**Checklist for PG Doctors in Training (PGDiT) /Trainer and ‘final’ ESR/ARCP**

Please note this only applies to PGDiTs due to complete training on or before 5th February 2025 and passed both CSA/RCA/SCA and AKT

All PGDiTs are now on ‘new’ WPBA requirements <https://www.rcgp.org.uk/mrcgp-exams/wpba/asssessments>

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| Area | Evidence required | Evidence verified |
| ESR | Completed within 8 weeks of the ARCP Panel  Both Trainer and PGDiT signed off |  |
| Competencies/capabilities | PGDiT has completed self-rating    PGDiT to add 3 linked pieces of evidence to support each capability.  Trainer rated all 13 capabilities as either competent or excellent  For a satisfactory trainee who has rated himself or herself as competent for licensing in all 13 capabilities with 3 relevant pieces of tagged evidence the ES is only required to affirm the trainee evidence. |  |
| Curriculum Coverage/clinical experience groups | To complete WPBA satisfactorily by the end of ST3 all clinical experience groups should be evidenced by linkage to relevant entries in the learning logs. |  |
| Work Placed Based Assessments | Confirm minimum completed for each year of training.  LTFT the same number of assessments need to be completed per ‘training year’ e.g. a trainee on a 50% less than full time rotation will take 2 years to complete a ‘training year’  RCGP WPBA requirements Oct 2024    PGDiTs need to ensure evidence of leadership activity in ST3 that is separate and in addition to QIA/QIP |  |
| Learning logs | Minimum 36 clinical case reviews in ST3  1 other learning log entry per month  Evidence of reflection and learning |  |
| PDP and Action Plans combined | 3 proposed in each review, including final, related to capabilities and one not related. At least one of each type achieved in each year.  SMART objectives.  The PDP should be a personal, reflective ‘living document’ with a mixture of open and completed entries. It should contain a mixture of entries generated personally by the trainee and from meetings with their ES.  **The PDP should not only be a list of mandatory training requirements** |  |
| CEPS | 1.All 5 mandatory intimate examinations assessed as competent by a suitably trained professional and documented as a CEPS assessment . **Note female genitalia exam must include a speculum and bimanual**  2. A range of the 7 ‘system’ CEPS observed/assessed recorded as CEPS assessments |  |
| BLS and AED | CPR and AED face to face training every calendar year, valid at CCT date that includes paeds.  Upload and attach a valid certificate of competence into the Compliance Passport  If certificate does not include paeds document confirmation in a learning log and attach to Compliance Passport |  |
| OOH/UUC | Sufficient experience and evidence across a range of settings to be able to meet the required capabilities (can be Primary and Secondary Care posts)  **Must include evidence of undertaking OOH sessions**  It is the responsibility of the ES to ensure that they are satisfied that these capabilities have been met by rating all 13 Capabilities as competent or excellent |  |
| Child/Adult safeguarding | Level 3 Adult and Child Safeguarding training valid at CCT  Upload and attach a valid certificate into the Compliance Passport  **Plus, evidence of:**   * **A knowledge update every calendar year and this needs to include a demonstration of their knowledge, key safeguarding information, and the appropriate action to take if there are any concerns.** * **A minimum of one Clinical Case Review in each training year which demonstrates the application of their knowledge** |  |
| Last ARCP | Ensure Trainee has accepted/signed off last ARCP  If the Trainee was awarded an Outcome 2 or 3 or 5 at last ARCP please check/ensure the recommendations have been achieved? |  |
| Health and Probity Declarations | PGDiT signed |  |
| Revalidation | Ensure any formal complaints, GMC, SUIs, SEAs that reach the GMC threshold are recorded on Form R.  Trainee to write a reflective log entry and confirm if resolved/unresolved?  Trainer to add a comment to this log entry again to confirm if resolved/unresolved? |  |
| Form R and COVID Self Declaration | **Both are mandatory and completed via TIS:**  A fully completed Form R completed within 8 weeks of each panel   * **All posts listed and correct dates since last ARCP with no overlapping dates or gaps between dates** * Include all work as a doctor e.g. locum, voluntary * For locum work, please group shifts with one employer within an unbroken period as one employer-entry. Include the dates and number of shifts worked in each locum employer-entry. * Time out of training completed in days for each area and total box((1 week = 7 days, Friday 3 days) * **All sections/declarations ‘ticked’ and completed appropriately** * Declare all formal complaints, GMC, SUIs, SEAs that reach the GMC threshold * Signed and dated   HEE Form R guidance  <https://nwpgmd.nhs.uk/general-practice-education-north-western-deanery/faqs-0#_Form_R> |  |
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