



# Annual Review of Competence Progression (ARCP) Requirements Guidance – all trainees

Valid until September  
2021



England  
Northern Ireland  
Scotland  
Wales



UK  
Foundation  
Programme



March 2021

# Contents

Introduction.....	2
Requirements for 2021.....	3

## **Requirements for all foundation trainees for ARCPs taking place between 1 April 2021 and 30 September 2021**

### Introduction

The purpose of this guide is to outline requirements to support foundation trainees to achieve successful completion of the Foundation Programme in the extraordinary circumstances of the COVID-19 pandemic.

The requirements stated in this guide only apply for the 2020-21 training year (and up to 30 September 2021) Annual Reviews of Competence Progression (ARCPs) to take account of the ongoing disruption caused by the COVID-19 pandemic and will not set a precedent for future ARCPs.

The aim of the requirements set out in this guide is to:

- reduce stress for foundation trainees around ARCP requirements
- set clear requirements for trainers, reducing administrative burden and reducing time away from clinical work as the pandemic continues
- ensure that any doctor who is functioning at the appropriate standard receives a successful outcome
- minimise number of outcome 5s to reduce workload for panels
- ensure that we identify F1 doctors who at this time have not reached the required standard for full registration and need ongoing support
- ensure that we identify F2 doctors who at this time have not reached the required standard to progress beyond the Foundation Programme

# Requirements for 2021

The requirements below apply pro-rata for less than full time trainees, as per standard process.

**Please note: this document does NOT apply to those trainees who were awarded an outcome 3 or outcome 10.2 at an ARCP April 2020-March 2021.**

**These trainees should have individual requirements decided by their ARCP panel, which should be explicitly and clearly stated on their ARCP outcome form.**

Requirement	Grade	Usual Standard	2020-21 Standard	Change from usual standard?
Completion of 12 months F1 training (taking account of allowable absence)	F1 & F2	The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12 month period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review of whether they need to have an extra period of training	The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12 month period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review <b>by the Foundation School Director or deputy who will decide</b> whether they need to have an extra period of training <b>based on their overall performance</b>	Yes
A satisfactory educational supervisor's end of year report	F1 & F2	A satisfactory educational supervisor's end of year report	A satisfactory* educational supervisor's end of year report**  * If the doctor has not satisfactorily completed <b>one</b> placement but has been making good progress in other respects, it may still be appropriate to confirm that the doctor has met the requirements for satisfactory completion of F1/F2. The last end of placement report must be satisfactory.  ** In Scotland – a satisfactory end of year report by FTPD	No
Educational supervisor's end of placement reports	F1 & F2	Required for 1st & 2nd posts	Required for 1st & 2nd posts  (ES/FTPD end of year report required for last placement)	No
Clinical supervisor's end of placement reports	F1 & F2	Required for all posts	Required for all posts	No

Requirement	Grade	Usual Standard	2020-21 Standard	Change from usual standard?
Satisfactory completion of all FP curriculum outcomes	F1 & F2	Mandatory to be signed off by ES	Mandatory to be signed off by ES	No
Team assessment of behaviour (TAB)	F1 & F2	Minimum of one satisfactory TAB	Minimum of one satisfactory TAB	No
Core procedures	F1 only	Mandatory all 15 GMC mandated procedures	Mandatory all 15 GMC mandated procedures	No
Direct observation of doctor/patient interaction (Mini CEX/DOPS)	F1 & F2	Minimum of nine observations per year; at least six must be mini-CEX	Minimum of <b>six</b> observations per year; at least <b>four</b> must be mini-CEX	<b>Yes</b>
Case-based discussion (CBD)	F1 & F2	Minimum of six per year / two per placement	Minimum of <b>four</b> per year	<b>Yes</b>
Developing the clinical teacher	F1 & F2	Minimum of one per year	<b>Not mandatory</b>	<b>Yes</b>
Successful completion of the Prescribing Safety Assessment (PSA)	F1	The F1 doctor must provide evidence that they have passed the PSA within the last two years	The F1 doctor must provide evidence that they have passed the PSA within the last two years	No
A valid Immediate Life Support (or equivalent) certificate	F1	The F1 doctor must have a valid ILS (or equivalent) certificate, or if the certificate has expired, it may be appropriate to accept evidence that the doctor has booked to attend a refresher course	<b>If F1 doctor does not have valid ILS (or equivalent) certificate, ES must make statement in end of year report that trainee has demonstrated the knowledge and skills required to complete ILS (or equivalent)</b>	<b>Yes</b>
A valid Advanced Life Support (or equivalent) certificate	F2	The F2 doctor must have a valid ALS (or equivalent) certificate	<b>If F2 doctor does not have valid ALS certificate (or equivalent), ES must make statement in end of year report that trainee has demonstrated the knowledge and skills required to complete ALS (or equivalent)</b>	<b>Yes</b>
Evidence of participation in systems of quality assurance and quality improvement projects	F1	Shows evidence of involvement in quality improvement initiatives in healthcare	Shows evidence of <b>understanding of or</b> involvement in quality improvement initiatives in healthcare	<b>Yes</b>
Evidence of participation in systems of quality assurance and quality	F2	Contributes significantly to at least one quality improvement project including: Data collection	Shows evidence of <b>understanding of or</b> contribution to quality improvement projects <b>(ES/FTPD must make a specific comment on the</b>	<b>Yes</b>

Requirement	Grade	Usual Standard	2020-21 Standard	Change from usual standard?
improvement projects		Analysis and/or presentation of findings Implementation of recommendations	<b>work done by trainee in End of year report)</b>	
An acceptable attendance record at generic foundation teaching sessions	F1 & F2	The foundation doctor must attend a minimum of 60 hours (during 12 months pro-rata) of teaching during their F1 and their F2 rotation. At least 30 hours (during 12 months pro-rata) must be core foundation teaching	The foundation doctor must attend a minimum of <b>45</b> hours (during 12 months pro-rata) of teaching during their F1 and their F2 rotation; <b>there is no requirement for this to have been a specific type of teaching</b>	<b>Yes</b>

***NB. Where a foundation doctor's rotation has been changed due to the COVID-19 situation, there should be no penalty for repeating a specialty or being able to complete a community post.***

## Key Contacts

Trainees are advised to speak with their Educational Supervisor as a first point of contact for advice on the revised ARCP requirements for 2021. Local education providers should discuss any queries with their foundation school team.

For general queries and further information, please contact the UK Foundation Programme Office (UKFPO) via the helpdesk: [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk).