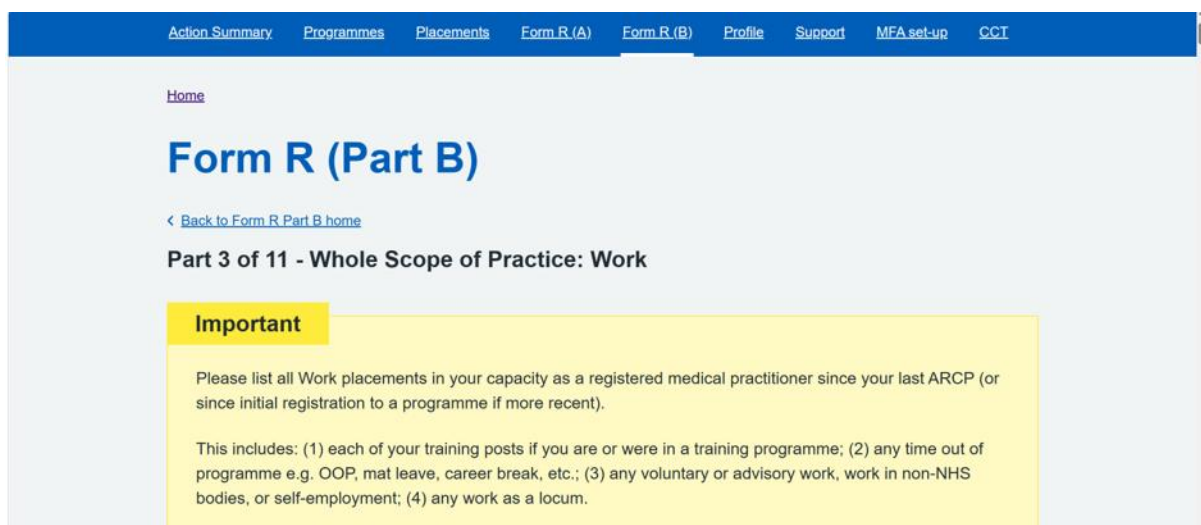


HOW TO ADD LOCUM SHIFTS TO YOUR FORM R

It is a requirement for your revalidation to record extra shifts worked (locum shifts) on your Form R. Whilst there is a clear section to record days missed (Part 4 – Time Out Of Training), there isn't currently a section for recording extra shifts. We've put together this guide to demonstrate the best way to record extra shifts worked for your ARCP.

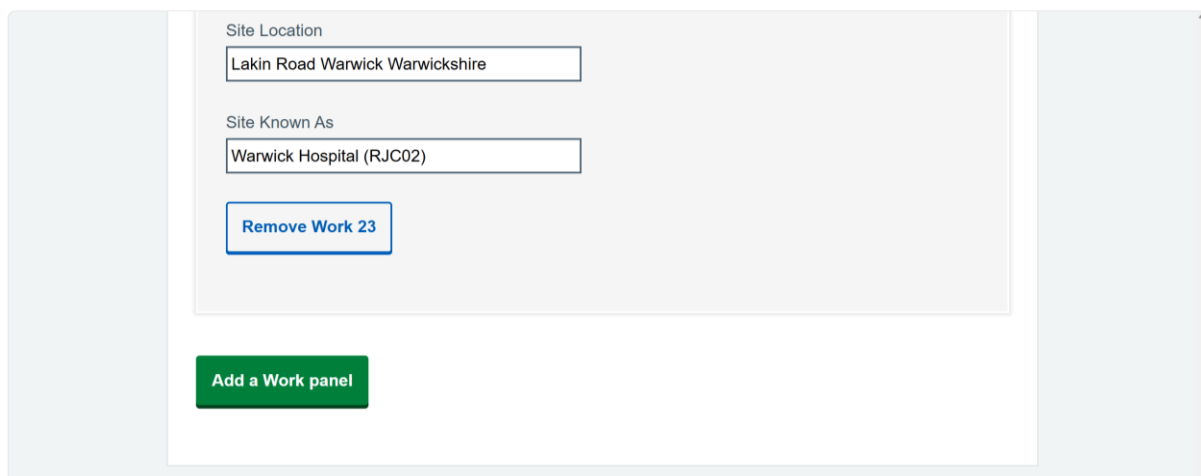
1) Open Form R (Part B)



The screenshot shows the 'Form R (Part B)' interface. The top navigation bar includes links: Action Summary, Programmes, Placements, Form R (A), Form R (B), Profile, Support, MFA set-up, and CCT. The main heading is 'Form R (Part B)' with a link '< Back to Form R Part B home'. Below this is 'Part 3 of 11 - Whole Scope of Practice: Work'. A yellow box labeled 'Important' contains the following text: 'Please list all Work placements in your capacity as a registered medical practitioner since your last ARCP (or since initial registration to a programme if more recent). This includes: (1) each of your training posts if you are or were in a training programme; (2) any time out of programme e.g. OOP, mat leave, career break, etc.; (3) any voluntary or advisory work, work in non-NHS bodies, or self-employment; (4) any work as a locum.'

Open Form R (Part B). In Part 3 (Whole Scope of Practice: Work) you will see that it asks you to include “any work as a locum”. This is the section to use.

2) Add a Work Panel



The screenshot shows the 'Add a Work Panel' form. It has two input fields: 'Site Location' with the text 'Lakin Road Warwick Warwickshire' and 'Site Known As' with the text 'Warwick Hospital (RJC02)'. Below these fields is a button labeled 'Remove Work 23'. At the bottom of the form is a green button labeled 'Add a Work panel'.

In Part 3 your work placements are uploaded for you. At the bottom of this section you are invited to “Add a Work Panel”. Click on this button.

3) Complete the details

The screenshot shows a form titled "Work 24" with the following fields and values:

- Type of Work: Locum
- Training Post: No
- Start Date: 04/02/2026
- End Date: 04/08/2026
- Site Name: UHCW and Warwick - total 5 shifts
- Site Location: type here...
- Site Known As: type here...

A red circular button with a white icon is visible in the bottom right corner of the form area.

A new work placement will appear. Name the type of work “Locum”. These shifts are not training posts, so the next box should be “No”.

The start date should be the date of your last Form R. The end date should be the day you are completing the form.

The site name should list all the hospitals in which you undertook locum work in during this period. Here you should also make clear the total number of shifts worked in this period. There is no need to specify how many were in which site, just the total number of shifts is needed.

Once completed, finish the Form R as normal.