# APPENDIX 5

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| Committee SecretarySAC in *insert specialty*The Royal College of Surgeons of England35-43 Lincoln’s Inn FieldsLondonWC2A 3PN |  Date:   |

Dear **[*insert name*]**,

**ARCPs in [*insert specialty*]**

Following the review process carried out on *insert date*, please find below the ARCP outcomes, OOP details and changes to CCST dates for the following trainees (all of which are recorded on ISCP):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Training number** | **ARCP Outcome** | **Reason for unsatisfactory outcome** | **OOP/break in training** | **CCST date change** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Please also find attached a copy of the report from **[*insert name*]**, External to the Committee.

Yours sincerely