date. If for any reason you are unable to meet these timelines, you must communicate this with enough advance notice to the team by emailing [psychiatry.nw@hee.nhs.uk](mailto:psychiatry.nw@hee.nhs.uk).

## ARCP submission schedule (for guidance only)

### Winter panels

ARCP Assessment date Dates	Submission of Form R window	Completion of portfolio
Core Psychiatry 6/1/2022	11/11/2021- 23/12/2021	30/12/2021
General, Old Age & Psychotherapy 11/1/2022	16/11/2021- 28/12/2021	04/01/2022
CAMHS, LD & Forensic 13/1/2022	18/11/2021- 30/12/2021	06/01/2022

### Summer panels

ARCP Assessment date Dates	Submission of Form R window	Completion of portfolio
Core Psychiatry 31/5/2022 & 1/6/2022	5/4/2022- 17/5/2022	24/5/2022
General, Old Age & Psychotherapy 7/6/2022 & 8/6/2022	12/4/2022- 24/5/2022	31/5/2022
CAMHS, LD & Forensic 14/6/2022	19/4/2022- 31/5/2022	7/6/2022