# Completing an ARCP form that was pre-populated by another user

A guide for ARCP panel members and administrators

19 Steps

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| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| WDAT | February 14, 2023 | February 14, 2023 |

STEP 1

## Log into your e-portfolio account

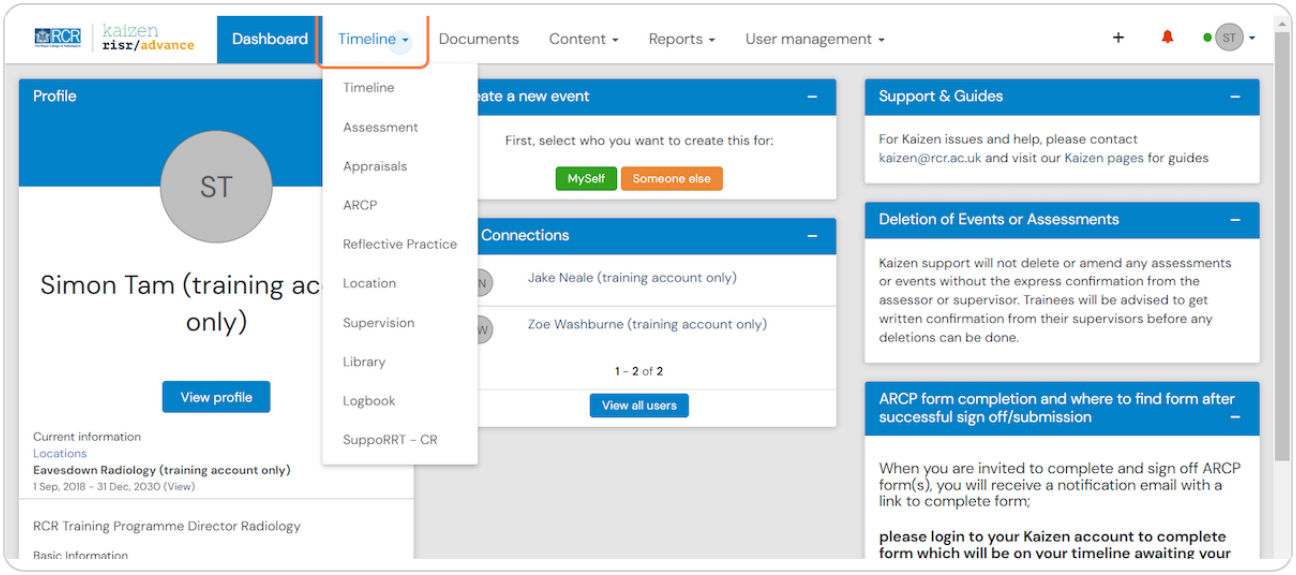
STEP 2

## There are two ways to access an ARCP form that has been prepopulated by another user:

Through your timeline - see steps 3-4
Through your to do list - see steps 4-5

STEP 3

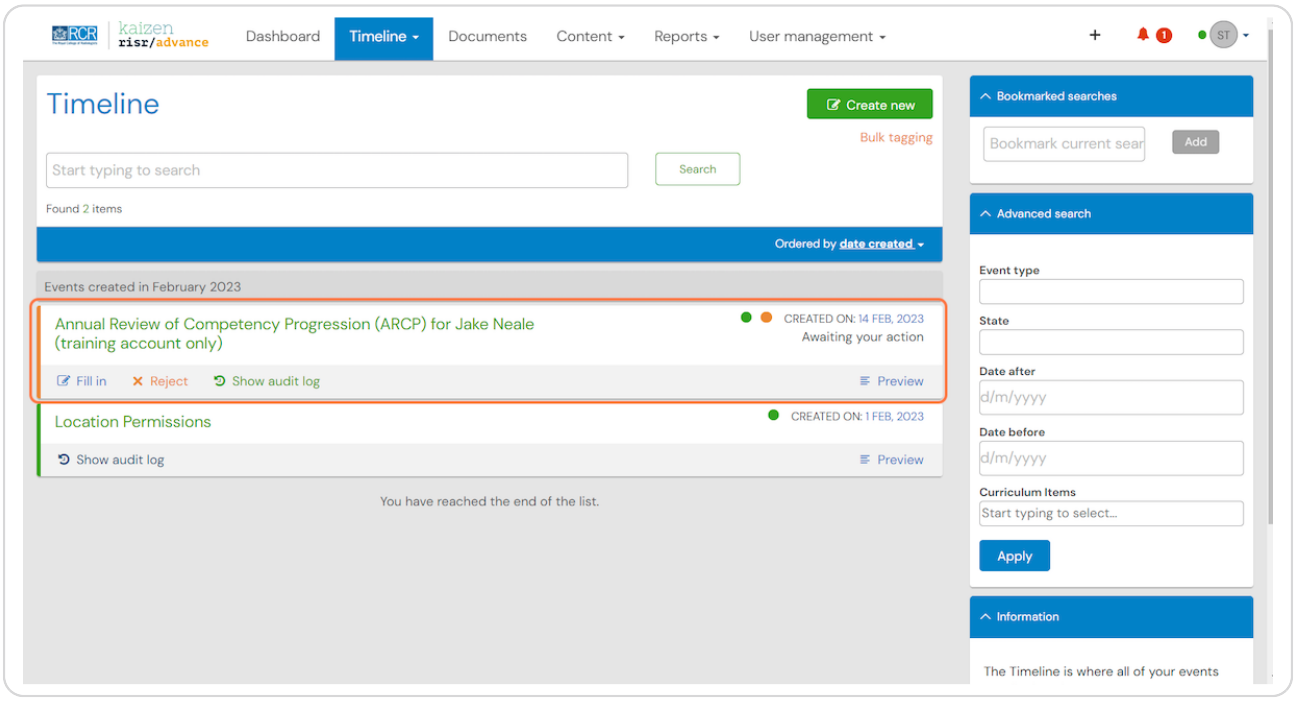
## From your dashboard click on "Timeline" and select either "Timeline" or "ARCP from the drop down menu



STEP 4

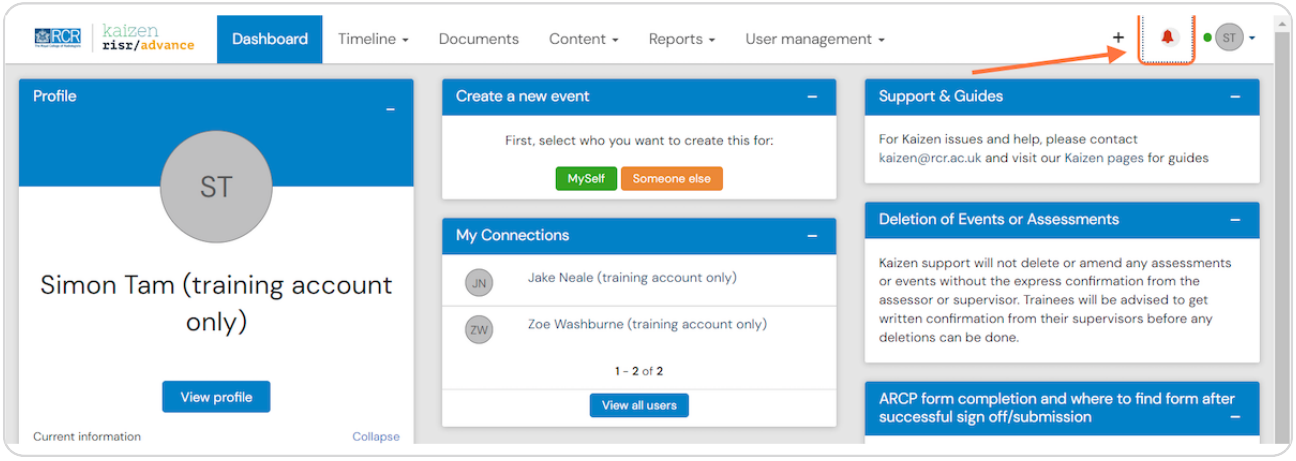
## Find the ARCP form in your list and click on it to view, or click "fill in" to complete the remaining sections

You can also click on reject to send the form back to the user who completed section 1



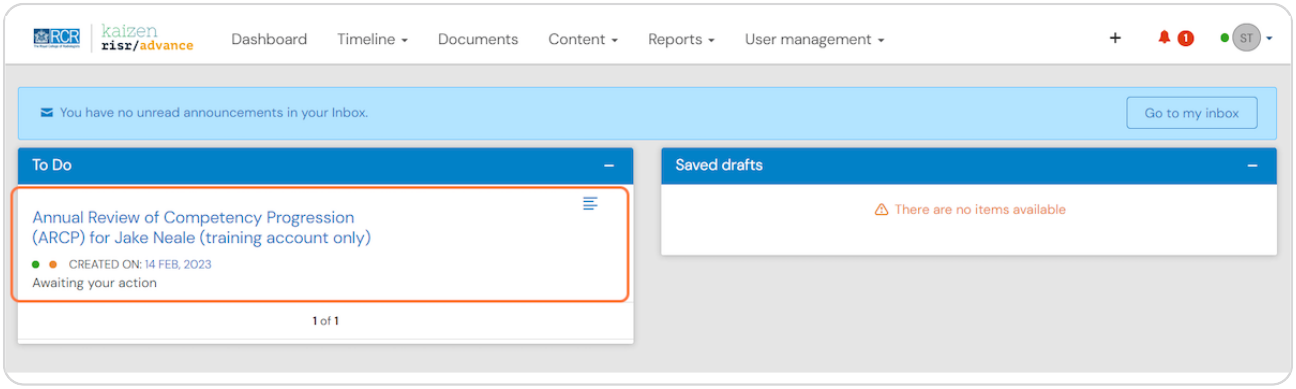

STEP 5

## Alternatively click the bell symbol at the top right of your screen



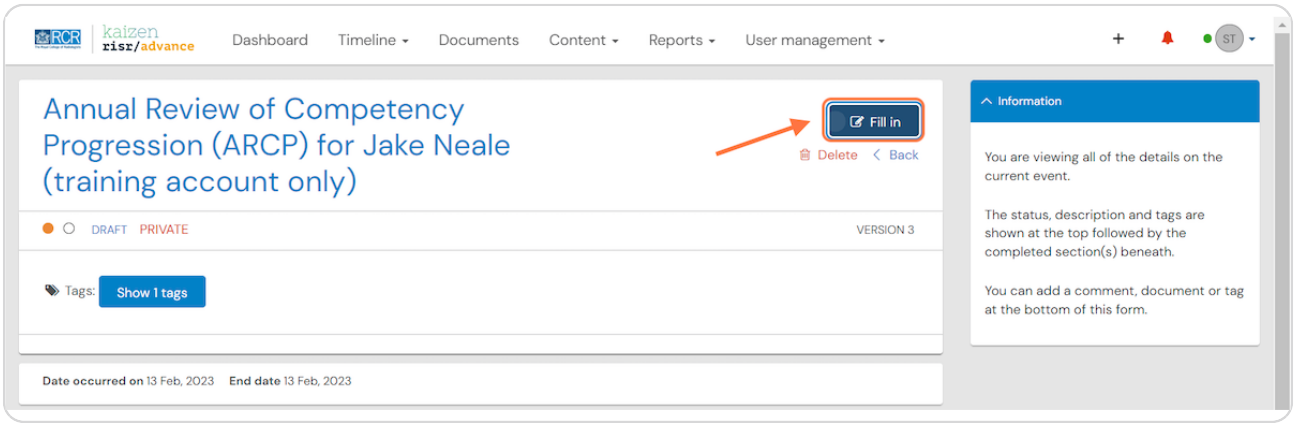
STEP 6

## Click on the ARCP form in your To Do list to view the form



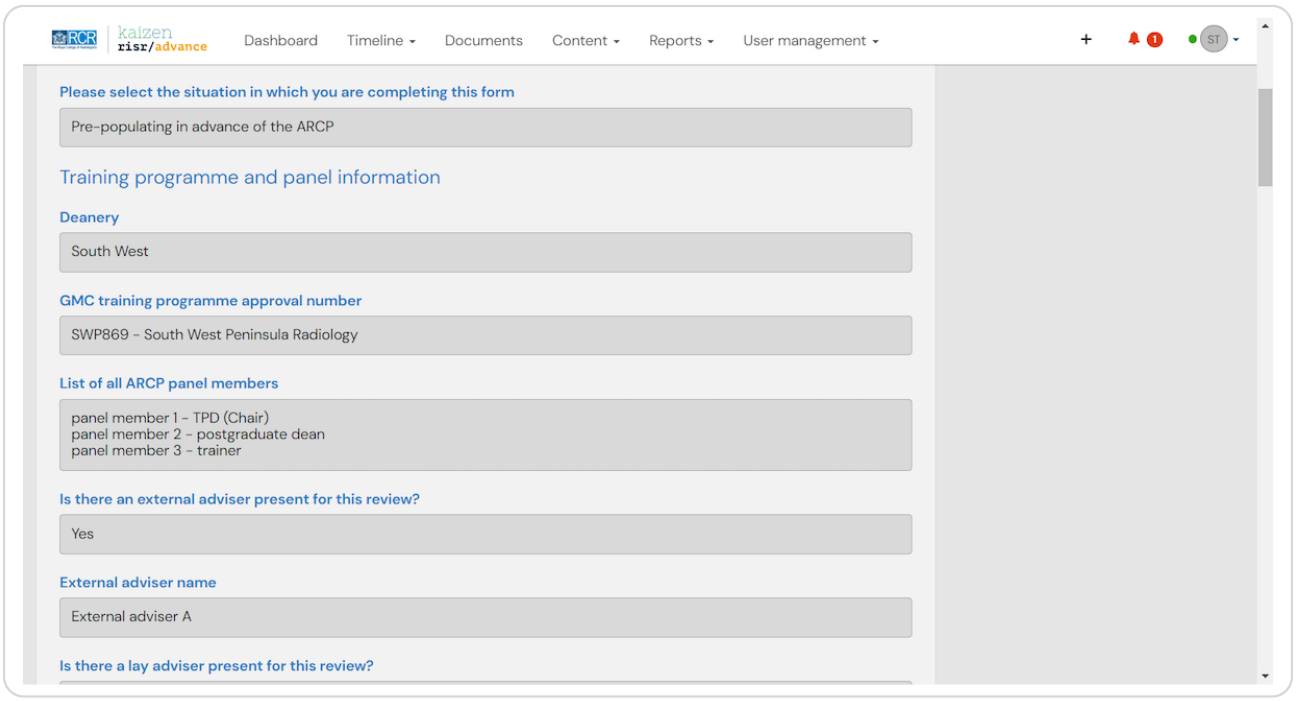

STEP 7

## Click on "Fill in"



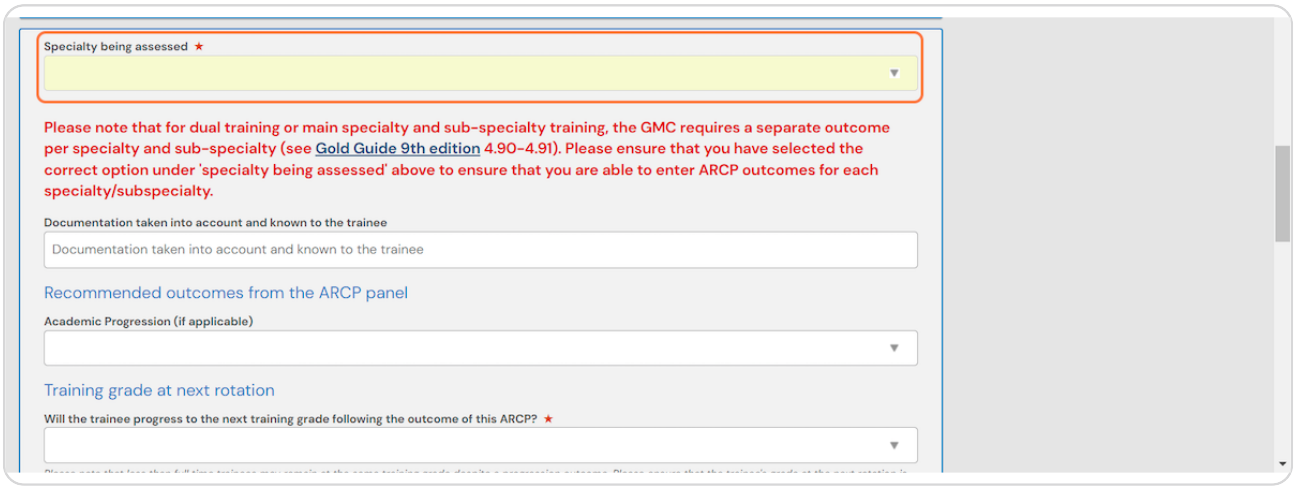
STEP 8

## You will be able to view the information entered in part 1 of the form




STEP 9

## In section 2 you will need to select the specialty to display some relevant sections of the ARCP form

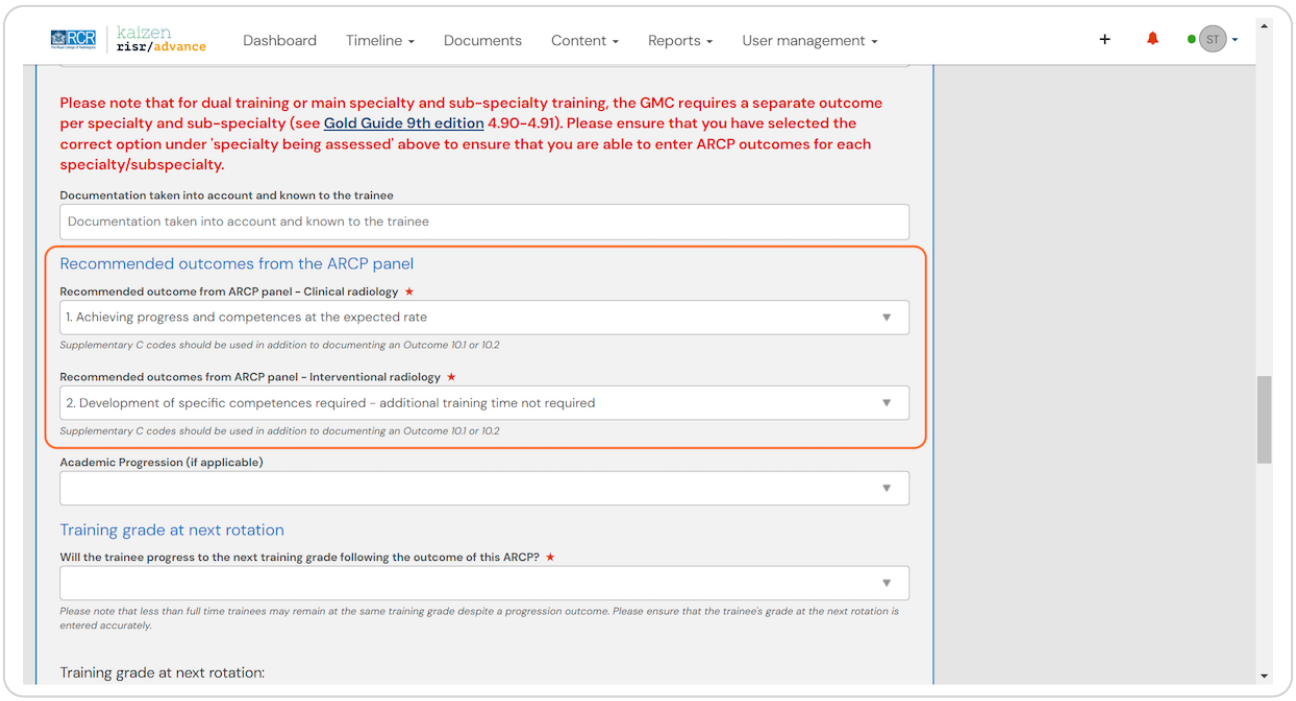


STEP 10

## Complete all sections of the ARCP form to record the ARCP outcome and supporting information

STEP 11

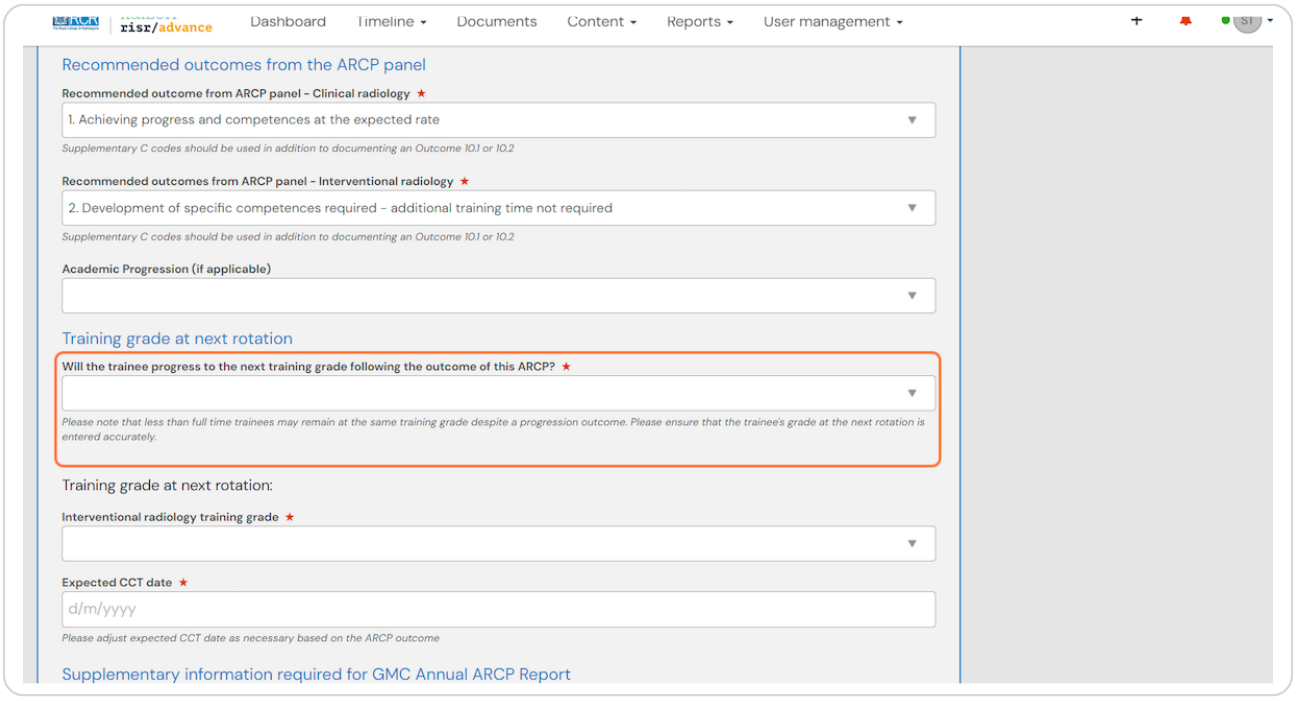
## Please note that for subspecialty training a separate outcome is required for both the parent specialty and the subspecialty. For dual training, separate outcomes are required for each specialty



STEP 12

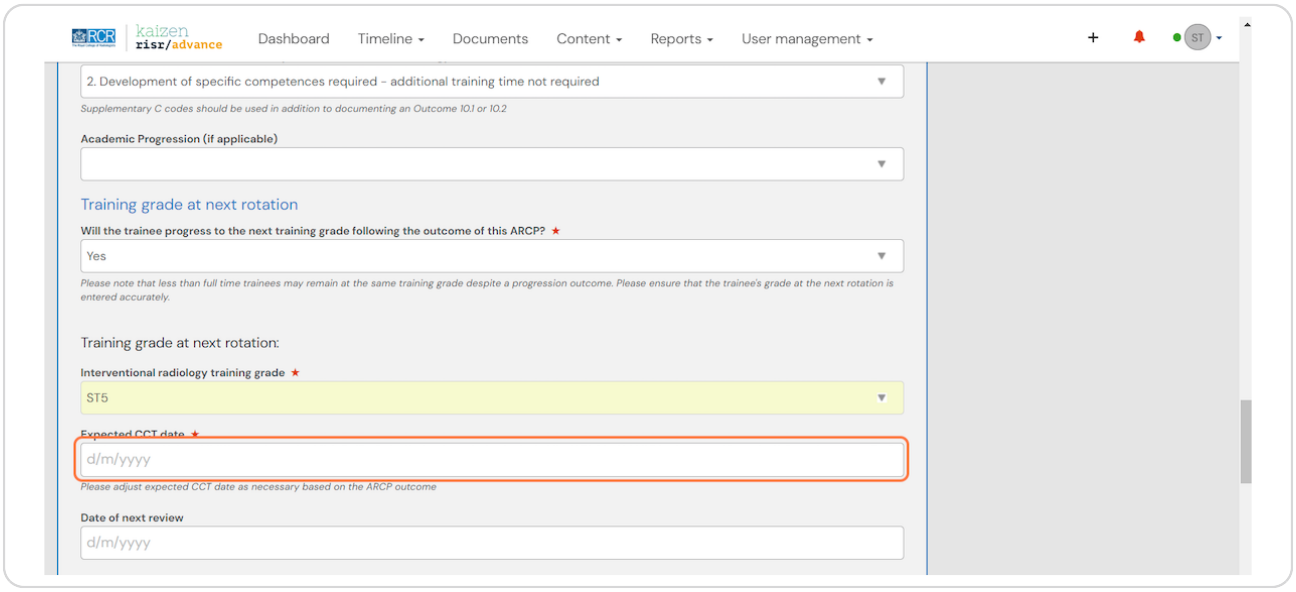
## Please indicate whether the trainee will progress to the next training grade at the start of their next rotation

Please note that less than full time trainees may receive a progression outcome, but remain in the same training grade. It is important that training grade information is recorded accurately. There is an option to indicate whether the trainee will CCT following an outcome 6.



STEP 13

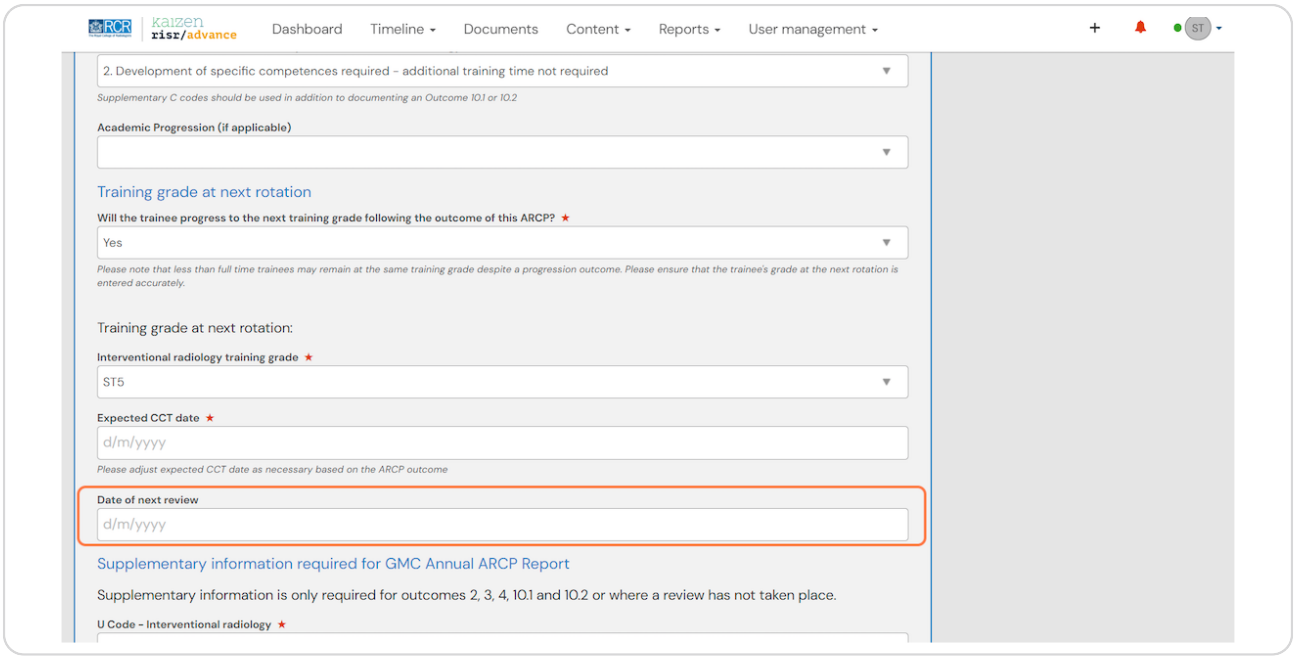
## Please enter the expected CCT date, making any adjustments necessary to reflect the ARCP outcome




STEP 14

## Please enter the expected date of the next review

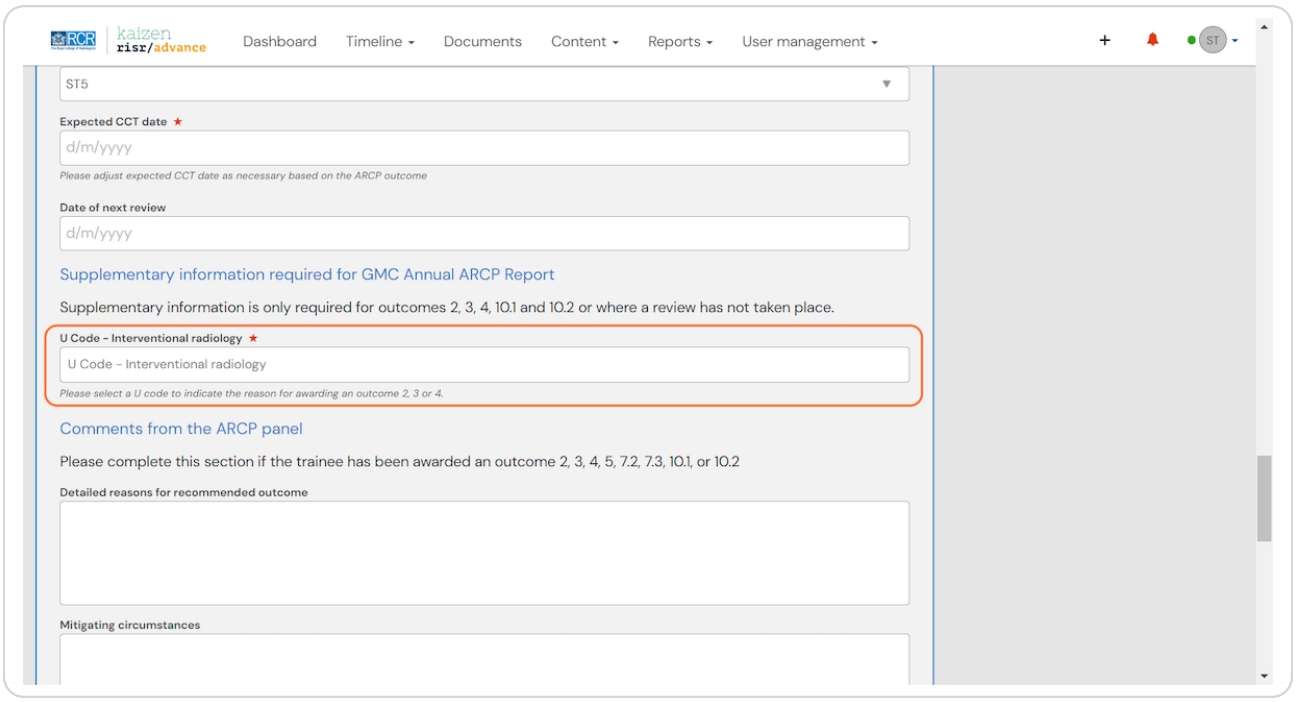
This should be no more than 15 months to comply with revalidation requirements



STEP 15

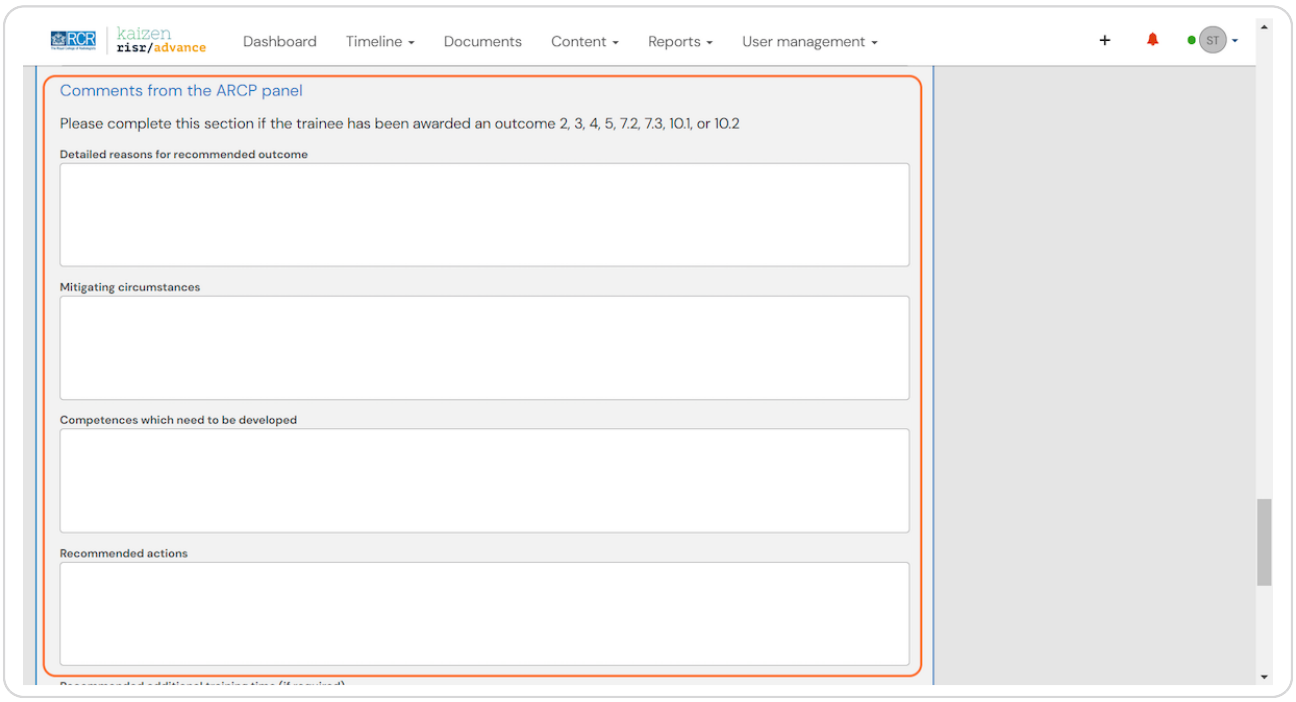
## Please enter the relevant coding to indicate the reasons for any outcomes other than an outcome 1 or 6, or for a review not taking place

You may need to enter separate coding for each specialty/subspecialty for trainees on subspecialty or dual CCT pathways



STEP 16

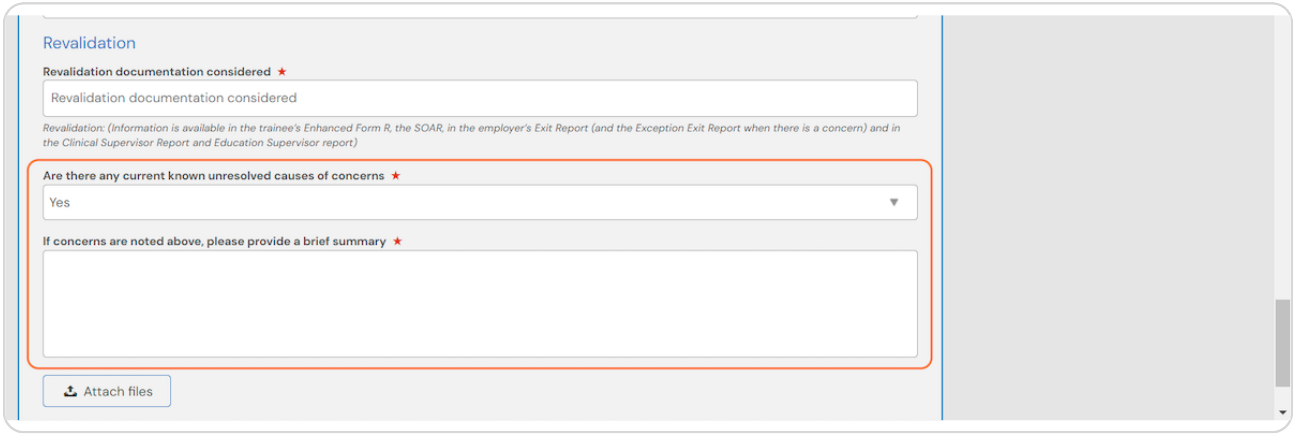
## If a trainee has been given any outcome other than an outcome 1 or 6, you should record feedback from the ARCP panel related to this decision




STEP 17

## Please indicate whether there are any unresolved causes of concern

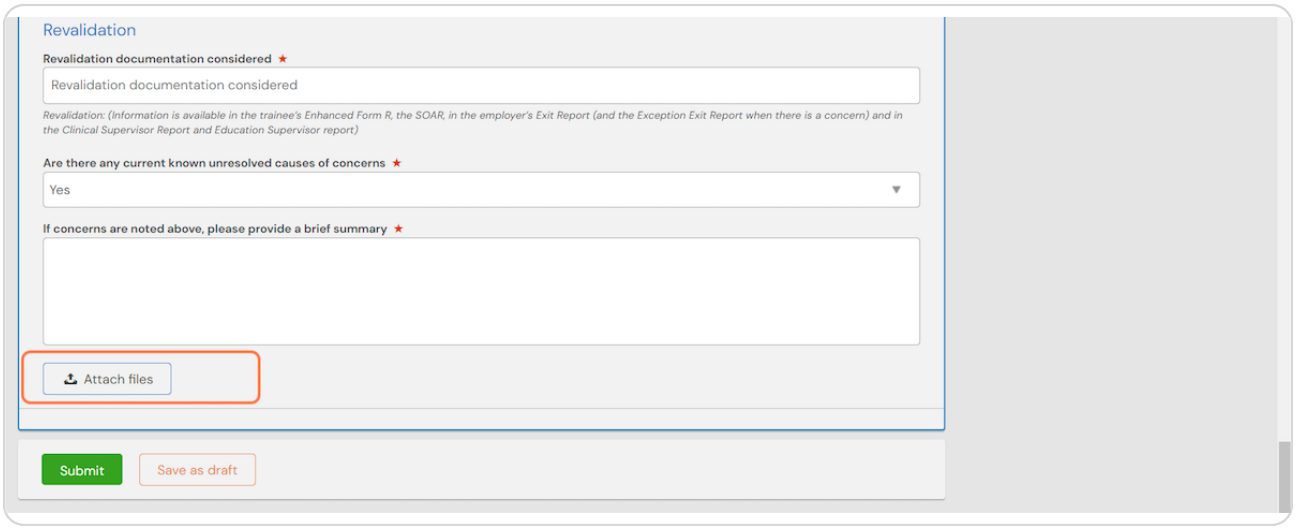
If "Yes" is selected, you will be asked to provide further details



STEP 18

## You can attach any relevant files to the ARCP

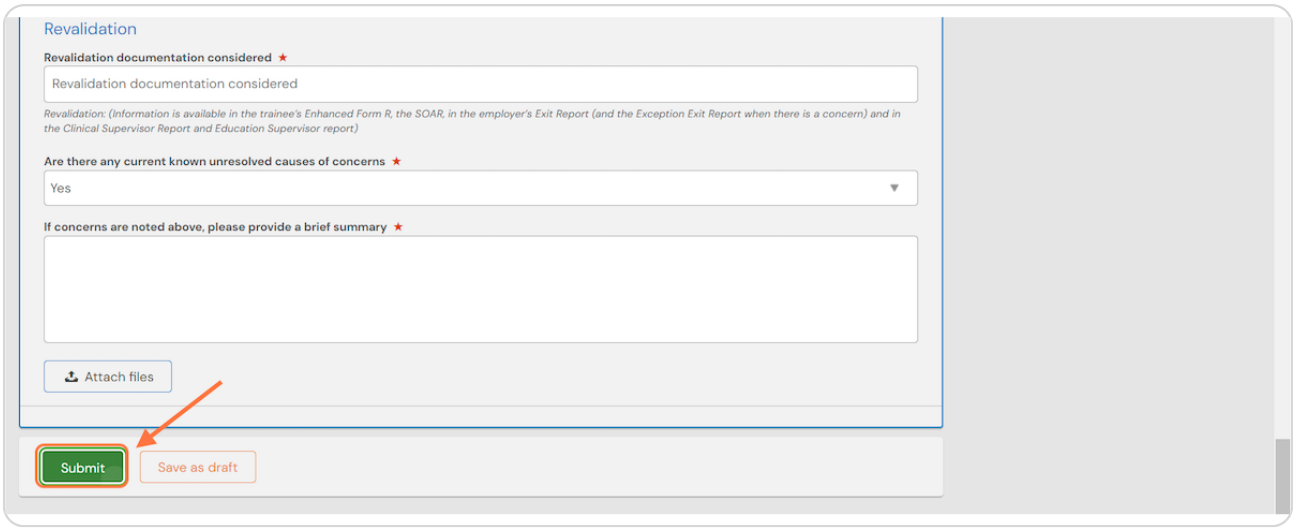
Files must be saved on your device for uploads to be possible




STEP 19

## Click on "Submit" to complete the form

The ARCP form will be published to the trainee's timeline



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The Royal College of Radiologists