

## ARCP Checklist

### Stage 2 and Stage 3 Anaesthetic Training

The checklists below aim to provide clarity to the interpretation of the RCOA ARCP checklist by the schools of anaesthesia in the West Midlands. Please review these in combination with the college guidance:

<https://rcoa.ac.uk/sites/default/files/documents/2024-05/National%20Anaesthetic%20ARCP%20Checklist%202021%20curriculum%20-%20ES%20guide%20v2.0.pdf>

#### ARCP Requirements every year

1. An ESSR with a comment from both Educational Supervisor and College Tutor [check carefully that you have selected a college tutor before submitting this ESSR].
2. The ESSR should be dated from the end date of the previous ARCP.
3. Learner comments on ESSR that documents progress throughout the year and any future plans.
4. One MSF, plus **an additional separate MSF for Stage 2 ICM module** if completed in this ARCP year.
5. One MTR, plus an additional separate MTR to support any triple-c forms and each SIA.
6. Minimum of three supervisory meetings documented.
7. Evidence of a PDP.
8. Form R uploaded to document store on the LLP detailing:
  - a. absences
  - b. adverse incidents
  - c. compliments/excellence
  - d. any additional work/locums.
9. Evidence of reflective practice.
10. Evidence of non-clinical activities linked to the generic professional capability domains, such as:
  - a. attendance at courses
  - b. contribution to teaching
  - c. research
  - d. QI/audit [minimum of one per stage of training]
  - e. leadership/management activities.

#### Additional Requirements for ST4 ARCP

Evidence of progress towards the stage 2 domains:

- Expect SLEs/activities in most
- No HALOs are required to be completed at this stage however:
  - If an ICM module has been completed in this year, then it would be expected that the ICM HALO would be completed or in the process of being completed.
  - If subspecialty modules such as neuroanaesthesia, cardiothoracic anaesthesia, obstetric anaesthesia or paediatric anaesthesia, then it would be expected the appropriate triple-c forms are completed or in the process of being completed.

#### Additional Requirements for end of ST5 ARCP

1. Final FRCA completed & evidence uploaded.
2. All Stage 2 HALOs signed off:
  - a. A completed HALO requires evidence against each key capability/capability cluster.
  - b. A capability cluster usually requires more than one piece of evidence aimed at providing evidence for most (but not necessarily all) of the capabilities in that cluster.
  - c. Evidence should achieve the recommended supervision levels, but not every capability needs a supervision level documented.
3. Expect triple-c forms for cardiothoracic anaesthesia, neuroanaesthesia, paediatric anaesthesia and obstetric anaesthesia.
4. Stage 2 Practical procedures evidenced.

***After a successful Outcome 1 is achieved at this ARCP, you can submit your Stage 2 Training Certificate [this is awarded after the ARCP].***

#### Additional Requirements of end of ST6 ARCP

Evidence of progress towards the stage 3 domains/SIAs:

- Expect SLEs/activities in most
- No HALOs are required to be completed at this stage:
  - If you have completed any SIAs this year, then it would be expected that the relevant HALO(s) would be completed or in the process of being completed.

- If any subspecialty modules in obstetric anaesthesia or paediatric anaesthesia have been completed, then it would be expected the appropriate triple-c forms are completed or in the process of being completed.

If you are on a dual training programme with ICM and this is the end of your anaesthetic time, then ideally all the anaesthetic components of the curriculum should be completed. Any remaining anaesthetic requirements should be realistically achievable during an ICM year for an outcome 1 to be awarded. This will be assessed by the ARCP panel.

#### **Additional Requirements of end of ST7 ARCP (EXIT ARCP)**

1. One-year whole-time-equivalent of SIAs completed and relevant SIA HALOs signed off.
2. All Stage 3 HALOs signed off:
  - a. A completed HALO requires evidence against each key capability/capability cluster.
  - b. A capability cluster usually requires more than one piece of evidence aimed at providing evidence for most (but not necessarily all) of the capabilities in that cluster.
  - c. Evidence should achieve the recommended supervision levels, but not every capability needs a supervision level documented.
3. Paediatric and Obstetric triple-c forms might be required if the hospital signing the general anaesthesia HALO is not familiar with these subspecialties [discuss local arrangements with your college tutor/TPD].
4. Stage 3 practical procedures evidenced.
5. Cumulative logbook uploaded showing case numbers since start of **core training**.

**Tips from TPDs:** Please upload evidence of your examination pass and any milestones/certificates achieved that aren't accessible via the LLP to help with the final assessment of your portfolio.

**After a successful Outcome 6 is achieved at this ARCP, you can submit your Stage 3 Training Certificate [this is awarded after the ARCP].**

#### **Guidance for LTFT doctors or doctors having ARCPs midway through training years**

1. You are not required to provide any more evidence than a doctor in full time training [IE a minimum of one MSF per 20 calendar months while working at 60% LTFT, a minimum of one QI/audit project per 40 calendar months while working at 60% LTFT etc].
2. You will have more ARCPs to review your progress, as these usually occur at least every 12 calendar months.
3. You may have two ARCPs close together to coincide with critical progression points.
4. During mid-point ARCPs you need only demonstrate progress towards the requirements above.