

# Changes to the ARCP form & Form Rs – HEE East Midlands



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## Why have the forms changed?

Every two years, the Revalidation Operational Group (made up of revalidation representatives from all HEE local teams and UK Deaneries) reviews the ARCP form and Form Rs to ensure that they are fit for purpose and in line with current processes and policies



## Who is involved?

In addition to revalidation and specialty representatives from all HEE local teams and Deaneries, the Postgraduate Deans, the various Royal Colleges and national data groups have all had the opportunity to submit proposed changes to the forms. These have been collated, tested for priority and viability, and integrated with the current versions of the forms.

HEE is also developing a new trainee information system, which will include a self-service component for trainees, allowing the completion of Form R Part Bs online and on mobiles. As this is being developed nationally, no roll-out date is yet confirmed; in the meantime, HEE East Midlands has created a PDF version of the form. Guidance for completing the PDF form is included at the end of this document.

## Changes to the Form R Part A

The Form R is comprised of two Parts: the Part A is an annual requirement, and confirms your contact and training information



## Form R Part A

The Form R Part A is an annual requirement as part of your training programme, by which you confirm that the details we have on record for you are accurate. Although not directly linked with revalidation, as a requirement of maintaining registration with the Postgraduate Dean, failure to complete the form **may be considered non-engagement with the process**.

## What has changed?

The Form R Part A has only had minor changes this year, and only the Deanery/HEE local team is affected:

- The National Training Number (NTN) and Deanery Reference Number (DRN) fields have been combined, as doctors may only hold one or the other at any one time.
- A Postgraduate Dean's signature is no longer required, so the signature box at the bottom of the form has been removed.

### Changes to the Form R Part B

The Form R is comprised of two Parts; the Part B is the self-declaration form for revalidation

#### Form R Part B

Doctors in training are required to have a completed and up-to-date Form R Part B for every ARCP. This applies to both trainees who are in-programme, and to those Out of Programme (although consideration will be given to those on career breaks/long-term leave). East Midlands' local policy is that Form Rs are valid for **6 months** from the date the form is signed.

However, **you are obligated to submit an updated form** if any of the previously provided information has changed, including (but not limited to) Significant Events, sick leave, or you have undertaken any locum shifts since your last ARCP.

#### What has changed?

##### Revalidation dates

- You are now asked to confirm your current revalidation date, and when you were last revalidated (if applicable). This information is available in your GMC Online account.

##### Time Out Of Training (TOOT)

- To support the ARCP panel making appropriate recommendations regarding extending training, TOOT is now

broken down into the GMC-approved 'reasons' for Time Out Of Training.

TIME OUT OF TRAINING ('TOOT')	Reason	Days
Self-reported absence whilst part of a training programme <u>since last ARCP</u> (or, if no ARCP, since initial registration to programme). Time out of training should reflect days absent from the training programme and is considered by the ARCP panel/Deanery/HEE in recalculation of the date you should end your current training programme. <u>Partial days must be rounded up.</u>	✓ Short- and long-term sickness absence	
	✓ Parental leave (incl. maternity/paternity leave)	
	✓ Career breaks within a programme (OOPC) and non-training placements for experience (OOPE).	
	✓ Paid/unpaid leave (e.g. compassionate, jury service)	
	✓ Unpaid/unauthorised leave including industrial action	
	✓ Other (see note below first)	
<b>Enter 0 for any reasons where you have not had Time Out Of Training.</b>	TOOT does not include study leave, paid annual leave, prospectively approved Out of Programme Training/Research (OOPT/OOPR) or periods of time between training programmes (e.g. between core and higher training).	
If you want to clarify your TOOT further, enter a comment in the Health Declaration below.	<b>TOTAL (NOTE: The above fields must <u>also</u> be completed):</b>	

- You must confirm, for each reason, how much TOOT you have had (entering 0 for any reasons where you have not had TOOT). **NOTE:** TOOT must be recorded in **whole days**, with partial days rounded up.

#### Update to previous Form R Part B

- If you declared any unresolved Significant Events, Complaints or Other Investigations on your last Form R Part B **that was reviewed by an ARCP panel**, you should re-declare it in this section (as either resolved or still unresolved) with any appropriate updates.

#### New declarations since your previous Form R Part B

- If you are involved in a Significant Event, Complaint or Other Investigation since your last Form R Part B **that was reviewed by an ARCP panel**, you must declare this on the form. Failure to do so may result in a non-standard outcome, and the panel may consider this indicative of a **probity concern**.

### Changes to the ARCP form

The Annual Review of Competence Progression (ARCP) form documents the ARCP panel's review of a doctor's progression through training. The ARCP also fulfils the annual appraisal requirement for revalidation



#### The ARCP form

As the ARCP form is completed by the ARCP panel, the changes to the form will not require any additional work on the part of trainees. However, the following changes have been made to help clarify information on the form, which may be relevant when you receive a copy of the form.

#### What has changed?

##### Programme curricula being assessed

- All curricula being followed will now be recorded on the form, with a checkbox to indicate the curricula being assessed.

##### Checkbox for 'Not Assessed'

- The ARCP form now has a checkbox to record a 'Not Assessed', allowing panels to more easily record when a doctor is not assessed.

##### Objectives by next ARCP/completion of training

- The 'Discussion with trainee' section has been renamed "Objectives by next ARCP/completion of training", to clarify the appropriate usage of this section.
- A new box has been added for 'Additional comments from the panel'. The ARCP panel may use this space for anything they wish to share which is not covered by the other sections of the form, e.g. amendments to CCT due to TOOT, compliments from the panel, etc.

##### Revalidation

- This section has been condensed to avoid duplication.
- To reflect the change from biannual 'Exit Reports' to live notifications from Trusts regarding trainee involvement in complaints or investigations, 'Exit Report' and 'Exception Report' have been removed and 'LEP Report' (Local Education Provider) has been added.
- 'SOAR' (Scottish Online Appraisal Resource) has been added, although this is only applicable for trainees in Scottish training programmes.
- Further clarification has been added for panels regarding summarising any concerns reviewed.

##### Footnote text

- Includes confirmation that the ARCP form is the UK-wide method for Transfer of Information regarding revalidation for doctors-in-training. This is in line with COPMed policy ([www.copmed.org.uk/publications/revalidation](http://www.copmed.org.uk/publications/revalidation), Statement on the role of the ARCP form as the RO reference). You should provide your most recent ARCP form to your new Responsible Officer when you move to a new Designated Body, as your most recent appraisal documentation.

# Completing the PDF Form R Part B

The HEE East Midlands Assessments & Revalidation Team has created a PDF version of the Form R Part B, to help you complete and return an appropriate submission



### Before you start...

We recommend using Adobe Reader to complete the form, which is free to download on PC/Mac. We will accept Word, scanned, or posted versions of the form, but these may slow down processing your form, especially if you have missed something.

We also suggest saving a copy of the form to your computer, so that you have a copy to complete in case of any updates.

### What to complete

You need to complete **all** of the boxes with a red outline. The boxes without a red outline are not mandatory, but should be completed if you have the appropriate information.

### Things to check

Over the 4 years since the Form R Part B was introduced, there are a number of repeated errors; all of these can slow down the processing of your form:

- You should only declare **one** email address that you want HEE to contact you at. This should be an email you check

regularly. If your email address changes (i.e. if you use a Trust email and rotate out of that Trust), it is **your** responsibility to notify HEE of the change, and of your new email address.

- Your Revalidation date is available through your GMC Online account; this is **not** the same as your ARCP date/s.
- Remember that your Programme/Training Specialty is the main/overall programme/specialty you were appointed to; list any dual or sub-specialties in the Dual Specialty box.
- If you are not yet on a training programme, enter the specialty you will be joining.
- Time Out Of Training is counted in **whole calendar days, not months or partial/working days**, so that it can be used to recalculate your CCT date if necessary. If you want to provide further clarity regarding your TOOT, add comments in the Health Statement box.
- You only need to declare your Whole Scope of Practice **since your last ARCP/appraisal**; you should have an appraisal/ARCP annually, so you shouldn't normally need to provide lots of posts here.
- Declaration 3 in Section 3 asks if you have any GMC conditions, warnings or undertakings placed on your registration; if you check "Yes", you will be asked to provide details regarding this, so make sure you answer the question accurately.
- Your declarations should reference reflections on the ePortfolio. These can be as detailed as you feel appropriate, but appropriate reflective practice is a component of all training specialties, and will continue to be important as a consultant.
- Compliments only need to be included if they are not/cannot be recorded in your ePortfolio.
- Make sure that you change the signature date at the end of the form if you're resubmitting your form.

## Changes to the ARCP form & Form Rs

### What should I declare?

If you're not sure if something should be included in your Form R Part B, you should discuss the incident with your Educational Supervisor or Training Programme Director, or you can contact the HEE East Midlands Assessments & Revalidation Team for advice.

As a general rule, you only need to declare incidents that have been (or are being) formally investigated, usually either by your employer (or ex-employer) or by the GMC. However, we would still recommend reflecting on informal incidents or complaints as useful learning experiences.

### How to submit the form

1. Once you've provided all of the appropriate information, click the "Validate" button at the end of the form. This will check that you have completed all of the mandatory fields.

Trainee Signature :	Andy	Date:	
<input type="button" value="Validate"/>			<input type="button" value="Reset form"/>

- If a popup appears, this will list any areas of the form you have missed completing.
2. If you've completed all of the fields, the "Validate" button will disappear after you click it and a "Save Form" button will appear.

Trainee Signature :	Andy	Date:	6/2/17
			<input type="button" value="Save Form"/>

3. You should be prompted to save the form as a new file; this helps to ensure that the data in your form is saved, so you don't accidentally submit a blank form.
4. Email your completed form to HEE East Midlands at [Revalidation.EM@hee.nhs.uk](mailto:Revalidation.EM@hee.nhs.uk), ideally including your GMC

number and name in the subject of the email (e.g. "Form R Part B submission (7654321 – Andrew Smith)")

- Your form must be submitted from your *registered* email address, i.e. the email contact that we have on record for you. If you no longer have access to this email, please contact the coordinator for your specialty as soon as possible to update your contact email.
5. Once we receive your form, you will receive confirmation of receipt within 1-2 working (Mon-Fri) days. Please be aware that during peak periods, responses may be delayed.
    - If you do not receive a response within 5 working days, please contact the coordinator for your specialty (whose details will be included in the signature of any email you receive from them) as we may not have received your form.
  6. If any of the information that you have declared changes after you submit the form (e.g. you take sick leave, do any locum shifts, or are involved in an investigation or complaint), you should update your Form R Part B and submit an updated form to the HEE East Midlands Assessments & Revalidation Team. Failure to do so may result in a **non-standard outcome** at your ARCP, and may be considered a **probity concern**.

For queries relating to trainee revalidation, or for returning the Form R Part B (self-declaration), please email:

**[Revalidation.EM@hee.nhs.uk](mailto:Revalidation.EM@hee.nhs.uk)**

Alternatively please call

**0115 823 3333**

and ask to speak to the Revalidation Officer.