

Interim Progress Reviews (IPR) and Annual Reviews of Competence Progression (ARCP)

Please see below what is expected of you for your Interim Progress Review (IPR) and Annual Review of Competence Progression (ARCP) which take place in January and June in each year of the Core Surgical Training Programme (including Run-Through and Academic Trainees).



Remember that you are invited to meet the panel at the IPR, but the ARCP is an assessment of the evidence available to the panel on the day – you are not present for this and you will need to ensure your **online** ISCP is up-to-date.

The Review Panel:

The IPR and ARCP panels include the Head of School, Training Programme Directors, Director of Quality Management, Specialty School Manager and the Royal College of Surgeons Coordinator.

School of Surgery Assessment Criteria:

Work-place Based Assessments (WBA)

- You are expected to carry out at least **1 WBA per week** and complete a *minimum* of 12 DOPS or PBAs, 12 CEXs, and 12 CBDs during each year of your Core Surgical Training.
- In the ARCP we will expect a pro-rota *minimum* of 10 DOPS or PBAs, 10 CEXs, and 10 CBDs (reviewing August – May, 10 months).
- Your WBA's should be carried out in a **variety of settings** with a **variety of assessors** (at least 50% by your Educational Supervisor (AES) or other consultant raters) and should be **spread out evenly** throughout the August – May period.
- All your WBA's should be **validated** as we will not consider “saved” or “submitted” assessments as evidence.

Multi-Source Feedback (MSF)

- You should complete the MSF assessment **annually** – approximately 4 months into your first placement in *both* 1 and 2 years.
- Make sure you get your AES to **sign this off** as completed otherwise it will not be considered as evidence.
- You need a minimum of 8 raters and these should be from a range of colleagues covering different grades and environments.

Audit

- You are expected to have an active involvement in audit and make progress with a project **in each placement** on the rotation.

Curriculum Vitae & Evidence

- You will need to send in an **up-to-date copy of your CV**, it would also be useful to also have the content uploaded to the “evidence” section of ISCP for the online assessment.
- You will need to send in a copy of your **timetable** for the placement being assessed which clearly identifies your own duties.

Syllabus

- When setting up WBA's you should be using the **Core Surgical Training 2010 ISCP syllabus** exclusively (not the specialty syllabus of the placement you are currently in).

- However if you are in a T&O run-through programme you should use the T&O specialty syllabus.

Teaching Attendance

- Attendance at the teaching programme is mandatory but we will accept a **minimum of 70%** attendance.
- Your record will be assessed in both the IPR and ARCP.

Examinations

- CT2 trainees are expected to achieve **both parts of the MRCS examination** to progress to ST3/higher specialty training.
- Run-Through trainees will need to **produce evidence** of this for the year 2 ARCP.

Logbook

- You are required to be registered with a log book – either ISCP or FHI – and keep this up-to-date.
- **All operations should be uploaded** in time for the ARCP.
- If you are using the FHI logbook you should ensure that it can be **linked to the ISCP website** for the online assessment.

Previous Objectives

- The panel will review any previous objectives set in your IPR or year 1 ARCP.

GMC Trainee Survey

- It is compulsory for you to show evidence that you have completed the survey by providing us with the completion code.



Failure to meet these assessment requirements will result in the ARCP panel issuing you an Outcome 5, as there is incomplete evidence available and the panel are unable to make a statement about your progress or otherwise.

This will lead to you being invited to a face-to-face Panel B with the Associate Dean and Head of School and this panel can decide that additional training time is required.

Joint clinical and academic training programmes:

Those trainees who are undertaking joint clinical and academic training programmes (Academic Clinical Fellowship / Lectureship) will have an academic representative on the panel.

Out Of Programme:

Those trainees who are out of programme will be asked to submit an OOPR return to the panel along with a report from their research supervisor.

If you have any concerns about the IPR or ARCP processes or what is required please contact the Education Administrator for Core Surgical Training:

(<https://www.nwpgmd.nhs.uk/specialties/content/key-contacts-67>)

The North Western Deanery School of Surgery follows Annual Review of Competence Progression guidance in the Gold Guide; you can find all this information on:

http://www.mmc.nhs.uk/specialty_training/specialty_training_2011_final/gold_guide.aspx