

Collection of ARCP outcomes awarded in 2016/2017 – Briefing Note 1

Introduction

1. The GMC and COPMeD undertake an annual joint project to report on the progression of doctors in training Annual Review of Competence Progression (ARCP) through foundation and specialty, including GP, training programmes.
2. Note that no RiTA outcomes should have been awarded after 31 December 2015.
3. This technical briefing note is for Deans' teams who provide ARCP outcome data to the GMC each year.
4. This note covers:
 - a. The ARCP data to be returned covering all outcomes awarded between 3 August 2016 and the 1 August 2017.
 - b. Proposed changes to the ARCP validation tool.
 - c. Proposed changes to data extraction process resulting from the 2015/16 ARCP reconciliation exercise. The reconciliation will not be repeated in 2016/17, so it is imperative that more local checks on the completeness of the data return are conducted prior to submission. These have been added to the timeline.

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ARCP 2016/17 project timetable

Date	Who	Action
June 2017	Dean's teams	Use the data quality dashboard tools to ensure you have complete ARCP data. Identify trainees who have not had an ARCP.
July 2017	Dean's teams	LETBS and Deaneries that use Intrepid should use the <i>Intrepid Data Quality Dashboard</i> to ensure they have complete ARCP data. If local teams have any issues with the dashboard then please direct them to IntrepidAnalysis@hicom.co.uk Hicom state that they intend the dashboard to compliment the GMC

		<p>Validation Tool, but it is not designed to map 1:1 with the GMC Validation Tool.</p> <p>Specifically:</p> <ul style="list-style-type: none"> •The data quality indicators are built from the perspective of ensuring that the data in Intrepid is in a single format which is then consistently extractable for reporting. •Fields in the GMC Validation tool do not always map directly to an Intrepid field, for example Post Type is derived from several different fields in Intrepid which may then be flagged independently. •The data quality tool indicators may flag up a record that appears as if it should be returned, but once corrected may fall outside of the ARCP reporting window. It'll also flag up those records which we cannot identify whether they should be returned e.g. missing dates. For this reason, we expect the data quality tool counts to be higher than the GMC's counts. <p>Ensure that all Foundation ARCPs have been imported into Intrepid. ARCP outcomes must not be left in the e-portfolio. Please use the data import tool to import the outcomes. The user guide is available in Intrepid.</p>
August 2017	GMC & volunteer dean's teams	Test validation tool – one team from each of the four HEE regions to test. Teams to contact the GMC quality@gmc-uk.org . We would welcome testers from non-HEE deaneries.
By 31 August 2017	Dean's teams	<p>Confirm contact details of the people working on the project in your deanery/LETB to quality@gmc-uk.org.</p> <p>These people will receive:</p> <ol style="list-style-type: none"> 1. all communications 2. access to the required folders on GMC Connect 3. access to reports in Tableau when they are still under password 4. access to final raw data in GMC Connect <p>This is important for our Information Governance policies regarding access to GMC Connect.</p> <p>Access has to be withdrawn for those who do not confirm.</p>

late September 2017	GMC	Data Validation Tool to be made available via GMC Connect. The <i>2017referenceTablesUsedForARCPValidation.xls</i> will be circulated with the validation tool, which will detail the permitted values for each field.
By 28 September 2017	Dean's teams	Deans' teams to confirm the number of files that they are returning. We will accept separate files for specialty, GP and foundation ARCPs are permissible if this is easier for you. We will accept one file per region provided the LETB/deanery is clearly identified on each row of the return.
October 2017	Dean's teams	Check that all outcomes awarded during the reporting period have been reported in the extract.
By 2 November 2017	Dean's teams	Final deadline for Deans' teams to submit complete data sets via GMC Connect. Deaneries/LETBs must confirm that all appeals will have been processed by this date and that the return will include the final values only – post the outcome of any appeals process. <u>NOTE:</u> Paragraph 7.131, 7.135 and 7.140 of the Gold Guide 6th edition ¹ states that reviews will be completed within 30 days ² . Therefore, all reviews should be complete for a submission on 2 November for ARCP events occurring between 3 August 2016 and the 1 August 2017. Deaneries should not submit outcomes that are still under review, instead return N13 Other reason and note the outcome is still under review. The final outcome can then be included in the 2018 return. Deaneries/LETBs must confirm that any outcomes entered on systems (including the e-portfolio) in error are deleted prior to submission of the data to the GMC.

Footnotes:

¹ <https://www.copmed.org.uk/publications/the-gold-guide>

² "7.131 Appeal requests should be made in writing to the Postgraduate Dean within ten working days of the trainee being notified of the decision". And

"7.135 A formal appeal hearing should normally take place where practicable within 15 working days of the completion of the review."

And "7.140 Trainees will be notified in writing of the panel's decision with reasons within five working days (where possible) of the appeal hearing"

December 2017	GMC	Feedback to deaneries/LETBs on GMC's central validation checks. These may include: Checks for duplicates across deaneries/LETBs Checks against 2016 outcomes to ensure 2017 outcomes for the same person in the same specialty are plausible – i.e. validation across years.
by January 2018	Dean's teams	Deanery/LETB to respond to central validation checks within 3-weeks of GMC feedback
by January 2018	GMC	Data quality reports provided to deaneries/LETBs.
Q1 2018	GMC	Reports available under password on the GMC reporting platform for testing and feedback.
Q2 2018	GMC	Reports made public
To be agreed	Dean's teams	Response to reports collected via Deans' Reports.

Guidance on ARCP Data submission

1. The collection assumes that deaneries and LETBs have implemented the latest version of the ARCP form (Version GG6 Feb 2016) issued in February 2016. Please see the COPMed website here: <http://www.copmed.org.uk/publications/the-gold-guide>
2. The data submitted should cover:
 - 2.1. All ARCP events and their outcomes (there may be multiple outcomes for one event) that occurred between 3 August 2016 and the 1 August 2017.
 - 2.2. All doctors in training in an approved programme for any length of time 3 August 2016 and the 1 August 2017.
3. Each row of the dataset should consist of one ARCP outcome. For many events there will only be one row per doctor in training per programme, but there are occasions when more than one row of data is required for a given doctor in training as follows:
 - 3.1. Dual-CCT doctors in training must have one outcome per specialty.

3.2. For example, doctor in training with General (Internal) Medicine as a second specialty should have a separate outcome recorded for this specialty.

4. If the doctor in training only had an ARCP for one of their two specialties, the second specialty should be listed on a separate row together with the reason for there being no ARCP in that specialty. This is likely to be 'N3 - Trainee not in post long enough' for doctors in training who had only had exposure to one of their specialties during the year to which their ARCP pertained.
5. If a doctor in training was in multiple programmes for a given ARCP event then there should be multiple rows in the return so that all the programmes the ARCP event refers to are listed. For example, if a doctor in training was in Programme A for part of the period and Programme B for the second part of the period the ARCP refers to, then there should be two rows of data – one for Programmes A and one for programme B.
6. The specialty to which the ARCP refers to must be the doctor in training doctor's programme specialty, as per their NTN or DRN. Please do not record a doctor in training doctor's post specialty in the programme specialty field. We recognise that the second specialty, for dual-CCT doctor in training, will not match their NTN, and there is a flag in the data return to exclude 2nd specialties from the National Training Number (NTN) check.
7. Doctors in training following a sub-specialty programme in addition to their main specialty must have a separate outcome recorded for the sub-specialty. This change was introduced in 2015 and is as per [Improving the National Consistency and Approval of Sub-Specialty Training Programmes](#) ³
8. The data should NOT include: dentists or non-medical public health trainees, as the GMC does not have a statutory responsibility for these trainees.
9. The submission should include data for foundation doctors' outcomes – both F1 and F2. Foundation doctors now have ARCPs - please see the [Foundation Programme Guide 2012](#) and the [Foundation ARCP Guide](#) for further details.
10. The validation tool can be used with specialty and foundation data. All data must be returned in the validation tool via GMC Connect. Deaneries/LETBs can return using more than one file, for example one for specialty trainees and one for foundation trainees if this is more convenient locally.

Footnotes:

³ http://www.gmc-uk.org/Improving_the_National_Consistency_and_Approval_of_Sub_Specialty_Training_Programmes_update_May_2015.pdf 61243832.pdf

11. Please ensure you have run the NTS Check and The Duplicate check prior to submission

Desired changes to the validation tool for the 2016/2017 data return - to be confirmed

Omissions alert

12. There were a large number of omission alerts which were missed during the 2015/16 returns, resulting in delays. Adding a warning on the 'Summary' tab showing the number of Trainees identified on the 'Omissions' tab should solve this issue.

N&U code alert

13. The 2015/16 returns contained a large number of cases where N&U codes were identified within the text comments column, but the binary columns were blank. Adding a warning on the 'Summary' tab when the text column is filled but all the binary columns are blank should solve this issue.

Specific deanery identification

14. The addition of an extra column to identify separate deaneries e.g. identifying between North West and Mersey deaneries for HEE North West returns. This would only be necessary in cases where we ask for separate regional deanery returns within a LETB.

Highlight the error and warning columns

15. On the 'Summary tab' we should include the alphabetical column names (A, B, C, D etc.) which attribute to the error/warning. This should make it easier for the LETB data team to find and solve the issue.

2016/2017 E-portfolio reconciliation

16. During the 2016/17 data return we performed a reconciliation of the data provided by LETBs against college held data. This process compared data in college e-portfolios to data received from LETBs for ARCP.
17. This resulted in 435 additional trainee ARCPs being queried with the LETB data teams.
18. A shortened list of reasons given by LETB data teams for missing ARCPs identified by the reconciliation can be seen at the end of this document.
- 19.** A repeating issue was the inaccuracy or absence of data on Intrepid. Therefore, many of these issues could potentially be resolved by using the central repository for the ARCP returns in future collections.

Central validation checks undertaken by the GMC

20. We will check for duplicate records across deaneries. as we have previously found some based on the following rule:

21. Aggregate on:

GMC Number

Review Date

Period Start Date

Period End Date

Level Assessed

Programme Specialty

Outcome Type

And COUNT the number of records included in each row

If COUNT > 1, the rows will be flagged as duplicates.

22. Please ensure you click the 'NTS Check' button to confirm all trainees in the NTS census have been accounted for – i.e. they have an outcome recorded or an N code to account for why there is no outcome.

23. Note that we will allow sorting on the ARCP data sheet.

Submission instructions

24. Please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2010 and Microsoft Access 2003 or Microsoft Access 2007. This tool is similar to previous versions
25. Log into GMC Connect, and open up the 'ARCP 2017 Data Validation Tool' folder (all deaneries/LETBs have access to this folder).
26. The 2017 ARCP Data folder will contain a zip file with an Access database and an Excel file. Download this zip file and save it on your network.
27. Extract the two files (ARCP Data Validation Tool.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder.
28. Open up the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved, ensuring Macros are enabled.
29. The Tool contains seven worksheets:
30. 1: 'Summary' This page gives you a summary of your data validation progress, including the number of different errors you currently have in your data, and the total numbers of valid and invalid records. This page also contains the deanery selection list, and the 'Validate Data' button.
31. 2: 'ARCP data' This is where you need to paste all of your outcome data for the 2017 ARCP return, ensuring the column order is correct. It contains a column for each of the data variables outlined in table above. To the right of these, it also contains a column for each of the possible validation errors.
32. 3: 'Omissions', This worksheet will list any cases that were in your NTS return but are not accounted for in your ARCP return when you Press the 'NTS Check' on the Summary sheet.
33. 4: 'LOVs' This worksheet lists permitted values for the fields in ARCP data.
34. 5: 'Area' This maps deaneries to LETBs and classifies them into Scotland and UK not Scotland for the NTN check.
35. 6: 'Outcomes' This lists permitted outcomes by post type.
36. 7: 'Readme' This worksheet is for your notes see paragraph 40.
37. Paste all of your outcome data into the 'ARCP Data' worksheet, making sure you paste all of the data into the correct columns (the order in which the data variables are listed in the data validation tool may not match your extract).

38. Please make sure there are no blank rows in the middle of these pasted data, as this will cause an error in the validation process.
39. Once you have placed all your outcome data into the correct columns, go to the first worksheet of the spreadsheet ('Summary'), select your Deanery and click the validate button. The process may take a couple of minutes.
40. The Validation Tool will scan through all of the data in the 'ARCP data' worksheet, and then present you with a summary of any errors that have been found.
41. Go back to the ARCP data worksheet and review columns BI to DU to see detail of any errors that have been identified. Each column identifies a different potential error in the data. The fields and validation checks are listed in the table below.
42. Press the 'NTS Check' button to confirm all trainees have an ARCP return. Review the Omissions worksheet and if necessary obtain the missing data.
43. Press the 'Duplicate Check' button to ensure there are no records which have the same values for GMC Number; Review Date; Period Start Date; Period End Date; Programme Specialty; Level Assessed and Outcome Type.
44. When you have removed the errors please save the file using the following format ARCP Data Validation Tool_<<Deanery 3 character code>>_ddmmyyyy.xls
45. Please submit this Excel file via GMC Connect. Each Deanery/LETB now has a '2017 ARCP Data' folder, to access this please log-in to GMC Connect. Deanery/LETB staff, who confirmed their contact details by the 31 August 2017, will have access to this folder.
46. Please email quality@gmc-uk.org when you have submitted the file.
47. This year these data will not be loaded into the GMC's main Siebel database (as is the case with the NTS submissions).
48. Some additional validation checks will take place centrally and you will receive feedback on these by 1 December 2017. This will include checks for duplicate records across deaneries.

ReadMe Sheet

49. To assist in our evaluation of the work and ensure nothing is lost, please document the following WITHIN the file on a separate worksheet:
50. Assumptions
51. Issues – for example notes on the reliability of a particular field

52. Source field of the data – this is especially important for Hicom deaneries/LETBs for which we have been informed different deaneries/LETBS are using different fields.
53. Any formulae used to derive the values in a given field, if the value does not come directly from an existing field.
54. Please include in your documentation anything you have previously raised with us to ensure nothing is lost.

Transformations undertaken by the GMC for publication and reporting of ARCP/RITA data

Equality and Diversity data

55. The GMC will link the ARCP data to the equality and diversity (E&D) data on the medical register.

Socio-economic status

56. We will also link the ARCP data to data obtained from the Higher Education Statistics Agency including data on socio-economic status.

Education Performance Measure

57. The ARCP data are linked to data from the foundation programme application system. In particular we report against Educational Performance Measure – decile for UK graduates.⁴

Enquiries

Please contact us at quality@gmc-uk.org. Please include 'ARCP' in the email title.

Information about this project will be published here: <http://www.gmc-uk.org/education/arcpc>

Footnotes

⁴ <http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/EPM-FAQs>

Table of fields required in the data return and their validation checks

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
1	GMC number		String 7 characters	As per GMC register.	All rows	<p>The GMC number must match a GMC number in the doctor list within the validation database. The doctor's list includes all doctors who held full or provisional (for Foundation doctors only) registration within the reporting period.</p> <p>Additional validation rule: the tool will check that all GMC numbers included in the NTS return for 2017 are included in the ARCP return. Omissions will be listed out on a separate worksheet.</p>	
2	First name		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the first name for the given GMC number – warning only	

⁵ These are as per 2013 and so are not consecutive as number 6 has been removed.

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
3	Surname		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	<p>Must match the surname for the given GMC number.</p> <p>For cases where the surname doesn't match the LRMP, the validation tool will return the date of the request to change the name on the GMC register and the previous names.</p> <p>If the GMC previous name matches the tool will return a warning only.</p>	
4	ARCP	Did the trainee have one or more ARCP/RITAs during the reporting period?		Yes No	All rows	<p>Must be a 'Yes' or 'No', the value in this field determines which other fields and validation rules apply to the given row of data.</p> <p>Therefore it is very important to complete this correctly or the tool will not work.</p>	
5	Review Date	Date of RITA or ARCP Event	dd/mm/yyyy	Must be between 3 August 2016 and 1 August 2017	ARCP = "Yes" only	<p>Must be in the format dd/mm/yyyy</p> <p>Must be within the reporting period i.e. >= 3 August 2016 and <= 1 August 2017.</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
7	Period Start Date	Start of period that the assessment refers to	dd/mm/yyyy	Must be more recent than 01/08/2012	4. ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be before the Review date	
8	Period End Date	End of period that the assessment refers to	dd/mm/yyyy		4. ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be <= <Review Date> + 180 days, to accommodate ARCP events that occur before the end of training period.	
9	Level assessed	Grade of trainee at the point of assessment or at the point of the missed assessment	String	F1, F2, CT1, CT2, CT3, ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8	4. ARCP = "Yes" only	Must be one of the possible values (also listed on <i>LOVs</i> tab) Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – see <i>GradesPermittedByProgrammeSpec</i> worksheet in <i>2017ReferenceTablesUsedForARCPValidation.xls</i> The validation tool checks this table is in the Access database. Only required for rows where an ARCP event took place.	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
10	Post type	FTSTA/LAT	String	FTSTA LAT Foundation Core Specialty	All rows	Must be one of the possible values (also listed on <i>LOVs</i> tab)	
11	Military Trainee	At the time of the ARCP/RITA was the trainee a defence DPMD trainee	String	Yes No	All rows	Must be one of the possible values (also listed on <i>LOVs</i> tab)	
12	Academic Trainee	At the time of the ARCP/RITA was the trainee an academic trainee	String	12 a - Academic Clinical Fellow - England (other funding), Wales, Northern Ireland (ACF) Academic Clinical Lecturer - Northern Ireland (ACL) Academic	All rows	Must be one of the possible values (also listed on <i>LOVs</i> tab).	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
				Foundation Trainee (AFT) Clinical Lecturer - England (other funding), Wales (CL) Clinical Lecturer - Scotland Clinical Research Fellow - Scotland Clinical Teaching Fellow - Scotland NIHR Academic Clinical Fellow - England (NIHR funding) (ACF) NIHR Clinical Lecturer - England (NIHR funding) (CL)			

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
				Other No			
13	Remain on academic programme			Yes – continue on academic programme No – failing to progress academically to return to clinical training programme No – academic element completed successfully	Academic trainees AND 4. ARCP = “Yes” only	Must be one of the possible values (also listed on <i>LOVs</i> tab) These are to reflect recording requirements in The Academy of Medical Sciences Guidelines for monitoring academic training and progress (September 2011)	
14	Programme start date		dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy Must be > Doctor’s full registration date (take the min date on the doctor’s first full registration (including FRAPS). Foundation doctors are not included in this check.	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
15	Estimated or where available actual CCT/ CESR/ CEGPR (CP) date or programme end date for core or foundation programmes or programme end date if the doctor in trainee		dd/mm/yyyy		All rows	<p>Must be in the format dd/mm/yyyy</p> <p>The rules for the "Minimum programme validation checks are as follows:</p> <ul style="list-style-type: none"> a. Date must be 1064 days > the Programme Start Date if Post Type = "Specialty" b. Date must be 700 days > the Programme Start Date if Post Type = "Core" or "Foundation" <p>The minimum length will be a warning only. This is because we would need to collect information on Inter-Deanery Transfers (IDTs) and trainees appointed to a higher starting level due to previous experience. To make it a mandatory rule we would need to flag these cases and exclude them from the check.</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
	moved programmes						
16	GMC programme approval code to which ARCP/RI TA refers	The GMC (PMETB) programme approval code	String	As per GMC data on GMC Connect	All rows	<p>Must be one of the Programme Approval Codes listed in the Programme Table.</p> <p>Note that the approval code is required to enable us to report by Foundation school. It is the programme code that identifies the school.</p> <p>Sub-specialty programmes will be approved and will have approval codes</p>	
17	NTN or DRN at the point the ARCP/RI TA was conducted (NOT at the point this	National Training Number/ Deanery Reference Number	<p>i. three letters which identify the deanery/ LETB;</p> <p>ii. three digits for the CCT specialty or</p>		All rows	<p>Must be present, for all cases that are not Foundation doctors.</p> <p>Must refer to the specialty of the ARCP, except for the following exclusions:</p> <p>Trainees where PostType = 'Core' AND Academic Trainee <> 'No'.</p> <p>This check will not be used for academic trainees in core programmes.</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
	report is generated)		<p>core specialty programme. Some codes are different in Scotland;</p> <p>iii. three digits to identify the individual holder (“the individual identifier” element); e.g. 324 and</p> <p>iv. a single letter suffix to identify other classification s.</p>			<p>Check not run where 2nd specialty = ‘Yes’</p> <p>NTN = ‘075’ will be excluded from this check. There are national inconsistencies in the coding see “13. 075 has been renamed from 'Medical Microbiology and Virology' to 'Medical Microbiology' and 078 has been re-opened for the new separate specialty of Medical Virology, please recode staff accordingly” in version NHS Occupation Code Manual, Version 12.</p> <p>Sub-specialty programmes will be excluded from this check</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
18	2 nd specialty	To flag where the row refers to trainee's second specialty.	String	Yes	2 nd specialty only		
19	Specialty or sub-specialty to which the ARCP/RITA refers/would have referred	CCT programme list or core or foundation programme	String (code or name)		All rows	Specialty must match the specialty associated with the Programme Code. The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty' column. Sub-specialty values should be included here.	
20	Grade/level at next rotation					Version GG6 Feb 2016	
21	Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period	String	Yes No	All rows	Must be one of the possible values (also listed on <i>LOVs</i> tab)	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
		Start and Period End dates)					
	TOOT	Time out of training				TOOT' (i.e. number of days of Time out of Training since last review/commencing programme (from Form R Part B where it is self-reported by trainees). The field is mandatory for cases where the ARCP field = "Yes" and will accept integer values between 0 and 365.	
22	Outcome	ARCP outcome. Note for outcome 8 OOPC does NOT include Maternity leave.	String	1,2, 3, 4, 5, 6, 7.1,7.2,7.3,7.4, 8, 9	ARCP = "Yes" only	<p>Must be one of the Outcome values defined as a valid value for the Post Type. See <i>OutcomesPermittedByPostTypein2017ReferenceTablesUsedForARCPValidation.xls</i></p> <p>Not all outcomes are valid for F1 or F2 doctors in training the reference table will reflect this.</p> <p>The new ARCP form agreed at Business Managers on 19th December 2013 and included in the 5th edition of the Gold</p>	RITA outcomes are no longer valid

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
						<p>Guide published on the 2 June 2014 states that Outcome 6 would be used for Core doctors in training who successfully complete their programme including the relevant Royal College Membership Exams.</p> <p>For those deaneries who implemented the change we expect outcome 6 to be used where appropriate for all ARCPs for core doctors in training from 1st April 2014.</p> <p>Note that for those deaneries and LETBs who have not started the process they are required to start doing so for any ARCP meetings held/decisions made after 00:01 1 September 2014 (including if that meeting is an appeal).</p> <p>As previously agreed, no RiTA outcomes should have been awarded after 31 December 2015. There should be no RiTA records in the 2016/17 data</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
						<p>submission.</p> <p>1.5 From 31 December 2015 the GMC required that all trainees move to the current curriculum and assessment system for their specialty. From that date, the Gold Guide applies to all doctors in specialty training, including SpRs and GPRs. <i>From the Gold Guide V6</i></p>	
23	Outcome Type		String	Clinical Combined Clinical/Academic'	ARCP = "Yes" only	Must be one of the possible values (also listed on <i>LOVs</i> tab)	
24	Reason for no ARCP/RITA		For deaneries/LETBs that have implemented the new ARCP form these data can be checkbox	Trainee Sick Leave, Trainee Maternity/Paternity Leave, Trainee not In Post Long Enough, Trainee fell outside	ARCP = "No" only	<p>Must be a value in at least one of the following fields: Reason(s) for no ARCP/RITA</p> <p>N1 Trainee sick leave, N2 Trainee maternity/paternity leave, N3 Trainee not in post long enough, N4 Trainee fell outside annual reporting period,</p>	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
			0/1 fields (one field per reason with a 1 indicating presence of the given reason); For deaneries/ LETBs that have not implemented the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.	annual reporting period, Trainee Post CCT Trainee Missed Review Trainee Inter Deanery Transfer Trainee reviewed in other Deanery Trainee Contract Termination Trainee Alleged Gross Misconduct Trainee Suspension Other reason		N5 Trainee post-CCT, N6 Trainee missed review, N7 Trainee inter-Deanery transfer, N8 Trainee reviewed in other Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N13 Other reason (please specify). N21 Resignation no remedial training undertaken N22 Resignation received remedial training Codes for Foundation only N14 LTFT achieving progress at the expected rate N15 LTFT not achieving progress at the expected rate	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
						<p>N16 Dismissed</p> <p>N17 Dismissed no remedial training</p> <p>N18 Dismissed received remedial training</p> <p>N19 Dismissed no GMC referral</p> <p>N20 Dismissed – following GMC referral</p> <p>Deaneries/ LETBs have a choice:</p> <p>1. Using one column of text (Reason(s) for no ARCP/RITA)</p> <p>OR</p> <p>2. One column per N reason. This format requires a 1 in each column that applies.</p>	
25	Reason for no ARCP – other		String	Free text	ARCP = "No" and N13 Other reason (please specify)=	Check present if required	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
					1		
26	Reason(s) for unsatisfactory outcome. List all that apply		For deaneries/ LETBs that have implemented the new ARCP form these data can be checkbox 0/1 fields (one field per reason with a 1 indicating presence of the given reason); for deaneries that have not implemented	Record Keeping and Evidence Inadequate Experience Inadequate Engagement with Supervisor Trainer Absence Single Exam Failure Continual Exam Failure Trainee requires Deanery Support Other reason	ARCP = "Yes" and, Outcome = 2, 3,4, 7.2, 7.3, 7.4, D, E	Must be a value in at least one of the following fields: Reason(s) for unsatisfactory outcome, U1 Record keeping and evidence, U2 Inadequate experience, U3 No engagement with supervisor, U4 Trainer absence, U5 Single exam failure, U6 Continual exam failure, U7 Trainee requires Deanery support, U8 Other reason (please specify) NEW Codes for Foundation only U9 – Inadequate attendance U10 – Assessment/Curriculum outcomes not achieved Deaneries/ LETBs have a choice: using one column of text (Reason(s) for unsatisfactory outcome) OR one column per U reason. The latter format requires a 1 in each	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
			the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.			column that applies.	
27	Reason for unsatisfactory outcome - other		String	Free text	ARCP = "Yes" and, Outcome = 2, 3,4, 7.2, 7.3, 7.4, D, E and U8 Other reason (specify) = 1	Check present if required	
28	LETB Region			Health Education East Midlands			A valid LETB value must be supplied

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
				Health Education East of England Health Education Yorkshire and the Humber Health Education Wessex Health Education Thames Valley Health Education North West London Health Education South London Health Education North Central and East London Health Education Kent, Surrey and Sussex			for English Deaneries. If an invalid LETB value is supplied (or if the value is omitted when required), then the warning message "Invalid LETB Region for Deanery" will be returned.

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
				Health Education North East Health Education North West Health Education West Midlands Health Education South West			
28	Deanery	Where a LETB consists of two deaneries the applicable deanery should be recorded here. This is on the basis that ARCPs are still actually organised at Deanery level		Severn South West Peninsula Mersey North Western		Only required for Health Education North West Health Education South West	Added to ensure deanery captured where required
29	ARCP Event ID	Optional					
30	ARCP Date					Enter if different to the panel date – for example an outcome 1 issued after a	

Field No ⁵	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2016 – shaded
	Outcome awarded					panel where an outcome 5 was issued.	

Table of grades at next rotation

Grade	ARCP Outcome	LTFT status	Grade at next rotation
F1	1	No	F2
F1	1	Yes	F1 or F2
F1	3	Yes	F1
F1	4	Yes	No grade applicable
F1	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
F2	3	Yes	F2
F2	4	Yes	No grade applicable
F2	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
F2	6	No	Not known from ARCP as trainee applies to specialty training
F2	8	Yes	F2
CT1	1	No	CT2
CT1	2	No	CT2
CT1	3	No	CT1
CT1	4	No	No grade applicable
CT1	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT1	8	No	CT1
CT1	1	Yes	CT1 OR CT2
CT1	2	Yes	CT1 OR CT2
CT1	3	Yes	CT1

Grade	ARCP Outcome	LTFT status	Grade at next rotation
CT1	4	Yes	No grade applicable
CT1	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT1	8	Yes	CT1
CT2	1	No	CT3
CT2	2	No	CT3
CT2	3	No	CT2
CT2	4	No	No grade applicable
CT2	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT2	8	No	CT2
CT2	1	Yes	CT2 OR CT3
CT2	2	Yes	CT2 OR CT3
CT2	3	Yes	CT2
CT2	4	Yes	No grade applicable
CT2	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT2	6	No	Not known from ARCP as trainee applies to specialty training
CT2	8	Yes	CT2
CT3	3	No	CT3
CT3	4	No	No grade applicable
CT3	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT3	8	No	CT3
CT3	2	Yes	CT3

Grade	ARCP Outcome	LTFT status	Grade at next rotation
CT3	3	Yes	CT3
CT3	4	Yes	No grade applicable
CT3	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
CT3	6	No	Not known from ARCP as trainee applies to specialty training
CT3	8	Yes	CT3
ST1	1	No	ST2
ST1	2	No	ST2
ST1	3	No	ST1
ST1	4	No	No grade applicable
ST1	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST1	8	No	ST1
ST1	1	Yes	ST1 OR ST2
ST1	2	Yes	ST1 OR ST2
ST1	3	Yes	ST1
ST1	4	Yes	No grade applicable
ST1	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST1	8	Yes	ST1
ST2	1	No	ST3
ST2	2	No	ST3
ST2	3	No	ST2
ST2	4	No	No grade applicable

Grade	ARCP Outcome	LTFT status	Grade at next rotation
ST2	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST2	8	No	ST2
ST2	1	Yes	ST2 OR ST3
ST2	2	Yes	ST3
ST2	3	Yes	ST2
ST2	4	Yes	No grade applicable
ST2	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST2	8	Yes	ST2
ST3	1	No	ST4
ST3	2	No	ST4
ST3	3	No	ST3
ST3	4	No	No grade applicable
ST3	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST3	8	No	ST3
ST3	1	Yes	ST3 OR ST4
ST3	2	Yes	ST3 OR ST4
ST3	3	Yes	ST3
ST3	4	Yes	No grade applicable
ST3	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST3	6	No	Trainee completed training not applicable
ST3	8	Yes	ST3

Grade	ARCP Outcome	LTFT status	Grade at next rotation
ST4	1	No	ST5
ST4	2	No	ST5
ST4	3	No	ST4
ST4	4	No	No grade applicable
ST4	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST4	8	No	ST4
ST4	1	Yes	ST4 OR ST5
ST4	2	Yes	ST4 OR ST5
ST4	3	Yes	ST4
ST4	4	Yes	No grade applicable
ST4	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST4	6	No	Trainee completed training not applicable
ST4	8	Yes	ST4
ST5	1	No	ST6
ST5	2	No	ST6
ST5	3	No	ST5
ST5	4	No	No grade applicable
ST5	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST5	8	No	ST5
ST5	1	Yes	ST5 OR ST6
ST5	2	Yes	ST6 OR ST6
ST5	3	Yes	ST5

Grade	ARCP Outcome	LTFT status	Grade at next rotation
ST5	4	Yes	No grade applicable
ST5	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST5	6	No	Trainee completed training not applicable
ST5	8	Yes	ST5
ST6	1	No	ST7
ST6	2	No	ST7
ST6	3	No	ST6
ST6	4	No	No grade applicable
ST6	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST6	8	No	ST6
ST6	1	Yes	ST6 OR ST7
ST6	2	Yes	ST6 OR ST7
ST6	3	Yes	ST6
ST6	4	Yes	No grade applicable
ST6	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST6	6	No	Trainee completed training not applicable
ST6	8	Yes	ST6
ST7	1	No	ST8
ST7	2	No	ST8
ST7	3	No	ST7
ST7	4	No	No grade applicable
ST7	5	No	Outcome cannot be linked to grade progression a further

Grade	ARCP Outcome	LTFT status	Grade at next rotation
			ARCP outcome is required
ST7	8	No	ST7
ST7	1	Yes	ST7 OR ST8
ST7	2	Yes	ST7 OR ST8
ST7	3	Yes	ST7
ST7	4	Yes	No grade applicable
ST7	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST7	6	No	Trainee completed training not applicable
ST7	8	Yes	ST7
ST8	3	No	ST8
ST8	4	No	No grade applicable
ST8	5	No	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST8	8	No	ST8
ST8	3	Yes	ST8
ST8	4	Yes	No grade applicable
ST8	5	Yes	Outcome cannot be linked to grade progression a further ARCP outcome is required
ST8	6	No	Trainee completed training not applicable
ST8	8	Yes	ST8

Reconciliation – reasons for missing ARCPs

Count	Reason for non-submission 1st time. (Quoted as received)
40	Placements ended before being assessed so did not appear on the report
12	In an (other) post for the placement inside the reporting period - AH thinks the query missed them because of it
9	On eportfolio not on Intrepid at time of export
8	Intrepid not updated (ARCP undertaken outside region).
7	Placements and programme ended before being assessed so did not appear on the report
7	Not sure. Has Programme, placements and assessment in the reporting period. Although placements on Intrepid don't show through to their programme. Wonder if this is a bug and meant the query didn't pick her up?
4	ARCP not recorded on Intrepid at time
3	Intrepid record not updated.
3	Trainee had incorrect review date on Intrepid
3	Programme end date on Intrepid is 31/07/2015 (outside reporting period) even though curricula runs until 01/02/2016. Query would of missed him.
2	Trainee OOP
2	Break in placements affected report output. Our report says the Review date has to be between Placement Start and End Date
2	Assessment was not originally on Intrepid
2	SEV trainee but on placement in West Mids. Confusion over who should be submitting their details.
2	SEV trainee confusion over the details. Information now updated on our system
2	Checked with programme manager - this was entered incorrectly on eportfolio as per PYA requirements and should not be counted.
2	Assessment record not on Intrepid. Could not of been picked up by return.
1	Trainee finished programme 04/08/15 - ARCP on 12/08/15 Outcome 6. Intrepid updated incorrectly.
1	Trainee in Foundation post until 31/7/12
1	Trainee in post until 7/8/13
1	Trainee not in post long enough
1	Assessment not updated on Intrepid.
1	Trainee not in post long enough.
1	Intrepid was not updated to reflect outcome.
1	Is now pulling through report, can only assume outcome has been recently put onto Intrepid

1	Programme ended before being assessed so did not appear on the report
1	Was put down as Outcome 4 but changed to Not Assessed as Trainee resigned.
1	two trainees on our system with these details. our system updated but the trainee was post CTT for the reporting period
1	Record was not completed on Intrepid
1	Assessment not recorded on Intrepid.
1	No assessment recorded on Intrepid. Couldn't of been returned.
1	Assessment record incomplete on Intrepid, would not of been picked up by query.
1	Programme and placements end 05/08/2015, which is the 1st Wednesday in August. May have been thought it should have been ending on 04/08/2015 and removed? Also in an Inactive post for the duration of placement in reporting period.
1	Programme and placement end the day prior to the reporting period. Assessment inside reporting period. Should have been picked up?
1	Maybe because she's in an inactive post with an inactive site? Is in a placement and programme ok for being in the reporting period.
1	Assessment record incomplete on Intrepid. Wouldn't of been picked up by query.
1	Must have been added to Intrepid after data exported. Presumably didn't show up on NTS check as trainee had been on maternity leave.
1	Retrospective ARCP covering period before maternity leave