

Foundation ARCP Information Sheet for ARCP Panel Member:

Useful links:

Overview of ARCP process for:

- [F1](#)
- [F2](#)

[FP Reference Guide 2012](#)

[Foundation Programme Curriculum 2012](#)

[UKFPO website](#)

ARCP panel composition:

Min of 3 members (FTPD/T plus 2 others).

Min. of 1 registered medical practitioner and 1 other to review each e-portfolio.

Panel typically comprises:

- FTPD/T (Chair)
- Educational/Clinical supervisor (cannot have supervised doctor in review)
- PG centre manager/ senior administrator
- Specialty doctor (ST4+)
- Lay representative
- External trainer
- Employer representative
- External LETB/ foundation school rep.

Provide quality feedback!

ARCP Outcome Forms (are accessible by) and are used to provide feedback to foundation doctors and supervisors. The panel should consider highlighting:

- areas of excellence and/or improvement for the foundation doctor
- evidence of the quality of supervision in the workplace e.g. are supervisor assessments recorded in a timely manner & what level of feedback is being given to the foundation doctor.

Foundation Programme Annual Review of Competence Progression

As an ARCP review panel member you are contributing to a process that aims to protect patients and assure doctors, employers and the public that foundation doctors are safe and meeting the required outcomes.

As a panellist, you are ensuring a robust, fair, transparent and consistent process is used to review and judge the foundation doctor's progress as aligned to the requirements for satisfactory completion of F1/F2.

To make an un-biased and informed ARCP judgement, you:

- must be trained in equality and diversity (refreshed every 3 years)
- will require access to the e-portfolio (there is a recognised 'ARCP Panel member' role within the e-portfolio to facilitate this)
- should be aware of the ARCP principles, processes & framework
- must know the requirements for satisfactory completion of F1/F2 (See Table 1, Sections 10 and 11 of the FP Reference Guide 2012); and
- should know how to navigate your way around the e-portfolio, for maximum benefit!

ARCP and the minimum requirements for satisfactory completion of F1/F2

To ensure UK consistency, reliability and maintenance of explicit standards, you must be fully aware of the mandatory, minimum requirements for satisfactory completion of F1 and F2 respectively (plus any local requirements and policies).

You should read the following resources to understand ARCP and the requirements:

- 1) **The FP Reference Guide 2012** (provides full details of the ARCP framework and comprehensive tables of the requirements for F1/F2 – Section 10 & 11)
- 2) **The FP Curriculum 2012** (specifies the required outcomes for F1/F2)
- 3) Local ARCP guidance, policies and requirements

What to expect during an ARCP review:

You and fellow panel members will review the adequacy of e-portfolio evidence to make an informed judgement of the doctor's progress and also consider evidence of the quality of supervision. As a group, you assign an ARCP Outcome and record details on an electronic 'ARCP Outcome' form. **Should the panel assign an unsatisfactory outcome, be sure to thoroughly document recommendations for targeted/additional training and/or the level of additional evidence required.** The panel is fully accountable for decisions and must provide a clear audit trail. Full details about local ARCP reviews are available from the FTPD/T.

Make the e-portfolio work for you!

There are numerous e-portfolio tools (developed by the UKFPO) which have proven to save time when conducting ARCP reviews, including:

- **'Curriculum Overview page'**. To help you monitor linked evidence to the FP Curriculum outcomes. This page offers Red-Amber-Green indicators to reflect the foundation doctors' and educational supervisors' rating of each Curriculum requirement.
- **'ARCP summary of evidence' page**. This page is an auto-populated checklist of activity/evidence for satisfactory completion of F1/F2 (FP Ref. Guide 2012). This will help you benchmark progress and identify at a glance, any gaps in meeting the minimum requirements for sign-off – schools can now add up to 5 items of local/additional evidence.