**A Quick Reference Guide to the ARCP and Curriculum for the E-Portfolio Launched October 2019**

This aims to be a quick reference guide for trainees and educational supervisors of how to prepare for the ARCP with the new e-Portfolio which was launched October 2019. Advice can also be found on the RCOG website about the ARCP process, outcomes and preparation: <https://www.rcog.org.uk/en/careers-training/about-specialty-training-in-og/assessment-and-progression-through-training/arcp/>

The RCOG has also created a guide to creating an ESR with the new e-Portfolio: [**https://elearning.rcog.org.uk/sites/default/files/Curriculum%202019%20training%20resource/RCOG%20Training%20ePortfolio%20-%20Annual%20Educational%20Supervisor%27s%20Report%20%28ESR%29%20guiderev2.pdf**](https://elearning.rcog.org.uk/sites/default/files/Curriculum%202019%20training%20resource/RCOG%20Training%20ePortfolio%20-%20Annual%20Educational%20Supervisor%27s%20Report%20%28ESR%29%20guiderev2.pdf)

**Pre- August 2019 Curriculum**

Trainees remaining on the old curriculum will need to meet the requirements of the 2018-2019 Training matrix.

<https://www.rcog.org.uk/globalassets/documents/careers-and-training/assessment-and-progression-through-training/training-matrix.pdf>

They should complete the old educational supervisor report (ESR). This needs to be created from the educational supervisors account, under Profile, Additional forms.

Information regarding new ATSM CiP assessments will need to be added as free text to this form, within the ATSM section.

**August 2019 Curriculum**

The majority of trainees will have transferred to the August 2019 curriculum and will need to meet the requirements of the new core curriculum. There is detailed information and helpful summaries on the curriculum on the RCOG website, as well as the e-learning module on STRATOG.

<https://www.rcog.org.uk/en/careers-training/specialty-training-curriculum/core-curriculum/>

<https://www.rcog.org.uk/globalassets/documents/careers-and-training/core-curriculum/trainees-guide-to-the-og-curriculum-2019-2020.pdf>

**The Educational Supervisors Report**

This is found on the Dashboard of the new e-Portfolio in the bottom right hand corner ‘Create Annual ESR’. All e-Portfolio work that has been assigned to the year of your training will pull through to the form.

* **Section 1 – General**. This section is self-explanatory; just completing dates of when you had your last ARCP, achieved exams and how many months of training this ARCP is reviewing.
* **Section 2 – CiPs and Procedure summary**. Firstly, the **CiPs**; Each CiP needs to be self-assessed, and ES reviewed, between each ARCP (not each training year) but does not have to be done all at once. In fact, it is recommended not to leave this until just before your ARCP but to regularly review your CiP progression at each ES meeting and complete the assessment process as you achieve appropriate evidence for training. The ARCP panel needs to know WHY you feel you have achieved suitable competency for that CiP and WHAT evidence you have for this. Yes/No answers are not sufficient for review of training progress.

New matrix rules for CIPs are that there should be some evidence linked to each CiP in each year of training to show development. For each stage of training (basic, intermediate and advanced) the expectation is that there should be a minimum of one piece of appropriate evidence linked to each key skill for all clinical and non-clinical CiPs.

For clinical CIPs 9-12 and ATSM CiPs, see outline grid of supervision level 1-5 to assess progress in curriculum guides. Please see <https://elearning.rcog.org.uk/new-curriculum-2019-training-resource/curriculum-structure/core-curriculum> for a guide to the CiPs.

**Procedure summary** - again, this is self-explanatory. Numbers of summative OSATS may need to be manually completed for the first ESR, but these should auto populate for future years. For ATSMs refer to individual ATSM curriculum guide for supervision levels required in relevant procedures.

* **Section 3 – Matrix requirements**. Under each title ‘CBD/mini-CEX’ etc you will be able to click on the blue box which will be titled ‘link assessment’ or ‘view item’ etc. This will allow you to link each assessment to the appropriate title. In ‘other evidence’, a log entry could be created with uploaded CV and CCT calculator and linked to this section. The **TO2** will automatically link once it has been created.
* **Section 4** - **Revalidation**. Self-explanatory.
* **Section 5** – **Global Judgement**. Here the ES can free text in part c. As this is currently the only section for free text the ES should write about the training year to date and future recommendations.

Form R

The Form R is accessed from the Wessex deanery website and once completed should be uploaded into CiP2 Key skill on legal principles and professional requirements.

CCT Calculator, CV and ARCP Record Form

The CCT calculator and updated CV need to be uploaded onto the e-Portfolio. These can be uploaded into a log entry and then be linked to the ‘other evidence’ section of Section 3 – Matrix Requirements. An ARCP record form is no longer required.

**Curriculum**

Please find below curriculum tracking tables which have been collated to act as an aide memoir for your e-Portfolio and curriculum completion. These are for optional use but could be useful for tracking evidence that you have collected for each key skill and CiP. For each key skill, a varied and high-quality range of evidence is recommended (does not require one of each work-based place assessment). The new curriculum focus is on high quality evidence, not quantity.