

## Annual Review of Competence Progression (ARCP) Outcomes Form

<b>Trainee Forename:</b>			<b>Trainee Surname:</b>		
<b>Specialty:</b>			<b>National Training Number:</b>		
<b>Gender:</b> (please tick ✓)	<b>Male</b>	<b>Female</b>	<b>Date of entry to grade</b> dd/mm/yy	<b>Immigration status</b>	
<b>GMC and/or GDC no.</b>	<b>GDC</b>	<b>GMC</b>	<b>Year of Training:</b> (1-8)	<b>CCST Date:</b>	
<b>Educational Supervisor completing the report</b>					
<b>Date of review:</b>			<b>Period covered</b>	From:	To:
<b>Members of the panel:</b> (Lay, TPD, External, Academic, etc)	1.		2.	3.	
	4.		5.	6.	

<b>Approved clinical training gained through the period:</b>				
<b>Grade of training programme reviewed :- ACF / ACL / StR / LAT / Post-CCST or Other (please state).....</b>				
<b>Placement / Post / Experience</b>	<b>Date from:</b>	<b>Date to:</b>	<b>In / Out of Programme?</b>	<b>FT / PT (as % FT)?</b>
1.				
2.				
3.				
<b>Documentation taken into account and shown to trainee (Insert ✓ as appropriate)</b>				
1. Structured report		2. Clinical Logbook		3. PDP with CPD Log
4. WBA Forms		5. Feedback Survey Form		6. Report on academic progress (where appropriate)

<b>RECOMMENDED OUTCOMES FROM THE PANEL</b>				
<b>Satisfactory Progress</b>				✓
1	Achieving progress and competencies at the expected rate			
<b>Unsatisfactory Progress or Insufficient Evidence (also complete Supplementary Evidence section)</b>				
2	Development of specific competences required – additional training time not required			
3	Inadequate progress by the trainee – additional training time required			
4W	Released from training / academic programme with or without specified competences (NTN withdrawn)			
4VR	Released from training / academic programme with or without specified competences (Voluntary resignation)			
5	Incomplete evidence presented – additional training time may be required			
<b>Recommendation for completion of training</b>				
6	Gained all required competences and outcomes			
<b>OUTCOMES FOR TRAINEES OUT OF PROGRAMME (evidence of progress must be provided)</b>				
8.	OOPE (Experience)		OOPR (Research)	OOPC (Career Break)

Signed by:	(Panel Chair)	Date:
Signed by	(Trainee)	Date
Signed by:	(PGDD)	Date:

SUPPLEMENTARY EVIDENCE for trainees with UNSATISFACTORY OUTCOME				
<i>(trainee must be in attendance)</i>				
Recommended Outcome:	Date from:	Date to:	In / Out of Programme?	FT / PT as %?
<b>Detailed reasons for recommended outcome:</b>				
1.				
2.				
3.				
<b>Discussion with trainee</b>				
Mitigating circumstances				
Competences which need to be developed				
Recommended actions				
Recommended additional training time (if required)				
Signed by:			<i>(Panel Chair)</i>	Date;
Signed by:			<i>(Trainee)</i>	Date;
Signed by:			<i>(PGDD)</i>	Date;
				Date of next review:

These documents should be forwarded to:

- the Training Programme Director (who must ensure that the trainee receives a copy through the further appraisal and planning process).
- the SAC if the trainee is on a CCST programme.

By signing the form, the trainee is indicating that they understand and agree that the information will be shared with other parties involved in their training as outlined above.

The trainee signature on the form indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in the Dental Gold Guide.

Supplementary information for trainees who had an UNSATISFACTORY review outcome			
Code	Insert ✓	Reason for unsatisfactory outcomes	Explanatory notes
U1		Record Keeping and Evidence	Trainee failed to satisfactorily maintain their Royal College/Faculty E-Portfolio including completing the recommended number of Work Placed Based Reviews; Audits; Research; structured Education Supervisors report; in accordance with recommendations for that particular Year of Training in line with the Royal College/Faculty curriculum requirements.
U2		Inadequate Experience	Training post(s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
U3		No Engagement with Supervisor	Trainee failed to engage with the assigned Educational supervisor or the training curriculum in accordance with the Royal College/Faculty requirements for that particular year.
U4		Trainer Absence	Nominated educational supervisor or trainer did not provide the appropriate training and support to the Trainee because of their absence on a sabbatical; through illness or other reasons; and no nominated educational supervisor deputy took over to ensure that an appropriate level of training was maintained. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
U5		Single Exam Failure	Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next year of training.
U6		Continual Exam Failure	Trainee failed to pass the respective Royal College/Faculty examination within the allowable number of examination attempts following a number of re-sits and is therefore unable to progress any further in this Specialty.
U7		Trainee requires Deanery Support	Trainee has issues to do with their Professional personal skills for example: - behaviour / conduct / attitude / confidence / time keeping / communications skills etc and requires the support of the Deanery Performance Team.
U8		Other reason	

<b>Additional information for trainees who DID NOT HAVE A REVIEW</b>			
<b>Code</b>	<b>Insert ✓</b>	<b>Reason for unsatisfactory outcomes</b>	<b>Explanatory notes</b>
N1		Trainee Sick Leave	Trainee on long term sickness or other health issues have impacted on ability to complete the year of training being reviewed.
N2		Trainee Maternity/Paternity Leave	Trainee cannot be reviewed whilst on maternity leave
N3		Trainee not In Post Long Enough	Too soon to complete a meaningful Annual Review within the ARCP reporting period.
N4		Trainee fell outside annual reporting period	Annual GDC reporting period is 01 Aug 20xx to 31 July 20xx but trainee was not reviewed during these 12 months.
N5		Trainee Post CCST	Trainee already completed CCST and now in period of grace.
N6		Trainee Missed Review	Trainee did not attend the Review. Where a review panel was not arranged until July at end of reporting year and trainee could not attend; for last minute family reasons, transport problems etc. Panel had to be rearranged in early August but outside of normal reporting period.
N7		Trainee Inter Deanery Transfer	Trainee left the programme early to take up a post in another Deanery
N8		Trainee reviewed in other Deanery	Trainee working in another Deanery who completed ARCP.
N9		Trainee Contract Termination	Trainee left and had their NTN/DRN removed due to lack of progression without achieving competencies to a satisfactory level.
N10		Trainee Gross Misconduct	Trainee currently suspended from training either as a result of GDC Suspension or local Trust or other local disciplinary proceedings.
N11		Trainee Suspension	Trainee suspended for reasons other than gross misconduct.
N12		Other reason	