

FAQs to assist with the issuing of ARCP Outcomes

1. Outcome 2/3 versus Outcome 5

Outcome 5s should only be issued when a trainee fails to produce documentation or evidence that already exists but for whatever reason has not made this available to the assessment panel. If by the date of the assessment panel, a WPBA or course has been completed but the trainee has merely failed to include evidence of this in the portfolio then an outcome 5 can be issued and the trainee be given a limited period of time to produce this.

However, if the evidence does not exist, i.e. the task has not yet been done, then trainees should not be given the extra time allowed by an outcome 5 to complete this. If by the date of the assessment panel, a WPBA or a course or any other mandatory documentation has not yet been completed or an examination has not yet been sat then the trainee has failed to produce the mandatory evidence required to achieve a satisfactory ARCP. They should therefore be issued with an outcome 2 or 3 with specific objectives to complete the missing WPBAs/ meet the missing competencies. The trainee should remain on this outcome until their next assessment whether this is 3 months, 6 months or 1 year (this period of time should be determined by the ARCP panel).

Where panels do not see the trainee and are therefore unable to determine whether evidence has been collected or not, the following principles should be observed:

- Where other evidence in the portfolio indicates likely satisfactory progress but a mandatory piece of evidence is missing then an outcome 5 should be issued
- Where other evidence in the portfolio indicates concerns with progress or there is evidence of inadequate engagement despite feedback then outcome 2 (or 3 where appropriate) should be issued

N.B: If an outcome 2 or 3 is issued at the assessment panel, this decision **MUST NOT** be overturned at the feedback panel if the trainee produces new evidence in the time between the two panels (see point 2 below).

When trainees are awaiting examination results, an Outcome 5 should only be issued where the result will be known prior to the feedback panel taking place, taking into account that the assessment panel & feedback panel SHOULD NOT be more than 4 weeks apart. Outside of this window, trainees who are awaiting examination results should be issued with an outcome 2 (or 3 if additional training time is required). If successful in the examination an outcome 1 can be issued in absentia at a later date. If unsuccessful in the exam, the trainee should be reassessed in the next assessment window.

Outcome 5 should also be recommended as a consequence of failure to submit Form R (Gold Guide paragraph 4.123). Trainees must be reminded that persistent failure to submit a Form R may result in referral to the GMC for non-engagement with the revalidation process.

1.1 For General Practice trainees only - Action when evidence is missing

- Where the evidence in the portfolio indicates likely satisfactory progress but a mandatory piece of evidence is missing then outcome 5 should be issued. This should be reviewed in a short timescale (2-3 weeks).

- If the complete evidence was not available for the review panel or the new evidence raised concerns about progress then outcomes 2 or 3 would be issued.
- Where there is not immediate opportunity to provide the evidence or a longer period is needed to evaluate evidence submission (e.g. insufficient PDP or learning log entries) then the timescale for review can be longer.
- Where the evidence in the portfolio indicates concerns with progress or there was evidence of inadequate engagement despite feedback then outcome 2 or 3 should be issued

2. Changing Assessment Panel unsatisfactory outcomes at Feedback Panel (NOT INCLUDING OUTCOME 5s)

It should be noted that the assessment panel and the feedback panel together make up one assessment (see Gold Guide extracts below*) and trainees issued with an outcome 2, 3 or 4 at the assessment panel should therefore only receive one outcome. Unless there are strong extenuating circumstances the outcome 2, 3 or 4 issued at the assessment panel **MUST NOT** be changed at the feedback panel. If a trainee attends a feedback panel with evidence that did not exist at the time of the assessment panel this cannot be considered unless it is covered under exceptional circumstances. The outcome issued at the assessment panel stands until the next assessment, whether this is 3 months, 6 months or 1 year.

*4.81 The process is a review of the documented and submitted evidence that is presented by the trainee. As such, the trainee is not required to attend the panel. (assessment panel). However, HEE may wish to have trainees present on the day to meet with the panel after its discussion of the evidence and agreement as to the outcome(s). This is to discuss next steps and their future training requirements (feedback panel).

*4.83 After the panel has considered the evidence and made its judgement, if an unsatisfactory outcome is recommended, the trainee must meet with either the ARCP panel or a senior educator involved in their training programme at the earliest opportunity. The purpose of this meeting is to discuss the recommendations for focused or additional remedial training if these are required (feedback panel).

*4.84 For practical and administrative reasons, HEE, NES, HEIW or NIMDTA may wish to discuss other issues (e.g. the trainee's views on their training or planning of future placements) on the same occasion as the annual panel meeting. However, the review of evidence and the judgement arising from the panel must be kept separate from these other issues. Trainees must not be present at the panel considering the outcomes.

Where outcomes 2, 3 & 4 are issued, the feedback panel **SHOULD NOT** be re-reviewing evidence or changing the decisions of the assessment panel. It should be explaining to the trainee why the outcome was given following the review of evidence and advising on future support measures and objectives.

3. Trainee resignations

Where a trainee has resigned from a training programme (and dependent on the timing of this resignation), they should be informed that an ARCP panel will review their progress between their last ARCP and the point of resignation (unless the effective exit from the training programme occurred within three months of the last ARCP). The ARCP panel should document any relevant competences that have been achieved by the trainee; however, no

outcome will be awarded, and the N21 and N22 codes should be utilised. It is expected that trainees will engage in this process (Gold Guide 4.41 iv).

4. Long-term sick leave

If a trainee is on long-term sick leave their training clock should be paused and they should not be assessed until they have returned to the training programme full-time. The GMC form for trainees who are not assessed must be completed and the reasons for this documented.

5. LTFT

The GMC requires that all LTFT trainees attend an annual review and an outcome be issued. The ARCP form should clearly document the period under review, i.e. 6 months/8 months etc. Should an extension to training be required following the award of Outcome 3, this will be on a pro rata basis if training requirements for progression have not been met. If an extension is required because the LTFT trainee has failed to progress solely on the basis of exam failure, then an extension to training will be on a fixed-term basis and is not pro rata.