

## General Practice ARCP Requirements (ST1-3) London and South East

This document should be used by the Trainee, Educational Supervisor and ARCP panel to review trainee progression against curriculum requirements for trainees in ST1-3 of a standard programme. For trainees on a 4 year or academic programme please see separate ARCP requirements

RCGP Requirements			
Competency / Evidence	ST1	ST2	ST3
Enhanced Form R	Fully completed with 2 hand signatures (part A & B). Uploaded in PDF	Fully completed with 2 hand signatures (part A & B). Uploaded in PDF	Fully completed with 2 hand signatures (part A & B). Uploaded in PDF
Consultation Observation Tool (COTs) if in Primary Care <b>Or</b> Clinical Evaluation Exercise (Mini-CEX) if in Secondary Care	6 x COTs / Mini-CEX as appropriate	6 x COTs / Mini-CEX as appropriate	12 x COTs
Case-based Discussion (CBD)	6	6	12
Multi Source Feedback (MSF)	2 separate MSFs each with a minimum of 5 replies from clinicians plus 5 non-clinicians if in primary care	N/A	2 separate MSFs each with 5 clinicians and 5 non-clinicians
Patient Satisfaction Questionnaire (PSQ)	1 (in Primary Care Placement)		1 (2 if none completed at ST1 or ST2)
Directly Observed Procedures (DOPS)	No longer accepted – Please see CEPs		
Clinical Examination and Procedural Skills (CEPS)	The range of examinations/procedures and number of observations will depend on the needs of the trainee and the professional judgement of their supervisors but as a minimum must include breast, rectal, prostate, female genitalia and pelvic examinations and male genitalia examinations, all of which should be observed		
Applied Knowledge Test (AKT)	N/A	Pass	
Clinical Skills Assessment (CSA)	N/A	Pass	
CPR/AED Certificate	N/A	N/A	Certificate showing CPR/AED valid at date of CCT
Clinical Supervisors Report	1 for <b>each</b> hospital / GP post that will have been completed by the end of the ST year (including ITPs)	1 for <b>each</b> hospital / GP post that will have been completed by the end of the ST year (including ITPs)	Required if the Clinical Supervisor is <b>not</b> also the Educational Supervisor
Educational Supervisor's Report (ESR) The most recent ESR must	1 every 6 months – Please ensure an ESR is completed prior	1 every 6 months – Please ensure an ESR is completed prior	1 every 6 months – Please ensure an ESR is completed prior

be <u>dated no earlier than 2 calendar months</u> before the panel date	to maternity leave or significant period out of programme	to maternity leave or significant period out of programme	to maternity leave or significant period out of programme
Out of Hours (OOH) – all OOH activity should be evidenced in the OOH section of the learning log.	36 hours if in GP/ITP post, of which we recommend that a minimum of 24 hours is undertaken in a traditional OOH provider	36 hours if in GP/ITP post of which we recommend that a minimum of 24 hours is undertaken in a traditional OOH provider	The educational supervisor should confirm that the trainee has attained OOH competencies. It is recommended that the judgment is supported by evidence from 72 hours of activity of which it is recommended that a minimum of 48 hours is undertaken with a traditional OOH provider
Child Protection/Safeguarding Children	Uploaded evidence of completion of Child Protection/Safeguarding Children to level 3 is required during the course of training ( <b>to be completed by the end of the training programme</b> )		
Audit or Project or Quality Improvement Project	Completion of at least one Audit or Project or QIPP project by the end of the training programme. At least one must be relevant to Primary Care ( <b>to be completed by the end of the training programme</b> )		
Significant Event Analysis (SEA)	SEA log showing reflection. Recommended 2 per specialty year (minimum 1)	SEA log showing reflection. Recommended 2 per specialty year (minimum 1).	SEA log showing reflection. Recommended 2 per specialty year (minimum 1)
SUIs and GMC referrals	All Significant Untoward Incidents (SUI) or GMC referrals must be documented on the form R and be accompanied by an eportfolio log entry/SEA		
GMC Survey	Evidence of completion of the survey uploaded to eportfolio	Evidence of completion of the survey uploaded to eportfolio	Evidence of completion of the survey uploaded to eportfolio
<b>Personal Learning Record</b>			
Learning Log that <b>overall</b> demonstrates reflection (analysis, self-awareness and learning) and curriculum coverage	Previous experience suggests that a minimum 2 reflective, <b>clinical</b> entries per month will be required to ensure appropriate curriculum coverage	Previous experience suggests that a minimum 2 reflective, <b>clinical</b> entries per month will be required to ensure appropriate curriculum coverage	Previous experience suggests that a minimum 2 reflective, <b>clinical</b> entries per month will be required to ensure appropriate curriculum coverage

Curriculum Coverage	The trainee should demonstrate good curriculum coverage by linking learning log entries with a maximum of 2-3 links per learning log entry	The trainee should demonstrate good curriculum coverage by linking learning log entries with a maximum of 2-3 links per learning log entry	The trainee should demonstrate good curriculum coverage by linking learning log entries with a maximum of 2-3 links per learning log entry
Clinical Encounters	ES should read and comment on the majority of clinical encounters	ES should read and comment on the majority of clinical encounters	ES should read and comment on the majority of clinical encounters
Learning Log Entries Linked	ES should link the learning log entries to appropriate professional competences – usually 1-3 per log entry	ES should link the learning log entries to appropriate professional competences – usually 1-3 per log entry	ES should link the learning log entries to appropriate professional competences – usually 1-3 per log entry
Personal Development Plan (PDP)	Updated at least every 6 months. Reflective entries with a mechanism for evaluation are recommended	Updated at least every 6 months. Reflective entries with a mechanism for evaluation are recommended	Updated at least every 6 months. Reflective entries with a mechanism for evaluation are recommended

### General Practice ARCP Requirements (ST1-3 Extension Posts)

If the trainee has completed an extension post (s) during their ST1-3 training they will also need to meet the following specific criteria for **each extension post** in addition to the minimum evidence listed above.

<b>3 Month Extension Post (for whole time equivalent)</b>			
<b>Competency / Evidence</b>	<b>ST1</b>	<b>ST2</b>	<b>ST3</b>
Case-based Discussion (CBD)	2	2	3
Consultation Observation Tool (COTs) if in Primary Care <b>Or</b> Clinical Evaluation Exercise (Mini-CEX) if in Secondary Care	2 x COTs / Mini-CEX as appropriate	2 x COTs / Mini-CEX as appropriate	3 x COTs
Other WPBA	As required at last ARCP	As required at last ARCP	As required at last ARCP
Out of Hours (OOH)	If in primary care	If in primary care	According to trainee contract

<b>6 Month Extension Post (for whole time equivalent)</b>			
<b>Competency / Evidence</b>	<b>ST1</b>	<b>ST2</b>	<b>ST3</b>
Case-based Discussion (CBD)	3	3	6
Consultation Observation Tool (COTs) if in Primary Care <b>Or</b> Clinical Evaluation Exercise (Mini-CEX) if in Secondary Care	3 x COTs / Mini-CEX as appropriate	3 x COTs / Mini-CEX as appropriate	6 x COTs
Other WPBA	As required by ARCP	As required by ARCP	As required by ARCP
Out of Hours (OOH)	If in primary care	If in primary care	According to trainee contract