

ARCP 2020 Briefing note 1 – Appendix 1

22nd September 2020

Introduction

This appendix contains additional information regarding changes to the ARCP data validation tool and creation of the COVID ARCP data validation tool for use in the 2020 collection of ARCP outcomes awarded in 2019/2020.

Additional changes to the ARCP Data validation tool 2020

In addition to the changes outlined in [ARCP 2020 briefing note 1](#), there are some changes in the ARCP data validation tool to fix some existing issues and remove some redundant errors and warnings now that the implementation of the new NTN/DRN has been completed.

On the summary sheet the following errors have been removed:

- Removed error 'Level Assessed is invalid' – this error is picked up in the similar validation rule for 'Level Assessed is not valid for the stated Programme Specialty'
- Removed 2nd specialty error – there is no need to have a 2nd specialty error as the programme specialty name is now checked against the new NTN/DRN, which includes specialty codes for all specialties in which the doctor is aiming for a CCT or CESR(CP)

On the summary sheet the following errors have been added:

- 'NTN/DRN is missing' is now an error not a warning – the NTN/DRN is mandatory to validate the programme specialty name

Please note: This does not apply to Foundation Programmes which are exempt from all NTN/DRN checks.

- 'The programme specialty and the specialty code given in the NTN/DRN do not match' is now an error – the programme specialty name must be listed in the NTN/DRN specialty code

Please note: It is recommended that you also check the NTN/DRN warnings as records with an invalid NTN/DRN may validate in column BJ but on fixing the warning they may then produce an error which no longer validates the record.

Other changes to validation rules or LOVs on existing errors/warnings:

- We have changed part of the validation logic on the Period Start Date (column F). The Period Start Date refers to the date that the assessment of the ARCP record began; it is not the same date as the Programme Start Date, unless this is the doctor's first ARCP record in their training programme.

Previously, the Period Start Date had to be greater than 01/06/2012; after analysis of last year's Period Start Dates this has been updated to 07/08/2018, and allows for the assessment period to have started up to a year before the reporting period for this ARCP data collection. This may produce a number of errors in your data this year as you may have Period Start Dates that are before 07/08/2018. If this is the case and is correct, please put details of the ARCP records affected, with reasons for the earlier Period Start Date, in the Readme sheet

- [ARCP 2020 briefing note 1](#) states that the DRN will not be validated as there is a transition period in place from the old to the new format i.e. from 16/CPT/C0017/LN to LON/CPT/1234567/D. We have since changed some of the validation logic to make a record missing a DRN/NTN 'Invalid' in column BJ and have applied the errors and warnings used to validate the new NTNs to DRNs as well. The old format DRN should validate as the programme specialty name is matched to the specialty code which is in the second component of the DRN e.g. 16/**CPT**/C0017/LN, as it is in the new format DRN e.g. LON/**CPT**/1234567/D
- Updated the LETB region values for HEE local offices from old deanery names – see the LOVs sheet column J for the changes
- ACCS programme specialty names will require the theme in column R to validate against the GMC programme approval code in column O and the NTN/DRN specialty component in column P, unless the ACCS programme does not have a theme then it will validate against Acute Care Common Stem programme specialty name. You can find a full list of accepted values for ACCS programmes in the LOVs sheet column L. If the ACCS programme specialty name you have entered in column R does not match the GMC programme approval code in column O, you will be able to check it is the correct programme specialty name in column CV and will be able to copy and paste the value from column CV into column R to resolve the error

New NTN LOVs sheet in validation tools

There is now a new worksheet in the validation tools which lists the NTN specialty codes along with the main specialty names and sub-specialty names to make it easier to check NTN specialty codes.

COVID ARCP data validation tool

Ahead of the release of the COVID ARCP data validation tool 2020, we have produced an Excel sheet without the validation logic so that you can see changes to columns and errors which validate the COVID outcomes and COVID related 'No' ARCP records. The full version of the COVID ARCP data validation tool will be made available once it has been fully tested.

Changes in the COVID ARCP data validation tool:

You will find the list of changes to the validation rules in [ARCP 2020 briefing note 1](#). Listed in the table below are the columns which are affected by the changes.

Data field(s)	Column to complete data worksheet	Validation error or warning	Column(s) indicating error or warning in worksheet	Explanation of the validation rule and requirements/ changes
Outcome	V	Outcome is an invalid value and/or does not match the post type	DF	Only the COVID outcomes will be available to select in the COVID tool: 10.1, 10.2 and 7.2, 7.3 for LAT post types
Reason for No ARCP: N1 to N11 and N14 to N22	Y to AI and AK to AS	Not Applicable	Not Applicable	Only 'N13 other reason' will be available as a reason for No ARCP. The rest of the columns with an N code will be hidden in the data sheet
Reason for COVID outcome and C1 to C12	AU and AV to BG	Reason for COVID outcome is missing	DL	All ARCP records with outcomes require a reason for the COVID outcome and so at least one C code should have '1' entered
C1 to C12	AV to BG	Reason for COVID outcome is invalid	DM	In columns AV to BG only a '1' is an accepted value to indicate which C code is applicable to the record

Data field(s)	Column to complete data worksheet	Validation error or warning	Column(s) indicating error or warning in worksheet	Explanation of the validation rule and requirements/ changes
Reason for COVID outcome (C12) other	BH	Reason for COVID outcome – other is missing	DN	If C12 in column BG is a '1' then this requires column BH to be completed with an explanation of the 'other reason'. Please note, we will be asking for further information if, 'NA' or 'other' is provided as a reason in column BH
C1 to C12	AV to BG	Please provide a reason for COVID outcome (check cells AV to BG)	EC	For COVID outcomes at least one of these columns should have a '1' in the cell for the relevant C code if none of the columns have a '1' this warning will be flagged in column EC
LETB Region	BI	Invalid LETB for Region	DO	The LETB region has moved from column BG to column BI, if it is invalid the warning will still flag in column DO
Grade/level at next rotation	S	Grade/level at next rotation is an invalid transition	DZ	The warning for grade/level at next rotation has been hidden
ARCP Event ID	Replaced with LETB region	Not Applicable	Not Applicable	The ARCP Event ID is not available to add in the COVID tool in order to fit in all the C codes to validate

Updated LOVs and Outcomes tab

The LOVs tab gives you the acceptable values for some of the columns in the COVID ARCP Data sheet – updated values to choose from include: outcomes 10.1, 10.2, 7.2 and 7.4 in

column V, for LETB region we have updated the names of the LETB region values to match those of the HEE local offices and we have added a list of programme specialty names accepted in column R, this is particularly useful for ACCS programme specialty names.

The Outcomes tab gives you the list of post types and which COVID outcomes are applicable to each, as well as which C codes are available with each outcome for each post type.

NTS check and omissions tab in both data validation tools

Since [ARCP 2020 briefing note 1](#) was published, we are now able to provide an NTS check which will work in the ARCP and COVID ARCP tools.

After you have clicked the NTS check on the summary sheet, the data displayed on the omissions tab is from the census data returned to us in March 2020 by your deanery/HEE local office.

Due to the lower than usual response rate and the survey system used to deliver the 2020 NTS, 'survey status' is not included in the omissions tab.

Please note: The NTS check is not capable of checking for ARCP records across both ARCP validation tools. For example, if you have a doctor which has a record in the COVID ARCP data validation tool but not in the main ARCP data validation tool then the tool would flag an omission in the main tool.

How to complete the NTS check for all ARCP records in both tools

Once you have added and resolved invalid ARCP records in both the ARCP data validation tool and the COVID ARCP data validation tools, we recommend that you download a clean ARCP data validation tool and add the GMC numbers from both the completed ARCP data validation tool and from the COVID ARCP data validation tools and run the NTS check from the summary sheet after selecting your deanery/HEE region from the drop down list at the top – you do not need to click on 'Validate Data' before running the NTS check.

A	B	C	D	E	F	G	H	I	J	K
GMC Number	First Name	Surname	ARCP	Review Date	Period Start Date	Period End Date	Level Assessed	Post Type	Military Trainee	Academic Trainee
1										
5	1234567									
6	1234567									
7	1234567									
8	1234567									
9	1234567									
10	1234567									
11	1234567									
12	1234567									
13	1234567									
14	1234567									
15	1234567									
16	1234567									
17	1234567									
18	1234567									
19	1234567									

Medical Council

ARCP 2020 - Validation Tool

Instructions for using this validation tool

1. Please select your Deanery or HEE Region from the dropdown list:
2. Please ensure that all of the relevant fields are completed in the 'ARCP Data' sheet.
3. Press the **'Validate Data'** button once you're happy all data is provided:
4. Review and fix the data validation errors as summarised below (NB - it is not mandatory to correct the validation errors)

Reference column	Validation errors	Warning in column
A	Doctor's GMC Reference Number is missing	0 BK
A	Doctor's GMC Reference Number is invalid	0 BL
B	Doctor's First Name is missing	0 BM
C	Doctor's Surname is missing	0 BP

Summary | ARCP Data | Omissions | LOVs | Area | Grade transitions | Outcomes | NTN LOVs | Readme

Reference column	Validation errors	Warning in column
P	NTN/DRN code is invalid (see cells EE-EH for specific validation warnings)	0 EE-EH
P	NTN dual specialty combination is invalid - please see possible specialty combinations in column G in Area tab	0 EN
P	NTN specialty component is invalid (see cells EJ-EL & EO for specific validation warnings)	0 EI-EL & EO
Omissions tab	Trainees identified as missing from ARCP data	0
Validation summary		
	Validation failed	0
	Validation passed	0
	Total	0

5. Rerun steps 3 and 4 until all of the errors are resolved.
6. Press the **'NTS Check'** button to confirm all trainees have an ARCP return.
7. Ensure you provide an ARCP return for any trainees listed on the 'Omissions' sheet.
8. Please run the **'Duplicate Check'** once all your data are compiled. See column EQ for number of duplicate records to resolve.
9. Save this file in your GMC Connect '2020 ARCP Data' folder, updating the file name as 'ARCP Data Validation Tool - nnn - ddmmyyy' (where nnn is the 3 char Deanery/Region abbreviation).

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This will then give you a list of doctors who do not have an ARCP record in either of the data validation tools and you will then be able to investigate why they have been missed and add their ARCP records as applicable or explain why they should not have been submitted to the NTS March census in one of the Read me tabs.

Contacting the GMC

If you have any questions about the information in this appendix please email us at educationdata@gmc-uk.org.