

ARCP Panels and Revalidation



What information goes to ARCP panels?

Throughout the year, Health Education England's East Midlands Assessments & Revalidation Team request Form R Part Bs from trainees and Exception Exit Reports from employing Trusts or Performance List Holders

Exception Exit Report (EER)

Exception Exit Reports are the means by which doctors' employing Trusts (or Performance List Holders in the case of GP Surgeries) supply information to the trainee's Designated Body (HEE East Midlands) regarding Significant Events, Complaints or other Investigations.

This information should be transferred contemporaneously, and be based on information received by the HR/Revalidation Team through their reporting system (e.g. Datix). This information *should not* be collected from Programme Directors, College Tutors or Educational Supervisors.

If you have any queries, please contact
HEEM.Revalidation@nhs.net

Form R Part B

Doctors in training are required to have a completed and up-to-date Form R Part B (self-declaration form) 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). East Midlands' local policy is that Form Rs are valid for **6 months** from the date the form is signed.

The HEE East Midlands Assessments & Revalidation Team will email **all** trainees who are to be assessed ahead of each ARCP, either informing the trainee that their current submission has expired and they must submit a new form, or that the trainee's current submission will be valid on the date of their ARCP. However, the trainee is reminded that **they are obligated to submit an updated form** if any of the previously provided information has changed, including (but not limited to) Significant Events, Complaints, contact email or sick leave.

Once a trainee has submitted their form to the team (HEEM.Revalidation@NHS.net), they will receive an email within 1-2 working days confirming receipt (during peak times this may be longer).

Failure to submit a Form R Part B (or submission of an incomplete form) constitutes an incomplete submission for their ARCP, and should therefore be awarded **an Outcome 5**, even if the trainee would otherwise be awarded an outcome 2, 3 or 4.

The trainee then has 2 weeks to return a completed form. If the trainee does not submit a Form R Part B, the Responsible Officer may initiate a non-engagement process with the GMC for this doctor.



What do ARCP panels need to do?

At the end of the ARCP form, there is space for ARCP panels to provide information regarding the trainee's Revalidation



Documentation considered

Please tick the boxes to indicate the specific evidence that was reviewed in making a revalidation recommendation. As standard, the Form R Part B and Supervisors' Reports should be reviewed (failure to submit either should constitute an outcome 5).

If any additional evidence is relevant in making a revalidation statement, such as comments regarding probity in the doctor's MSF, please write this on the free text line as Other evidence.


Are there any current known unresolved causes of concern?

Having reviewed the ePortfolio and any additional evidence relevant to revalidation, the panel should state whether, based on this evidence, they have any concerns (or potential concerns) about this doctor.

This acts as a trigger for the information to be reviewed by the HEE East Midlands Revalidation Officer, who will either record this for future revalidation reference or, if appropriate, escalate to the Responsible Officer. The Responsible Officer will then decide whether this requires further escalation to the GMC.

What is a 'cause of concern'?

While reviewing the educational and revalidation evidence, this is anything the ARCP panel feel may be (or become) a fitness to practise issue.



Revalidation evidence

The HEE East Midlands Assessments & Revalidation Team will provide a record of any potential revalidation concerns involving a doctor in training to the doctor's ARCP panel. If, on reviewing this evidence in conjunction with the doctor's ePortfolio, you are not confident that the potential concern has been resolved satisfactorily, please record these concerns in the revalidation summary comment.

Outcomes 2, 3 and 4

It is important to note that the **ARCP outcome and the revalidation comment should be considered separately**; a doctor may be progressing satisfactorily, but still, for example, have causes of concern relating to a clinical incident. Equally, a doctor may require the development of specific competencies, need additional training time, or be released from the training programme, but not have concerns about their fitness to practise.

However, if a doctor in training receives an outcome 2, 3 or 4, please consider (as a panel) whether the reasons that led to this outcome are sufficient to trigger concerns about the doctor's fitness to practise. If there are no concerns, you can support the trainee by confirming this in your revalidation summary comment.

The revalidation summary comment

The panel’s comment on the ARCP form informs the revalidation process for doctors in training.



Why make a revalidation comment?

As an ARCP panel, you have the ability to review the ePortfolio and consider any relevant reflections, as well as provide your perspective as a consultant from the same specialty. The comment provides an opportunity for the panel to provide a more in-depth comment than **Yes** or **No** when asked if there are any concerns, as well as enable the panel to qualify their statement with more information.

Revalidation: (Information is available in the trainee’s Enhanced Form R, in the employer’s Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor report).			
Documentation considered:	Exit Report: <input type="checkbox"/>	Exception report: <input type="checkbox"/>	Supervisors’ Reports: <input type="checkbox"/>
	Form R Part B: <input type="checkbox"/>		Other: _____
Are there any current known unresolved causes of concerns?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Revalidation: If concerns are noted above, provide a brief summary:			

The revalidation comment assists the Responsible Officer in making robust recommendations to the GMC about the fitness to practise of our doctors, and informs HEE East Midlands about any doctors that may require additional support or monitoring to ensure that they are practising safely.

If the panel is uncertain how to make a comment, please discuss this with your ARCP Coordinator in the HEE East Midlands Assessments & Revalidation Team, or with an APD if attending.

Making a robust revalidation comment

What makes a robust revalidation summary?



Revalidation evidence

If the Form R Part B, Exception Report, Supervisors’ Reports or any other item of evidence highlights a potential concern, comment whether the panel has any concerns and, if so, what the concerns are. For example, if the trainee has declared a resolved complaint that is not a concern, you would write **Resolved Complaint in Form R Part B reviewed; no concerns.**

If the panel has any concerns about a doctor (i.e. has checked the ‘Yes’ box), please provide information regarding concerns and, if applicable, any additional information that would be relevant. For example, an unresolved investigation into a patient death where the panel have no concerns based on the available information may warrant a “Yes” answer and the comment **No current concerns – awaiting Coroner’s Inquest.**

If an outcome 2, 3 or 4 has been awarded, consider adding an explicit comment to confirm if these constitute potential revalidation concerns. For a doctor who receives an outcome 2 for time-management and communication issues, you might want to support the trainee, confirming that **Time-management & communication are not currently revalidation concerns.**

If there are no potential concerns raised in any item of evidence, **no comment is required.**

For queries relating to trainee revalidation, the Form R Part B (Self-Declaration), or to inform HEE East Midlands about any concerns relating to a doctor in training, please email:

HEEM.Revalidation@nhs.net

Alternatively please call

0115 823 3333

and ask to speak to the Revalidation Officer.