

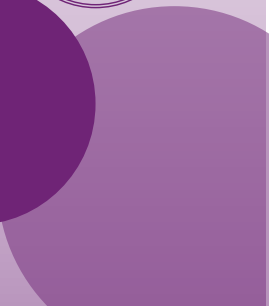
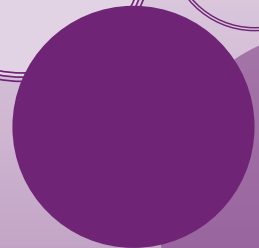
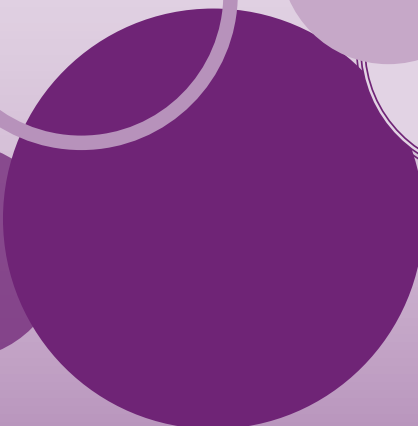
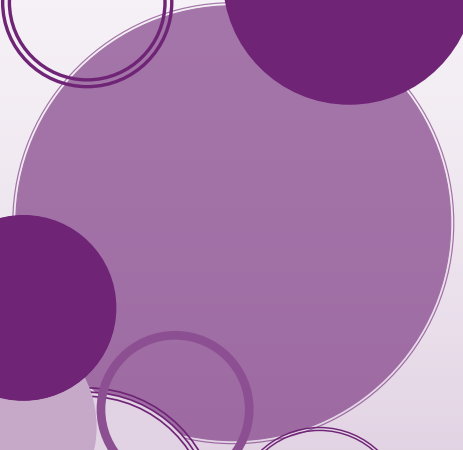
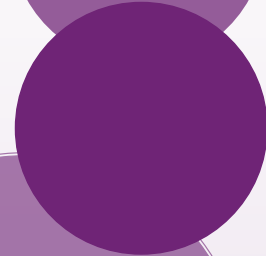
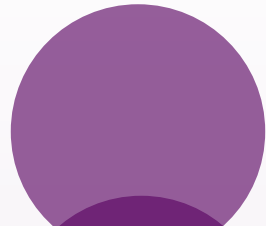
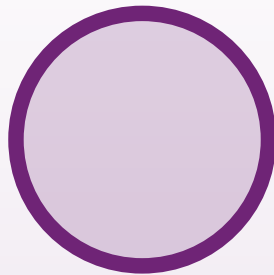
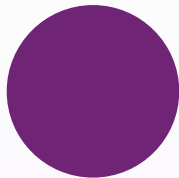
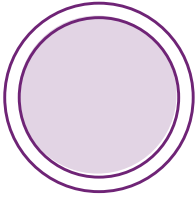


The Royal College of
Emergency Medicine



COVID-19

ARCP FAQs from trainees



ARCP Trainee FAQs

Layout amended 21 May 2020

Coronavirus and Exams FAQs extracted and are available [here](#).

Questions added and updated 29 May 2020

Index and hyperlinks added 9 June 2020

This document outlines guidance and answers to the most frequent questions in relation to the ARCP changes due to COVID-19. Whilst we will endeavour to update this on a frequent basis, we suggest that trainees liaise with their local Schools, review HEE, NES, NIMDTA and HEIW websites including:

Academy of Royal Medical Colleges <https://www.aomrc.org.uk/covid-19-education-and-training/>

HEE Covid-19 webpage: <https://www.hee.nhs.uk/coronavirus-covid-19>
<https://www.hee.nhs.uk/coronavirus-information-trainees>

Trainees own School specific pages will also contain useful information:

[East Midlands](#)

[East of England](#)

[London](#)

[North East](#)

[Peninsula](#)

[Severn](#)

[Thames Valley](#)

[Wessex](#)

[Yorkshire and the Humber](#)

[Northern Ireland](#)

[Scotland](#)

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[Wales Deanery \(Welsh\)](#)

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ARCP FAQs

1. **What is Outcome 10 and what is the difference between Outcome 10.1 and 10.2?**

There are two new outcomes which reflect that a trainee has been affected by the COVID-19 pandemic. These should be viewed as “no fault” outcomes and are intended to remove any negative connotation associated with being able to acquire / demonstrate all of the required capabilities due to COVID-19.

OC 10.1 means the progress is satisfactory but the acquisition of competencies / capabilities by the trainee has been delayed by COVID-19 disruption e.g. PEM at ST3. With an OC10.1 trainees can still progress to the next stage of training.

OC10.2 means the progress is satisfactory but the acquisition of competencies / capabilities by the trainee has been delayed by COVID-19 disruption. Trainee is at a critical point and additional training time is required.

2. **Will my ARCP be happening this Summer? If not, when will my ARCP happen?**

Yes, ARCPs are still happening in the Summer. ARCPs will be prioritised for those trainees who require them the most, i.e. those at critical transition points. For example, if you are due to CCT or are at ST3/ CT3 level. Dates for ARCPs will be set and communicated locally.

3. **I have been told my region is still going to ARCP everyone this Summer is that true?**

The College is asking Heads of School to be as flexible as possible depending upon the regional workload, regional impact of the pandemic and availability of panels. We have asked HoS to try and ARCP as many trainees as possible in the Summer.

4. **How do I find out what I need to complete in preparation for my ARCP?**

The College has recently published COVID-19 ARCP checklists via the [website](#). The checklists provide the minimum information you need to have ready for your ARCP. You will need to have a detailed report from

your Educational Supervisor, so please make sure you have arranged a time to discuss your training prior to your ARCP date.

5. Is it possible I will have to undertake extra training time as a result of my ARCP?

Whether you need an extension to your training depends on which training stage you are at and how COVID-19 has impacted on your training. For example, trainees who have not managed to complete the minimum data set at a critical stage of training may require an extension e.g. unable to complete FRCEM Final exams due to examination postponement due to COVID-19.

6. My life support courses were cancelled, will I still need to complete these for ARCP? (see also later question re: cancelled study leave)

**** Amended 29 May 2020 ****

All life support courses are currently cancelled. Trainees who have not completed a life support course in core training e.g. ATLS or APLS will need to make sure that the new Faculty Governance Statement (which is available on the eportfolio) is completed by the Consultants in your department before your ARCP. You will then have a training plan which should ensure you can complete the courses remaining in the following training year e.g. ST4 for Run Through Trainees. If you are a core trainee, this will need to be completed on your subsequent reentry to training. See Q28 for details on life support courses in HST.

7. I have been unable to complete an MSF this year due to COVID-19, will this stop me from passing my ARCP?

If you have not been able to complete your MSF you will be able to ask your Educational Supervisor to write a statement in your structured training report regarding your performance against the domains in your MSF.

8. Do I still have to complete the management portfolio for ARCP?

Yes, trainees still have to complete the management portfolio for ARCP. However, in many Trusts there are currently no root cause analysis (RCA) sessions taking place during the pandemic. Therefore if you have not been able to complete a RCA and are nearing the end of ST6, you should book an appointment with a Clinical/Educational Supervisor to discuss, in detail, a previous incident investigation. The discussion should be documented as an assessment of your understanding of the process.

9. We have been told that the Educational Supervisor Report will be more heavily weighted this year. What does my ES need to include?

**** Amended 29 May 2020 ****

As of 22 May 2020, there is a revised COVID-19 Structured Training Report to help your supervisor cover aspects related to work during the pandemic. The Supervisor's report should include detailed summary and comment on your activity before and during the pandemic. There needs to be detail on what to focus on for next year. There should be a statement confirming that there are no concerns within the domains covered by the missing life support courses, MSF and your progression towards the appropriate level for your grade of the common competencies. Each common competence is not expected to be signed off by your supervisor.

10. My Educational Supervisor is on sick leave or has not been able to supervise me in the usual way due to COVID-19. Are they the only person who can complete the Educational Supervisor Report?

If your Educational Supervisor is unavailable, an alternative medical educator who is working with you e.g. a clinical supervisor could complete the ESR/ Structured Training Report. If you have a problem in finding someone to do this report then please contact the Emergency Medicine Specialty Tutor in your department so that a report may be completed.

11. My Educational Supervisor has had all of their SPA time cancelled and feels that meetings are going to be very difficult to arrange. What should I do?

Meetings may not be able to be arranged face to face, but may be by an alternative route e.g. telephone, video conference. It is worthwhile making sure you have all the information in place as best you can to help your Educational Supervisor, including your completed COVID-19 checklist. If you cannot meet your Educational Supervisor or find an alternative, as per question 10 (above), then please contact your Training Programme Director as soon as possible.

12. I understand I have to write a self-assessment/declaration form for ARCP - what do I need to include?

Trainees will be expected to complete a standard Form R for their ARCP. The self-declaration form (to be provided by HEE, currently England only)

will expect you to assess your progress and provide details of how your training may have been impacted by COVID-19. There will also be a trainee check-in section which will enable you to indicate if you require any extension to your training or wellbeing support. The aim of this will be to ensure information is given to the ARCP panel, in particular for those trainees who have not been able to get a structured training report completed by their ES.

For those trainees who do not have access to the self-declaration and check-in sections on the revised Form R, the College has included on the COVID-19 checklist a set of scope of practise questions which are for all four nations' trainees. This will include dates of time off for sickness/ self isolation and how your scope of practise may have been affected by COVID-19.

**13. Is it true we need to have a Faculty Governance Statement for ARCP?
What is this and who organises it?**

**** Amended 29 May 2020 ****

There are now three variations of the Faculty Governance Statement available on the eportfolio. The standard faculty governance statement is still available for clinicians compiling evidence for CESR or ACP Credentialing. For trainees there are two, clearly labelled Faculty Governance Statements available – one for ST3-ST5 and an FGS specifically for ST6. All trainees in years CT3/ ST3 and above, including DRE-EM, will be expected to have an FGS completed. This statement summarises the collated views of the Training Faculty (Consultants and senior nurses) on your progress and specifically, your suitability to move to the next year of training. This judgement is based on the observation of your performance in the workplace, on feedback from staff and patients and on overall performance. This should be completed at an educational governance meeting arranged by your Training Faculty towards the end of your placement and before your ARCP. This should be organised by usually the Specialty Tutor, who should on a regular basis, i.e. bi-monthly, be arranging collated information to feedback your progress via your CS/ ES. If this has not yet been carried out, please approach your Specialty Tutor/Clinical Supervisor to request that the Consultant Faculty meet to complete the statement.

14. I have had to self isolate for several weeks due to personal and household sickness, do I have to declare this on my Form R? How will this affect my ARCP?

Time off for sickness and self- isolation must be recorded on the Form R, and also under absences in the portfolio. The ARCP should take into account the time away from training. For many trainees who have up to two weeks away this is unlikely to impact on overall training time. For trainees who are away for longer – each trainee will be managed on a case by case basis depending on whether they are completely away from clinical work or have been engaged in some activity which can be counted towards training.

15. I don't feel I am ready for an ARCP this Summer as I haven't had time to complete WPBAs or do online learning because of COVID-19, can I postpone it?

We are advising Heads of School to schedule as many ARCPs as possible in Summer 2020. The number of compulsory elements has been reduced on the new checklists. The COVID-19 outcomes are designed to take into account the issues trainees have had during the pandemic and it is therefore important you note down how the pandemic has affected your scope of practise at the meeting for your Structured Training Report. If you have had problems completing assessments and feel concerned about your ARCP please discuss with your Educational Supervisor as soon as possible.

16. If I haven't been able to sit my exams due to COVID-19 will I still be able to get an outcome 1 and progress into next training year?

For those trainees affected by examination cancellations and nearing their CCT e.g. FRCEM Final, they will be issued with a COVID-19 outcome 10.2 and have an extension to allow them to complete the exams. For those trainees who have been affected by FRCEM Primary examination the majority will be able to progress into the next training year with a COVID-19 outcome 10.1.

17. Can I appeal my ARCP outcome?

The appeals process is set out in the [Gold Guide 8th edition](#). Trainees can request a review or an appeal of their outcome.

18. Will the ARCP changes affect trainees in all four nations the same?

Yes, RCEM Training Standards Committee has produced ARCP decision aids to ensure all regions in all four nations remain consistent.

19. My region usually uses a different ARCP checklist to the one on RCEM website. Will they still be allowed to do that this year?

**** Amended 29 May 2020 ****

The RCEM COVID-19 checklists should be the only checklists used.

Following the GMC approval of the RCEM and ICACCST ARCP guide on the 18 May 2020, we have had to make revisions to the ACCS and DREEM RCEM COVID-19 checklists which were released on the 5 May 2020. The COVID19 checklists dated 22 May 2020 have a minimum dataset as advised by the Four Nation's Statutory Education Bodies. They include the minimum curricular elements needed to exit year 2 of ACCS successfully. The Heads of School have been advised to use the checklist which RCEM TSC have provided.

20. I had already filled out my ARCP checklist, or my department had already filled out the Faculty Governance Statement or Structured Training Report before the new forms were created. Do I need to complete the new ones?

**** NEW QUESTION 29 May 2020 ****

If you have completed the original COVID-19 checklist you do not have to redo another one. If you have not yet had your STR completed, please ensure you cross reference against the latest checklist (22 May 2020) with your supervisor and any discrepancies are noted in your STR. The ARCP panel will also be advised by the Heads of School to ensure cross reference against the 22 May 2020 checklist.

WPBAs

21. What WPBAs do I have to use to complete the minimum data set?

The advice is intentionally not prescriptive about which type of assessments should be included (e.g. CBDs versus Mini-CEX) as part of each year's minimum data set because we recognise this may be difficult during the pandemic.

22. Some of my WPBAs are 'Consultant only' sign off. Is this still the case for Summer 2020?

**** Amended 29 May 2020 ****

Consultant level sign off is not an absolute requirement. Leeway can be given by panel chairs / Heads of School if other senior sign off is obtained. This is based on circumstance, type of assessment and the seniority of practitioner signing off the competency.

23. We are now no longer being rostered to the paediatrics area. How can I get my Paeds WPBAs, particularly the complex paed cases required?

TSC recognise it may be difficult for you to achieve PEM WBPA particularly during the pandemic. If you have been deployed back to adults and are a CT3/ ST3 you will be issued with a COVID-19 outcome and will need to have a training plan which allows you to complete remaining competences and training in the following year.

24. My Consultants have had their SPAs cancelled so have said that they can't do ESLEs anymore – what do I do?

If you are having problems obtaining assessments in your current training please contact your Training Programme Director.

CCT

25. Will COVID-19 affect my ability to CCT?

In order to CCT, trainees are required to meet the COVID-19 minimum data set checklist which includes passing the FRCER Final examinations. If you have not met this minimum data set because of examination cancellation then your CCT will be extended to allow you the opportunity to pass the examinations.

26. I am due to CCT in August but I am returning to work in May after a year out. I have a few things outstanding for CCT which will now be more difficult to achieve. Will there be flexibility for ultrasound and management portfolio signoff for an outcome 6?

Repeated from question eight:
Trainees still have to complete the management portfolio for ARCP. However, in many Trusts there are currently no root cause analysis (RCA)

sessions taking place during the pandemic. Therefore if you have not been able to complete a RCA and are nearing the end of ST6, you should book an appointment with a Clinical/Educational Supervisor to discuss, in detail, a previous incident investigation. The discussion should be documented as an assessment of your understanding of the process can be documented.

Ultrasound sign off is still required for CCT, therefore if you have not been able to complete this please contact your TPD as soon as possible so a plan can be made. Local sign off is a possibility – you will still need to have completed the learning and logbook requirements. Early discussion with the school ultrasound lead is advised.

27. I had a Consultant job lined up for August, will I be able to act up into that post whilst waiting to sit my exam?

Trainees normally need to have FRCEM prior to acting up as a consultant (AUC). However, in these exceptional circumstances a trainee may wish to complete their FRCEM examination whilst AUC and may be permitted to do so on an outcome 10.2 code C8 within their own training region, so long as there are no other concerns. To proceed, there must be Head of School agreement, including a written statement that the trainee has the required capabilities for acting up and fulfils all the other conditions as per [AUC 2016 RCEM statement](#).

28. Do I have to have all life support courses in date to CCT? I haven't been able to attend any in recent months due to COVID-19.

You will need to ensure your portfolio contains evidence of keeping your life support skills up to date. At least one of the below options, and FGS comment on competences in life support will be accepted as compensatory evidence:

- In situ and other simulation events such as a WPBA or reflection (reflection as a solo piece of evidence will not be accepted)
- WPBA specific to resuscitation in adults, paediatrics and traumas
- A period of work in MTC / children's hospital or paediatric wards. There must be a supplementary description of competences / capabilities in adult, paediatric and trauma resuscitation within the STR, in particular if the trainee does not have a course e.g. ATLS / APLS.

PEM/Anaesthetics

29. I was moved out of anaesthetics before my IAC was complete - will my training be extended?

This may be an issue for a number of trainees. Given the dynamic nature of the COVID-19 situation, if you are in a position where you think you may not be able to complete your IAC please contact your TPD as soon as possible, so that a plan can be made for you to complete your IAC as part of your next training year. If you are able to complete IAC within the next year of training you will not require an extension. You must have IAC to enter HST training. If you have not been able to obtain this, you will require an extension.

30. I have my IAC but haven't completed my full anaesthetics placement. I don't feel I have enough anaesthetics exposure, will the training programme allow me to catch up?

This may be an issue for a number of trainees. Completion of IAC will be sufficient for you to move into HST. The new curriculum, due in 2021 places emphasis on maintenance of critical care/ anaesthetic skills and will require all trainees to be able to demonstrate this in emergency medicine working practice. If you feel that you need further exposure, please discuss this with your TPD and your next ES to plan ways to consolidate this learning in your next training year.

31. Can I voluntarily have training extended e.g. anaesthetics before progressing to ST/CT3 or have extra time put into ST3/4 to improve skills particularly in areas like paediatrics and anaesthetics that were cut short during COVID-19?

The Heads of School will need to ensure all trainees have the opportunity to meet the minimum criteria to progress at critical transition points. COVID-19 has impacted all specialties and training years and is expected to have effects on training for several years. Therefore it is unlikely trainees can voluntarily expect an extension if they have achieved the minimum criteria to progress, however they will be able to discuss with the TPD and next ES regarding a way forward to consolidate learning.

32. The new CT2 ARCP checklist asks for an anaesthetic log book which we weren't previously asked for in my region. What can I use instead?

For trainees unable to complete IAC, there will be varying factors that have influenced varying degrees of completion. It is essential to understand how far trainees have come with their IAC, so as to determine what they need going forward on Outcome 10.1. The log book helps this. Heads of School will have to work out how and when to plan completion of training for IAC. If you do not have a log book, you **MUST** have a statement in your STR that details that the case number seen is reflective of safe anaesthetic practice.

Progression

33. I was re-deployed into ICM/EM during my placement - will this time count towards training in ICM/EM?

Yes, the re-deployment period should be clearly noted in your Educational Supervisors report. Your CCT may not be affected as you are likely to have gained transferrable competencies meaning your overall training time will remain the same.

34. I have had to self-isolate for several weeks due to personal and household sickness, will I have to make up this training time later on?

Answer repeated from question 14:
Time off for sickness and self-isolation must be recorded on the Form R, and also under absences in the portfolio. The ARCP should take into account the time away from training. For many trainees who have up to two weeks away this is unlikely to impact on overall training time. For trainees who are away for longer each trainee will be managed on a case by case basis depending on whether they are completely away from clinical work or have been engaged in some activity which can be counted towards training.

35. I want to apply for PHEM, but I have not completed six months anaesthetics due to COVID-19. How can I apply?

The situation for EM trainees as a result of COVID-19 has been highlighted to PHEM and the person specifications for 2021 applications are awaited.

36. I don't feel I have enough PEM or anaesthetics experience to be reg overnight if I move into ST4, how do I get more training first?

Please discuss with your ES and TPD.

37. I am finishing CT3 and think I will finish on Outcome 10.1. I don't intend to apply for ST4 until 2022, will I still be able to without further training?

Yes. An ARCP Outcome 10.1 is a no fault outcome from a recruitment perspective and will be satisfactory for application for future posts. i Outstanding requirements will need to be achieved in the next training period and before the next ARCP, but recognising that training and competency acquisition have been delayed due to COVID-19, and therefore as a result of circumstances beyond a trainee's control. Future person specifications will be adjusted for HST to account for the impact of the COVID-19 pandemic. Therefore if you have exited CT3 with some PEM competences missing and no APLS, you will still be able to apply for HST training and be able to have the opportunity to make up for the missing elements.

38. I plan to leave training in August 2020, will I be able to leave if I have an outcome 10.1 or 10.2?

Outcome 10.2 implies an extension but you will be able to leave on an outcome 10.1, which is a no fault outcome, i.e. can be used for exiting core training.

39. I am changing specialty in August 2020, what if I get an Outcome 10.1 or 10.2?

An ARCP outcome 10.1 should not affect eligibility for recruitment. The College is seeking advice from HEE on eligibility for recruitment on 10.2.

40. I was due for revalidation this August, how will that happen without ARCP?

Most trainees will have ARCPs this summer, and those without will get an N13 code and early ARCP in the Autumn. Your responsible officer will be aware of this.

41. What happens if August rotations don't go ahead? Will I have to stay in my current placement? Will ARCPs still happen?

The current plan within HEE is for August rotations to go ahead, but the situation is still uncertain. If they do not occur then trainees will be advised by their School as to what the arrangements will be. Regarding ARCP see answer for 8.

42. If I am given a 10.2, will any additional training time count towards the one year max I am allowed for Outcome 3?

Yes, this will be counted towards the one year extension but the College is awaiting further guidance from the Statutory Education Bodies on this matter. It is expected that, as per [GG8](#) 4.105, exceptional additional training time would be available at the discretion of the Postgraduate Dean.

Extensions are given for up to a 6 month period. Your progress towards achieving the competences must be reviewed at 4-6 months into your extension. The Head of School / TPD will make a decision thereafter based on an individual case by case basis depending on your progress towards achieving outstanding competences / capabilities. We cannot at this point predict the impact of the ongoing impact of COVID-19 in late / end 2020-2021.

OOP

43. I am due to go on OOP in August, will this still go ahead? Do I still need an Outcome 1?

ARCP Outcome 10.1 should not affect eligibility for Out of Programme applications. Your ARCP should go ahead.

44. I now don't feel it is the right time to undertake my OOP plans in August. Can I cancel my OOP?

This should be done in discussion with your HOS and TPD. With enough notice dates maybe able to be changed but this will depend on individual rotations.

Pay

- 45. If I have additional training time added because of COVID-19 will I be paid on the pay point according to if I had progressed as it is a 'no-fault' outcome**

The College is unable to advise on matters of pay, further advice should be available from organisations such as the British Medical Association.

- 46. Can a statement be issued supporting/stressing trainees being fairly remunerated, in a timely fashion, for additional work done that is different and in excess of their work schedules.**

The College is unable to advise on matters of pay, further advice should be available from organisations such as the British Medical Association.

- 47. I have been unable to use all my annual leave this year due to COVID-19 - how can I claim it back?**

There is an [NHS Employers statement on annual leave](#). Trainees should seek further advice in their region as to how this can be managed.

Pregnancy & Maternity/Paternity Leave

- 48. I have not been doing clinical work as I am pregnant, will I now be held back in my training?**

The time you have spent out of training will need to be accurately recorded on your Form R. It will be considered on an individual basis by ARCP panels depending on what you have done whilst non-clinical and what stage you are in your training. In some instances, training might need to be extended.

New Curriculum

- 49. Why aren't we delaying the start of the 2021 Curriculum with everything that has already been disrupted with COVID-19?**

The implementation of the 2021 Curriculum has been discussed by the Curriculum, Examinations and Training Standards Committees. It was agreed that it would be the least disruptive to map over to the new

curriculum in August 2021 rather than have to catch up with the 2015 requirements and then change to the new one a year later. Like our COVID-19 checklists, the new curriculum places a high reliance on supervisor reports and Faculty Educational Governance statements to support evidence in portfolios. It made sense to maintain the planned transition dates as the effects of COVID-19 on training are likely to go beyond this training year. The 2021 Curriculum also represents a reduction in the examination burden.

Study Leave

- 50. All of my study leave since March has been cancelled. Will this be rolled over into next year as I have a number of courses, study days and conferences that I was planning to attend?**

The current HEE position on study leave is detailed in their [COVID-19 FAQs](#).

I need more help

- 51. I don't fit into any of the categories described in the guidance - who do I ask for further advice?**

Please contact your Educational supervisor/ TPD in the first instance.

- 52. COVID-19 has really impacted my year, my health or that of my family, and I'm worried about how I'm coping, both with training and with things generally. What should I do?**

We recognise COVID-19 has been stressful for many people. In the first instance please contact your Clinical or Educational Supervisor so that you can be supported and signposted to the appropriate areas for help locally. You may need to think about booking an appointment to see your own GP and or contacting your local professional support unit.

RCEM has a [wellbeing app and resources](#) which you may find helpful.

- 53. I feel that I need to take time out, the year has been hard and I do not feel it is best to continue training at this stage – who do I speak to?**

Please speak to your ES or CS in the first instance as soon as possible. Individual Trusts and regions will have professional support units which

trainees can access for help and counselling services which you can self-refer to. Also, your GP may be of help at this time.

54. COVID-19 has caused financial hardship and I am struggling. This will impact things like College fees and exam fees. How can the College help?

All members on a reduced income can apply for a discount in the College subscription. Trainees should [email the Membership team](#) who will be able to advise if this is available to them. Examination fees remain under review, but unfortunately the College is unable to offer any discounts at this time.