
ARCP and RITA Data Collection 2013 – Briefing Note 2

1. This briefing note is intended for foundation school managers or data managers responsible for submitting Foundation ARCP data.
2. This note should be read in conjunction with ARCP Briefing Note 1 and *2013ReferenceTablesUsedForARCPValidationv2.xls*, which contain the permitted values for each field. An updated version of *2013ReferenceTablesUsedForARCPValidationv2.xls* was circulated with this note. It sets out the values for each field and it now includes the NTN table.

Introduction

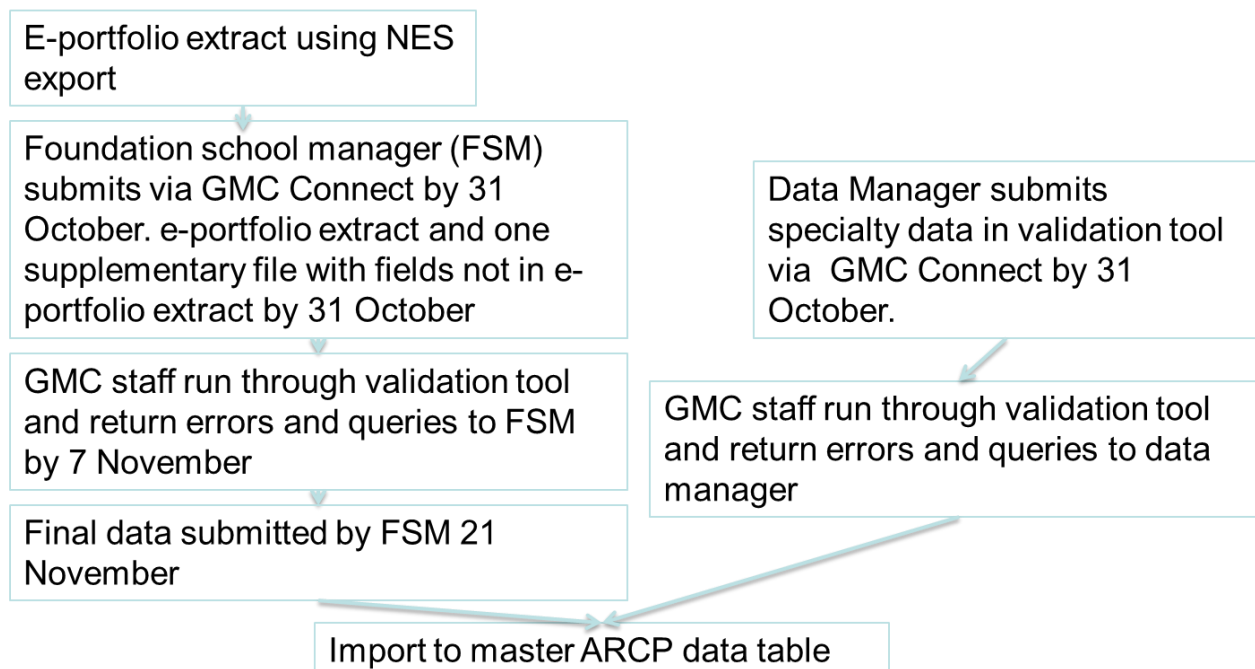
3. This is the first year that we will be collecting Foundation ARCP data from deaneries/LETBs.
4. Deaneries/LETBs who are ONLY recording Foundation ARCP data in the e-portfolio please see notes on how to submit from paragraph 6.
5. Deaneries/LETBs that are currently recording their Foundation ARCP data in Intrepid/Empower/Pinnacle or will be using HICOM to import Foundation ARCP into their local system for this submission please see guidance notes on how to submit your Foundation data from paragraph 8.

Deaneries/LETBs only recording Foundation ARCP in the e-portfolio

6. For deaneries/LETBs not recording in their database (Intrepid/ Empower/ Pinnacle), to minimise the burden we will take a submission consisting of two files. Each extract must have the foundation school in its name and follow the format *2013 ARCP [Foundation School name]*.
 - a. Extract from e-portfolio checked for completeness by the Foundation School Manager. The required reports have been set-up in the NES e-portfolio and can be downloaded. They can be submitted to the GMC without further manipulation. We have checked the NES report against Briefing Note 1 – the results of this check are given in Appendix 1.

b. Supplementary data items not recorded in the e-portfolio using the GMC template (using an Excel template provided). The template *SupplementaryDataItems.xls* is provided via GMC Connect. Please ensure your file has the Foundation School in the file name.

7. We will run the data validation centrally to ensure a consistent approach and work with you to correct any validation errors.

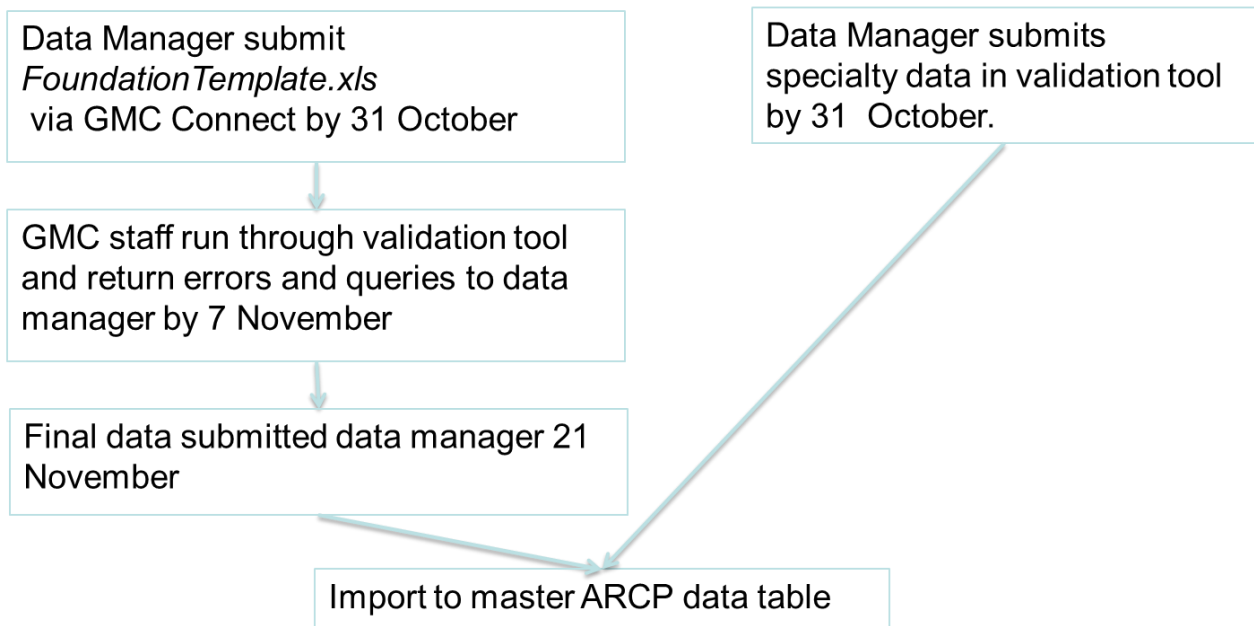


Deaneries/LETBs that will use HICOM to import Foundation ARCP into their local systems or are already recording Foundation ARCP in their local systems

8. At the Deanery Data Group meeting on 12 September 2013, HICOM deaneries/LETBs were offered the option to have their ARCP extract from the e-portfolio imported into Intrepid to facilitate the data submission to us. Details of this were circulated separately to Deanery Data Group Members and have been circulated with this Briefing Note.

9. Deaneries/LETBs making use of this option will need to be aware that the N and U codes for Foundation ARCPs for no ARCP and unsatisfactory outcomes reasons respectively are different from those used in specialty training. There are some additional codes are used and they are not currently in Intrepid. Please ensure that the correct codes are included in your submission sheet (see ARCP Briefing Note 1, data fields 24 and 26).

10. Deaneries who are recording their Foundation data in Intrepid/Empower/Pinnacle should submit their complete extract via GMC Connect It should be in the same format as the validation tool but separate from their core/specialty/GP data using the template *FoundationTemplate.xls* which we will provide .



11. Please ensure that you are using the correct programme codes for your Foundation programme(s) to allow for reporting by Foundation school.

12. We will run the validation exercise for Foundation data centrally to ensure a consistent approach and work with you to correct any validation errors. Please DO NOT submit your Foundation data together with your specialty data in the validation tool as the validation tool does not currently support validation of Foundation data.

13. *Next steps*

14. Please confirm which method you will be using for the submission of your Foundation data when you supply contact details for this year's work by 4 October 2013:

14.1. Method 1 - two files; one containing the e-portfolio extract and one containing the supplementary data items- (paragraphs 6 to 7); or

14.2. Method 2 - one file matching the validation tool template - *FoundationTemplate.xls* (paragraphs 8 to 12)

15. Once we receive your ARCP contact details we will provide you with the relevant templates to use to submit your foundation data.

Validation Tool

16. We have reissued the Validation tool which incorporates your feedback..
17. Please log into GMC Connect, and open up the 'ARCP 2013 Data Validation Tool' folder (all deaneries/LETBs have access to this folder).
18. The 2013 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.
19. Extract the two files (ARCP Data Validation Tool - Version 3.0.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder.
20. Open up the ARCP Data Validation Tool - Version 3.0.xls file you have just downloaded, extracted and saved, ensuring Macros are enabled.
21. Note we have renamed the Access file removing the 2013 suffix which had caused a problem.

ARCP 2013 Project timetable

Date	Action
4 October 2013	Confirm submission method and contact details of local data manager(s) to quality@gmc-uk.org and circulation of <i>SupplementaryDataItems.xls</i> and <i>FoundationTemplate.xls</i> templates
31 October 2013	Dean's teams to submit complete data sets via GMC Connect
7 November 2013	GMC return queries on Foundation data
21 November 2013	Dean's teams work with GMC to respond to queries on Foundation data
December-January 2013	Reports available under password on the new GMC reporting platform

Enquiries

Laura Dunkley
quality@gmc-uk.org
Tel: 020 7189 5476

Information about this project is published here: <http://www.gmc-uk.org/education/arcp>

Appendix 1 e-portfolio extract and GMC checks – revised 14 October 2013

Available from e-portfolio

Field in Briefing Note 1	Comment
GMC programme approval code to which ARCP/RITA refers	GMC will derive centrally from fields available on the extract.
Review Date	Taken from Created Date
Period Start Date	Taken from "Date from 1" which relates to the start date of the first placement to which the ARCP refers.
Period End Date	Taken from "Post X 6ForDateTo" which relates to the end date of the last placement to which the ARCP refers. Depending on the trainee this could be the third of the sixth placement in the year covered by the ARCP.
Outcome	GMC will derive centrally from fields available on the extract.
Reason for no ARCP/RITA	GMC will derive centrally from fields available on the extract.
Reason for no ARCP – other	GMC will derive centrally from fields available on the extract.
Reason(s) for unsatisfactory outcome. List all that apply	GMC will derive centrally from fields available on the extract.
Reason for unsatisfactory outcome - other	GMC will derive centrally from fields available on the extract.
LETB Region	GMC will derive centrally from fields available on the extract.
Foundation School	Can be derived from the foundation school submitting the data
Outcome Type	Not applicable to Foundation doctors
NTN or DRN at the point the ARCP/RITA was conducted	Not applicable to Foundation doctors
2 nd specialty	Not applicable to Foundation doctors
Specialty to which the ARCP/RITA refers/would have referred	Not applicable to Foundation doctors
Sub-specialty to which the ARCP/RITA refers	Not applicable to Foundation doctors

Not available from e-portfolio to submit in *SupplementaryDataItems.xls*

Field	Comment
Military Trainee	Not in ARCP report - will have to be provided separately
Academic Trainee	Not in ARCP report - will have to be provided separately
Remain on academic programme	No - may not be applicable. UKFPO to confirm.
Programme start date	Not in ARCP report - will have to be provided separately
Estimated or where available actual CCT date or programme end date for core programmes or programme end date if the trainee moved programmes	Not in ARCP report - will have to be provided separately
Less than full-time	Not in ARCP report - will have to be provided separately