**Documentation for Form R and Whole Scope of Practice**

The Form R is part of the revalidation process. The key information on this includes:

**Time out of Training**

* Sick days
* Maternity leave
* Shared parental leave
* Out of programme experience, career, or pause time
* Industrial action

**The time span for the Form R is from ARCP to ARCP ie** **1 calendar year.** This is regardless of outcome, so if the last ARCP was an N code for statutory leave, it is still the date you use to start calculating TOOT.

Worked example: Trainee on mat leave from March 21 – Feb 22. Accrued AL then taken Feb- Mar 22. ARCP 20th Jun 21 with N code given. At ARCP in June 22, the calculation of TOOT would be from 21st Jun 21 through to the beginning of the accrued AL in Feb 22 (as these AL days are training time). Any additional sick leave / IA days after this time would then also be added, up until the date of submission of Form R.

More than 10 days TOOT, if it has not already been taken into account via planned statutory leave, will then trigger a consideration of whether more training time is needed and an extension of CCT.

**Previously declared incidents**

It is helpful to declare whether a previous incident is now closed.

**New incident**

If declaring a new incident, the panel will look to see whether there is also some mention of this on the ESSR by trainee, ES, or both, so there is triangulation. In addition, the panel will look for whether there has been reflection on any declared incident, preferably both as a comment from the ES, and a short redacted reflection in an appropriate place on the eportfolio. Having this triangulation allows the panel to make an informed decision about revalidation in the context of a new incident being declared. It also allows the panel to offer support via appropriate resources, should the trainee feel they would benefit from this.

**Whole Scope of Practice**

Any trainee who does additional work outside their usual employment, whether paid or unpaid, must declare this work both on the WSOP form and to their ES. There should be countersignatures from the other employer and ES on the form.

If there is no additional duty work there is no requirement for these countersignatures.