**Quick reference guide for ARCPs**

**Items in bold are mandatory ie if not present, and outcome 5 will be considered**

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| **Evidence required** | **Minimum requirements** | **Notes** |
| CV with summary page | Strong recommendation from RCOA that updated CV uploaded every year | Summary page is very helpful for panel and can be helpful for trainee to summarise their own achievements. |
| **ESSR** | ESSR, with comments from ES **and** College Tutor | Occasionally, if CT is not populated within LLP, then ESSR can complete with no CT comments. Needs checking. |
| **PDP** | Can be part of initial supervisors meeting but needs to be clear if so. |  |
| Educational contract | Not mandated but good practice to complete. | Can be incorporated into PDP |
| **Logbook** | Logbook must be available. | Might be excel / uploaded as separate documents. Summary statement re logbook (and its location) from ES is helpful as not all ARCP panel can access all documents. |
| **Supervisory meetings** | Minimum of 3 meetings. | PDP can be evidence of first meeting.  ESSR can be evidence of end of year meeting. |
| **Curriculum progress** | Appropriate progress for stage of training | Sign offs should all have comments (GMC requirement).  Strong encouragement for trainer comments to be present in addition to any learner comments. |
| **MSF** | Minimum of 12 responses (8 during Covid) | If ICM placement during the year, then a **second** MSF required. |
| **Consultant feedback / MTR** | MTR for HALO sign off now mandatory |  |
| **Non clinical activities** | Evidence required. | Can be teaching / QIP / management / research  Trainees have educational development time (EDT) to facilitate this. |
| **Reflection** | Evidence required that reflection has occurred. | Evidence can be any of the following:   * Reflections uploaded (clinical details actively discouraged). * SLE have facility for reflection * Reflection on year and progress in ESSR learner comments * Comment from ES that trainee is reflective practitioner |
| **Academic report** | Must have an academic report covering period of ARCP | Applies to   * ACF * ACL * OOPR |
| **OOP** | Report required for OOPE from clinical supervisor |  |

There is fuller guidance available in the National Checklists from the RCOA which are also available via the oxfordanaesthesia.org website.