

How to complete the Form R Part B

The following sections of the Form R part B are often picked up by panels for being incorrect or have errors, which may result in you receiving an adverse ARCP panel outcome. It is important to have the correct information on your form for the purpose of your revalidation.

Section 2: Whole Scope of Practice

- Dates need to be entered correctly e.g., day/month/year
- Dates entered on your form need to reflect EXACTLY what is on your portfolio, if there is a mistake with your placement dates/details, please let the GP support team know GPtraining.nw@hee.nhs.uk
- Please remember to enter the hospital name and location details in full
- Please remember to list ALL your locum shifts separately. E.g. locum shift, day/month/year – day/month/year, hospital name, hospital location. If you have done 30 locum shifts, please list them all. An appendix can be attached to your form should you require.

Section 2: TOOT Days

- Toot days are calculated by calendar day, one week is equivalent to 7 days. Even if you are not on shift for some of those days or you are working LTFT.
- The TOOT needs to go from the date of your last Form R submission to the date you submit your latest one.
- TOOT Days – please enter figure in all boxes, even if this is 0. Please also include the overall total.
- Make sure your TOOT days match up with the dates you've declared in Section 4 Health Declaration.

Section 3/4/5

- Please ensure all boxes that apply are ticked accordingly.
- **Section 4** is for **PREVIOUS** significant events you declared on your last ARCP Form
- **Section 5** is for **RECENT** significant events you have not yet declared
- **Section 5 Part 3** is for **UNRESOLVED** significant events that were declared on your PREVIOUS Form R Part B

Covid Self Declaration Form

- It is very useful to the panel to know if Covid has affected your training and if your ES is aware.
- Please ensure all sections and boxes are ticked and completed

Section 7 – Sign Off

- Please ensure that you have signed and dated the ARCP form within the 8 weeks of your ARCP panel date.
- Electronic and typed signatures are accepted.
- Forms must be submitted by a scanned in document (please ensure it's the right way round when uploading), or a PDF signed document.
- No photographs of forms will be accepted.

You can find further guidance and Form R templates on our website

<https://www.nwpgmd.nhs.uk/arcp>