

## **ST4 ARCP Checklist 2022**

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

**The following evidence is mandatory:**

- **Educational Supervisors Structured Report (ESSR)** completed by ES and College Tutor, with relevant Consultant Feedback to the best knowledge of the ES/CT
- Completion of Unit of Training forms
- Evidence of Final FRCA Exam Attempts/Pass
- Intermediate Level Training Certificate (ILTC) or Intermediate Level Progress Report (ILPR)

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

- Modules completed / modules outstanding – has the trainee missed a planned training module due to COVID workload?
- What outcome would you expect the trainee to achieve?
- COVID declaration form (available on WSA website)
- **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 (15 respondents/8 of whom consultants)
- Up to date Annual Logbook Summary on LLP
- A reflective portfolio of attendances at local departmental meetings & teaching - Please label on the LLP as reflective portfolio
- Completion of activities within the non-clinical domains i.e., academic & research, improvement science, teaching & learning, management
- Study Leave Summary
- Curriculum vitae
- Evidence of Completion of GMC On-line Training Survey (not reviewed at ARCP)