Guidance on giving an ARCP Outcome 5

We are aware that historically the Outcome 5 has sometimes been used inconsistently between Schools. The Gold Guide states:

**Outcome 5: Incomplete evidence presented – additional training time may be**

**Required**

The panel can make no statement about progress or otherwise since the trainee

has supplied either no information or incomplete information to the panel. If this

occurs, on the face of it, the trainee may require additional time to complete their

training programme. The additional time begins from the date the panel should

have considered the trainee. The trainee will have to supply the panel with a

written account within five working days as to why the documentation has not

been made available to the panel. The panel does not have to accept the

explanation given by the trainee and can require the trainee to submit the required

documentation by a designate date, noting that available “additional” time is being

used (see 1 above) in the interim. If the panel accepts the explanation offered by

the trainee accounting for the delay in submitting their documentation to the panel,

it can choose to recommend that additional time has not been used. Once the

required documentation has been received, the panel should consider it (the panel

does not have to meet with the trainee if it chooses not to and the review may be

done “virtually” if practicable) and issue an assessment outcome.

Alternatively the panel may agree what outstanding evidence is required from the trainee from an Outcome 1 and give authority to the Chair of the panel to issue an Outcome 1 if satisfactory evidence is subsequently submitted. However, if the Chair of the panel does not receive the agreed evidence to support an Outcome 1 than a panel will be reconvened.

The usual reason to issue an Outcome 5 is when the trainee has supplied incomplete information (or is awaiting information such as an exam result) and in order to minimize subsequent administration for the panel members and the Assessments team whilst conforming to the Gold Guide we give the following guidance:

1. Where there are strictly defined gateway criteria for entry to the next training year e.g. exam pass or module sign off required which may not be achieved until very close to the end of the training year, the ARCP should, where possible be scheduled after this information is available.
2. Where information is incomplete the panel should agree what information is required of the trainee in order to issue an Outcome 1 as stated in the GG. However, the panel should also give (and record on the Outcome 5 document) guidance as to what the appropriate Outcome should be if the required information is not received or if it is considered insufficient to issue an Outcome 1. In these circumstances the Chair will meet (virtually if needed) with an APD and another educator (preferably one who sat on the panel issuing the Outcome 5) to consider the information and if appropriate to issue an Outcome taking into account the guidance of the original panel. The Chair (in association with the APD) may consider in the light of the further evidence submitted that another panel should be convened to consider a new Outcome.

This Outcome is then added to the original Outcome 5 form and does not replace the original Outcome 5\*. If a non-standard Outcome is issued, the trainee will then be required to meet with members of the panel on another occasion as is usual practice.

\*In General Practice, due to the ARCP Outcome form being created on the RCGP eportfolio, a new Outcome form will be produced following the review of an Outcome 5. Therefore, trainees in GP being awarded Outcome 5’s will have multiple outcome forms.

1. In some situations it may come to light that the required information already existed within the portfolio (and on occasions this may be clarified when a trainee meets the panel for feedback). Where this is clarified by the trainee, it may be appropriate for an Outcome 1 to be issued which in this situation will replace (rather than be added to) the Outcome 5.

**Revalidation:**

Outcome 5s should be issued for non-submission of a Form R, since this is a mandatory requirement for the revalidation element of the ARCP process.

Where an outcome 5 is issued for this reason alone, the panel should document that once a Form R is received, within the stated time frame, the outcome should be amended to an outcome 1 and the authority to issue this can be given to the Chair of the panel. However, if the Form R is not received within the stated time frame, then the Chair will meet (virtually if needed) with an APD and another educator (preferably one who sat on the panel issuing the outcome 5) to issue an outcome 3. If an outcome 3 is issued, the trainee will then be required to meet with members of the panel on another occasion, as is usual practice.

Panel guidance document for Outcome 5

**Trainee name: Specialty:**

**GMC No:** **NTN:**

**Reason for issuing an Outcome 5:**

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**What evidence does the panel consider should be received by the panel Chair in order to issue an Outcome 1?**

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When does the evidence have to be completed by?

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**If the evidence is insufficient / inadequate what guidance would the panel give with regards to an appropriate Outcome?**

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What timeframe would the panel recommend the trainee work within to achieve a satisfactory Outcome? (If Outcome 3 – how long would the additional training be for)

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