

## Higher ST 5/6/7 Training COVID ARCP Checklist 2021

All evidence will be reviewed on the Lifelong Learning Platform only.

**The following evidence is Mandatory.**

- Completion of Unit of Training forms for relevant stage of training (to include six generic domains on completion of advanced training).
- Educational Supervisors Structured Report (ESSR)** completed by ES and College Tutor, with relevant Consultant Feedback to the best knowledge of the ES/CT
- Detailed learner comments in ESSR regarding COVID impact to include; exam, supervisor meetings, milestones, CUTs, non-clinical work e.g. QI and available courses. Indicate total number of months of advanced training completed.

**For the ES** - Please ensure the following is accurately documented on the ESSR, resulting from the impact of COVID on training progression:

- Modules completed – have you or the Named Clinical Supervisor (NCS) applied the rule that the trainee has met the Core Clinical Learning Outcomes with less evidence than is usually expected?
  - Modules outstanding – has the trainee missed a planned training module due to COVID workload? What steps need to be taken to mitigate this e.g. change in placement or additional training time? If so, how long do you consider is required to meet the CCLO?
  - Exam status – include any delay in progression due to exam cancellation
  - Impact of COVID on achieving the following milestones or certificates:
    - Intermediate Level Training Certificate/Progress report (if applicable)
    - Certificate of Completion of Training (ST7)
  - What outcome would you expect the trainee to have achieved in the absence of COVID pandemic?
  - Please include any evidence to support the use of C Codes
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- Form R** - submit to HEIW 2 weeks prior to ARCP. You must upload to library of evidence for current ARCP year – if Form R is not visible, then an outcome 5 will be assigned. This form includes any sick days/ absences/time out of training.
  - Less than Full-Time (LTFT) Training Timeline (if applicable)

- Multi Source Feedback (one for the training year adequate)
- Up to date Annual Logbook Summary
- Completion of activities within the non-clinical domains i.e. academic & research, improvement science, teaching & learning, management.  
Please refer to Higher/Advanced Training guidance on appropriate evidence to assign.
- A reflective portfolio of attendances at local departmental meetings & teaching  
- Uploaded under activities and please label on the LLP as Reflective Portfolio
- Evidence of presentation at audit meeting, journal club or similar by end of ST7
- Has attended a research methods course by end of ST7
- Has presented a literature review by end of ST7
- Either written up a case report **or** a review **or** contributed to departmental guideline by end of ST7

**The following evidence is Optional.**

- Study Leave Summary
- Evidence of Completion of GMC On-line Training Survey