

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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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

The screenshot displays the Kaizen e-portfolio dashboard for a user named Simon Tam (training account only). The dashboard includes a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The 'Timeline' menu is open, showing options: Timeline, Assessment, Appraisals, ARCP, Reflective Practice, Location, Supervision, Library, Logbook, and SuppoRRT - CR. The main content area is divided into several sections: 'Create a new event' (with 'MySelf' and 'Someone else' buttons), 'Connections' (listing Jake Neale and Zoe Washburne), 'Support & Guides', 'Deletion of Events or Assessments', and 'ARCP form completion and where to find form after successful sign off/submission'. The profile section on the left shows the user's name, a 'View profile' button, and current information including 'Eavesdown Radiology (training account only)' and 'RCR Training Programme Director Radiology'.

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

The screenshot shows the 'Timeline' page in the Kaizen system. The page has a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled 'Timeline' and includes a search bar, a 'Create new' button, and a 'Bulk tagging' link. Below the search bar, it says 'Found 2 items' and 'Ordered by date created'. The first item is 'Annual Review of Competency Progression (ARCP) for Jake Neale (training account only)', created on 14 FEB, 2023, and is 'Awaiting your action'. It has buttons for 'Fill in', 'Reject', 'Show audit log', and 'Preview'. The second item is 'Location Permissions', created on 1 FEB, 2023, with a 'Show audit log' and 'Preview' button. The page also features a right-hand sidebar with 'Bookmarked searches', 'Advanced search' (with fields for Event type, State, Date after, Date before, and Curriculum Items), and 'Information'.

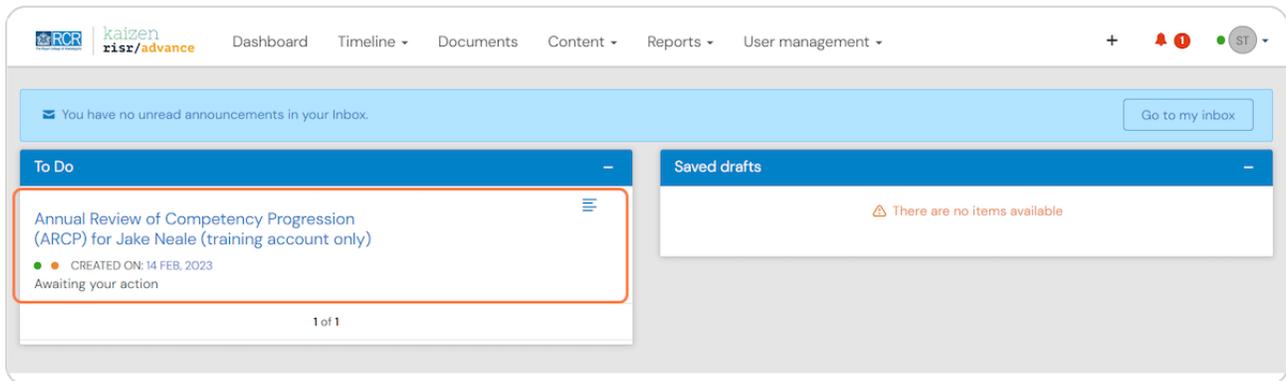
STEP 5

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

The screenshot shows the 'Dashboard' page in the Kaizen system. The navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is divided into several sections: 'Profile' (showing 'Simon Tam (training account only)' with a 'View profile' button), 'Create a new event' (with 'MySelf' and 'Someone else' buttons), 'My Connections' (listing 'Jake Neale (training account only)' and 'Zoe Washburne (training account only)' with a 'View all users' button), 'Support & Guides' (with contact information for Kaizen), 'Deletion of Events or Assessments' (with a warning about deletions), and 'ARCP form completion and where to find form after successful sign off/submission'. A red arrow points to the notification bell icon in the top right corner of the dashboard.

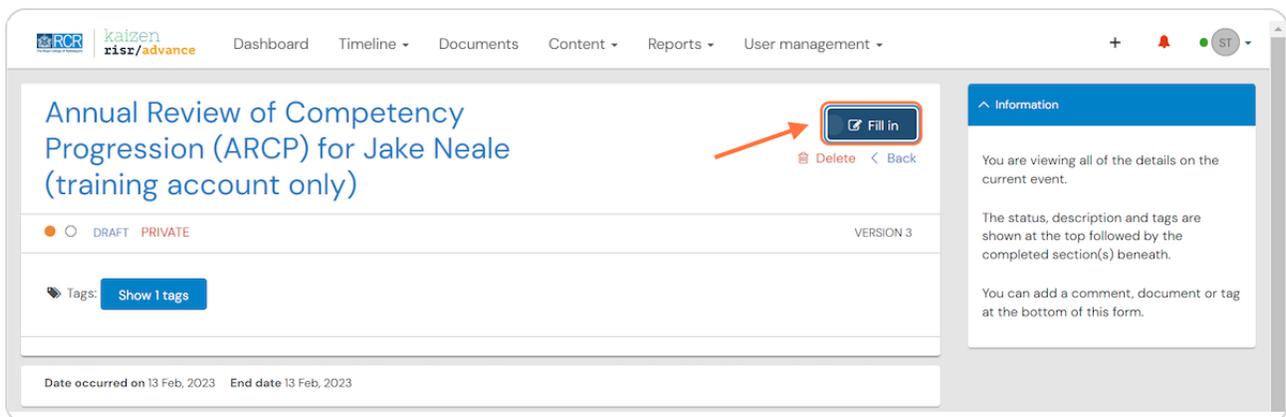
STEP 6

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



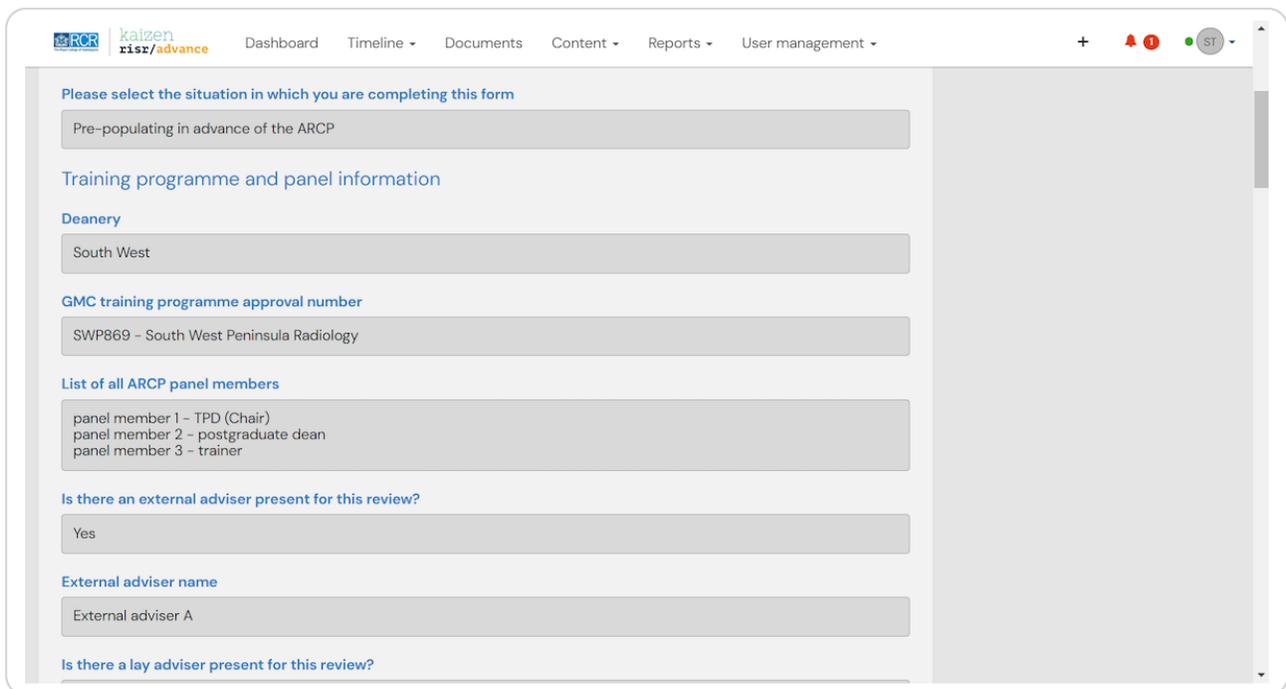
STEP 7

Click on "Fill in"



STEP 8

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



The screenshot shows the top part of a web form. At the top left, there are logos for RCR, kaizen, risz, and advance. To the right of these logos is a navigation menu with items: Dashboard, Timeline, Documents, Content, Reports, and User management. On the far right, there are icons for a plus sign, a notification bell with a red '1', and a user profile icon labeled 'ST'. Below the navigation is a blue heading: "Please select the situation in which you are completing this form". Underneath is a grey input field containing the text "Pre-populating in advance of the ARCP".

Below this is another blue heading: "Training programme and panel information". Underneath are three more grey input fields:

- One labeled "Deanery" containing the text "South West".
- One labeled "GMC training programme approval number" containing the text "SWP869 - South West Peninsula Radiology".
- One labeled "List of all ARCP panel members" containing the text "panel member 1 - TPD (Chair)", "panel member 2 - postgraduate dean", and "panel member 3 - trainer".

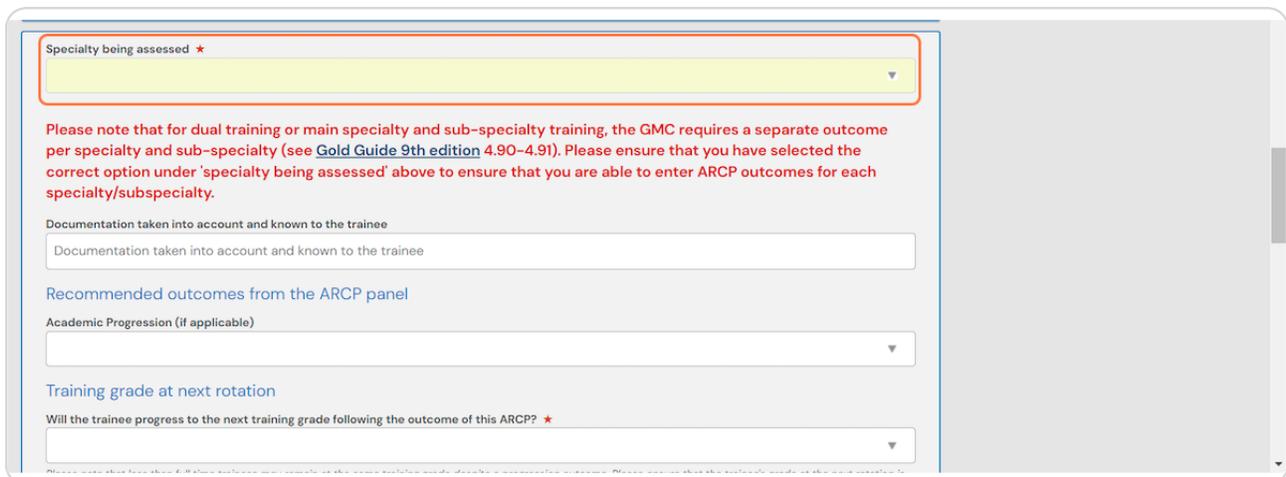
Below these is a blue heading: "Is there an external adviser present for this review?". Underneath is a grey input field containing the text "Yes".

Below that is another blue heading: "External adviser name". Underneath is a grey input field containing the text "External adviser A".

At the bottom of the visible section is a blue heading: "Is there a lay adviser present for this review?".

STEP 9

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



The screenshot shows a section of the form with a blue border. At the top is a dropdown menu labeled "Specialty being assessed" with a red asterisk and a downward arrow. The dropdown is highlighted with a yellow background and a red border.

Below the dropdown is a red text block: "Please note that for dual training or main specialty and sub-specialty training, the GMC requires a separate outcome per specialty and sub-specialty (see [Gold Guide 9th edition 4.90-4.91](#)). Please ensure that you have selected the correct option under 'specialty being assessed' above to ensure that you are able to enter ARCP outcomes for each specialty/subspecialty."

Below the red text is a blue heading: "Documentation taken into account and known to the trainee". Underneath is a white input field containing the text "Documentation taken into account and known to the trainee".

Below that is another blue heading: "Recommended outcomes from the ARCP panel". Underneath is a blue heading: "Academic Progression (if applicable)". Underneath is a white dropdown menu.

Below that is another blue heading: "Training grade at next rotation". Underneath is a blue heading: "Will the trainee progress to the next training grade following the outcome of this ARCP?". Underneath is a white dropdown menu.

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

The screenshot shows a web interface for the ARCP form. At the top, there is a navigation bar with the RCR logo, 'kaizen' and 'risz/advance' branding, and menu items: Dashboard, Timeline, Documents, Content, Reports, and User management. A red text box contains the following instruction: "Please note that for dual training or main specialty and sub-specialty training, the GMC requires a separate outcome per specialty and sub-specialty (see Gold Guide 9th edition 4.90-4.91). Please ensure that you have selected the correct option under 'specialty being assessed' above to ensure that you are able to enter ARCP outcomes for each specialty/subspecialty." Below this, there is a text input field for "Documentation taken into account and known to the trainee". The "Recommended outcomes from the ARCP panel" section is highlighted with a red border and contains two dropdown menus: "Recommended outcome from ARCP panel - Clinical radiology" with the selected option "1. Achieving progress and competences at the expected rate", and "Recommended outcomes from ARCP panel - Interventional radiology" with the selected option "2. Development of specific competences required - additional training time not required". Below these are fields for "Academic Progression (if applicable)" and "Training grade at next rotation", which includes a dropdown for "Will the trainee progress to the next training grade following the outcome of this ARCP?" and a text input for "Training grade at next rotation".

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.

The screenshot shows a web interface for the RISR/advance system. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled 'Recommended outcomes from the ARCP panel'. It contains several dropdown menus for selecting outcomes: 'Recommended outcome from ARCP panel - Clinical radiology' (with option '1. Achieving progress and competences at the expected rate'), 'Recommended outcomes from ARCP panel - Interventional radiology' (with option '2. Development of specific competences required - additional training time not required'), and 'Academic Progression (if applicable)'. Below these is a section for 'Training grade at next rotation' with a dropdown menu highlighted by a red border, containing the question 'Will the trainee progress to the next training grade following the outcome of this ARCP?'. A note below this dropdown states: 'Please note that less than full time trainees may remain at the same training grade despite a progression outcome. Please ensure that the trainee's grade at the next rotation is entered accurately.' Further down, there are fields for 'Interventional radiology training grade' and 'Expected CCT date' (with a 'd/m/yyyy' placeholder). The bottom of the form indicates 'Supplementary information required for GMC Annual ARCP Report'.

STEP 13

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

The screenshot shows the RCR kaizen rizr/advance interface. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled '2. Development of specific competences required - additional training time not required'. Below this, there are several form fields: 'Academic Progression (if applicable)', 'Training grade at next rotation' (set to 'Yes'), and 'Interventional radiology training grade' (set to 'ST5'). The 'Expected CCT date' field is highlighted with a red box and contains the placeholder 'd/m/yyyy'. Below it is the 'Date of next review' field, also containing 'd/m/yyyy'. A note below the CCT date field states: 'Please adjust expected CCT date as necessary based on 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

The screenshot shows the RCR kaizen rizr/advance interface. The top navigation bar is the same as in Step 13. The main content area is the same as in Step 13, but the 'Expected CCT date' field is now filled with 'd/m/yyyy'. The 'Date of next review' field is highlighted with a red box and contains the placeholder 'd/m/yyyy'. Below the 'Date of next review' field, there is a section for 'Supplementary information required for GMC Annual ARCP Report' with a note: 'Supplementary information is only required for outcomes 2, 3, 4, 10.1 and 10.2 or where a review has not taken place.' At the bottom, there is a 'U Code - Interventional radiology' field.

STEP 15

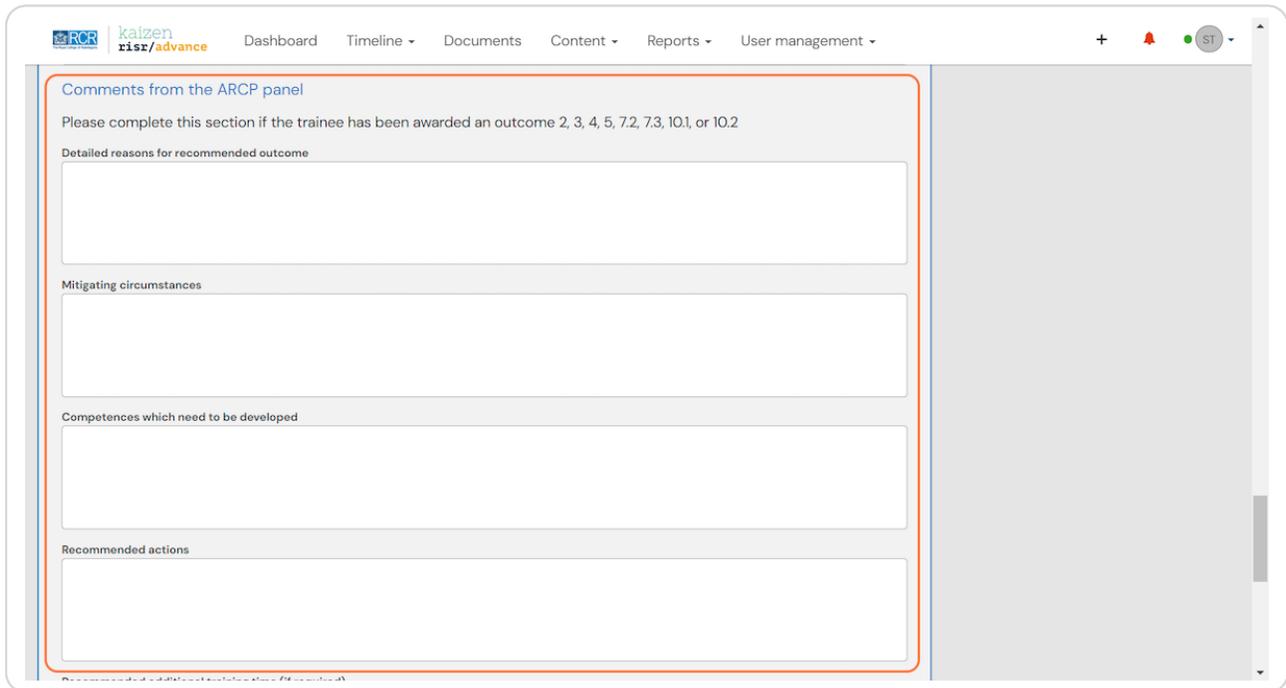
Please enter the relevant coding to indicate the reasons for any outcomes other than an outcome 1 or 6, or for a review not taking place

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

The screenshot shows a web interface for the RCR/kaizen/risr/advance system. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is for a trainee named 'ST5'. It contains several form fields: 'Expected CCT date' (with a red star icon and a placeholder 'd/m/yyyy'), 'Date of next review' (with a placeholder 'd/m/yyyy'), and 'U Code - Interventional radiology' (with a red star icon and a placeholder 'U Code - Interventional radiology'). A red box highlights the 'U Code' field. Below these fields, there is a section for 'Supplementary information required for GMC Annual ARCP Report' with a note: 'Supplementary information is only required for outcomes 2, 3, 4, 10.1 and 10.2 or where a review has not taken place.' There are also sections for 'Comments from the ARCP panel' and 'Mitigating circumstances', both with text input areas.

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

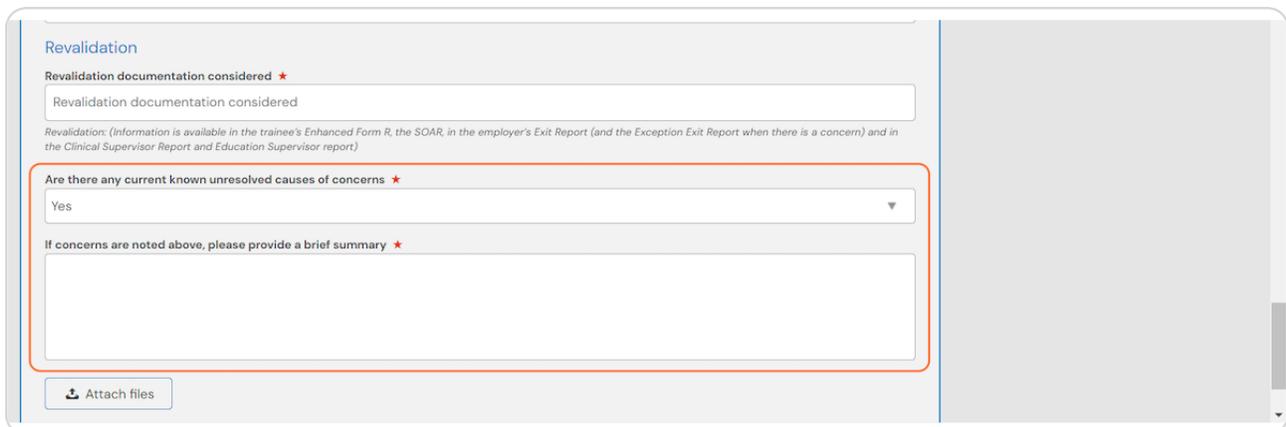


The screenshot shows a web interface for recording feedback from the ARCP panel. The page title is "Comments from the ARCP panel". Below the title, there is a instruction: "Please complete this section if the trainee has been awarded an outcome 2, 3, 4, 5, 7.2, 7.3, 10.1, or 10.2". The form contains four text input fields, each with a label: "Detailed reasons for recommended outcome", "Mitigating circumstances", "Competences which need to be developed", and "Recommended actions". The form is highlighted with a red border. The top navigation bar includes "Dashboard", "Timeline", "Documents", "Content", "Reports", and "User management".

STEP 17

Please indicate whether there are any unresolved causes of concern

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

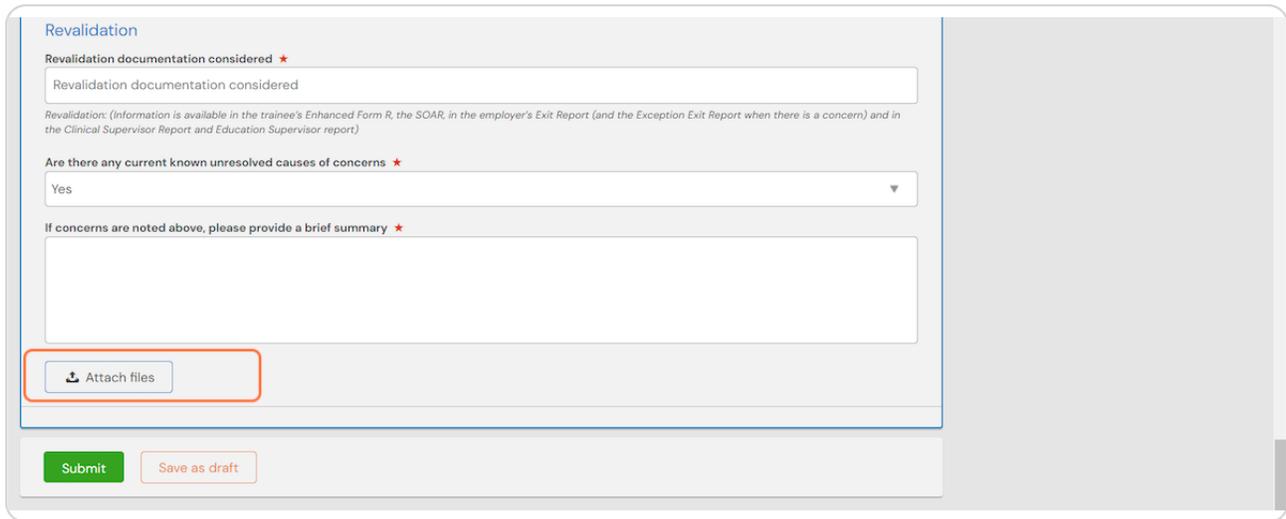


The screenshot shows a web interface for recording revalidation information. The page title is "Revalidation". Below the title, there is a section "Revalidation documentation considered" with a text input field. Below this, there is a note: "Revalidation: (Information is available in the trainee's Enhanced Form R, the SOAR, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor report)". Below the note, there is a section "Are there any current known unresolved causes of concerns" with a dropdown menu. The dropdown menu is currently set to "Yes". Below the dropdown, there is a text input field with the label "If concerns are noted above, please provide a brief summary". At the bottom of the form, there is a button labeled "Attach files". The form is highlighted with a red border. The top navigation bar includes "Dashboard", "Timeline", "Documents", "Content", "Reports", and "User management".

STEP 18

You can attach any relevant files to the ARCP

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



Revalidation

Revalidation documentation considered *

Revalidation documentation considered

Revalidation: (Information is available in the trainee's Enhanced Form R, the SOAR, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor report)

Are there any current known unresolved causes of concerns *

Yes

If concerns are noted above, please provide a brief summary *

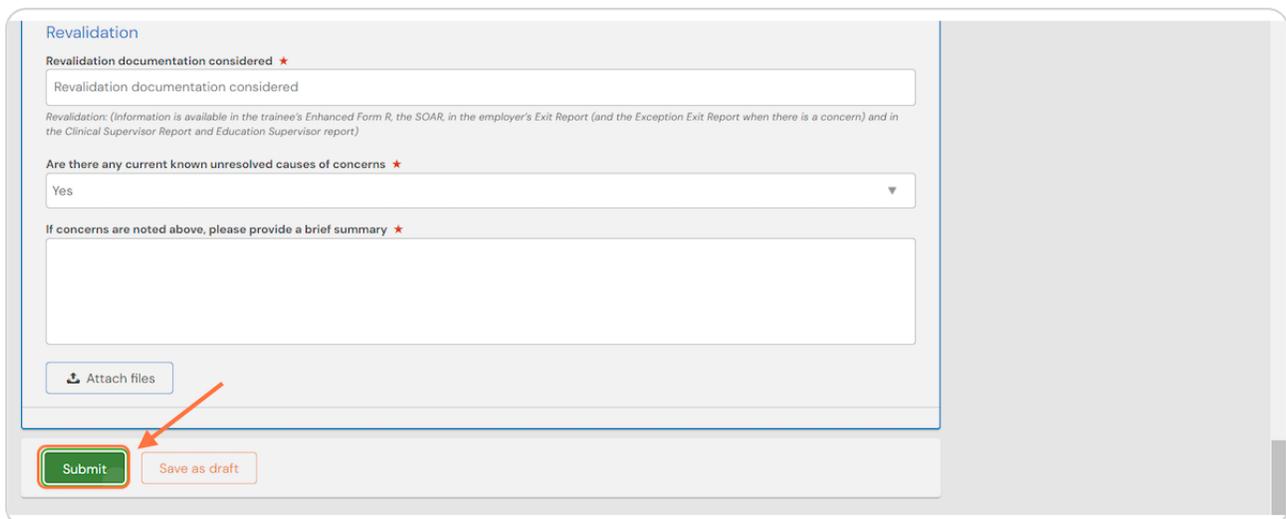
Attach files

Submit Save as draft

STEP 19

Click on "Submit" to complete the form

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



Revalidation

Revalidation documentation considered *

Revalidation documentation considered

Revalidation: (Information is available in the trainee's Enhanced Form R, the SOAR, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor report)

Are there any current known unresolved causes of concerns *

Yes

If concerns are noted above, please provide a brief summary *

Attach files

Submit Save as draft



The Royal College of Radiologists