

Collection of ARCP outcomes awarded in 2022/2023 – Briefing Note 1

Introduction

1. The GMC and COPMeD undertake an annual joint project to report on the Annual Review of Competence Progression (ARCP) outcomes of doctors in training as they progress through foundation and specialty, including GP, training programmes.
2. This technical briefing note is for Deans' teams who provide ARCP outcome data to the GMC each year.
3. The ARCP data to be returned should cover all outcomes awarded between 3rd August 2022 and the 1st August 2023.
4. This note includes the following significant changes from the previous ARCP data collection:
 - [Changes to the ARCP and Covid Data Validation Tools \(DVT\)s](#)
 - [Invalid level assessed for dual training](#)
 - [Recording ARCPs for combined infection training](#) – includes 2022/23 ARCP recording requirements for combined infection training and background information to combined infection training
 - [Reporting sub-specialty ARCPs](#)
 - [Reminder on reporting run-through doctors on pilot run-through programmes](#)
 - [Advance notice of changes to the ARCP 2023/24 return](#)

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ARCP 2022/23 project timeline

Deadline date	Who	Action
August 2023	Deans' teams	<p>Ensure that you have complete ARCP data to include in the ARCP data validation tools. Please check that you have ARCP events for all doctors in training including:</p> <ul style="list-style-type: none"> ● Foundation training ● Core training ● Specialty training ● GP training ● Academic training ● Locum appointments for training (applicable in NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW)) <p>Those who have not had an ARCP and the reasons for that e.g., sick leave, maternity/paternity leave, not in post long enough, reviewed in another deanery.</p>
24 August 2023	Deans' teams	<p>Confirm contact details of the people working on the project in your deanery/NHS England (NHSE) region to educationdata@gmc-uk.org. For NHSE, confirm if data will be submitted by region.</p> <p>These colleagues will receive:</p> <ul style="list-style-type: none"> ● all communications ● access to the required folders on GMC Connect ● access to final raw data in GMC Connect <p>This is important for our Information Governance policies regarding access to GMC Connect.</p> <p>For security purposes we must withdraw access for those who do not confirm.</p>

September 2023	GMC & volunteer deans' teams	Test the ARCP data validation tools. Where possible, we require testers from all four nations and colleagues who are doing the ARCP return for the first time.
September 2023	GMC	<p>Data validation tools to be made available to all deanery/NHSE region contacts via GMC Connect.</p> <p>A zip file containing csv copies of the reference tables used will be circulated with the validation tool; these will detail the permitted values for each field.</p>
October 2023	Deans' teams	Check that all outcomes awarded during the reporting period have been reported in the extract and transferred into the ARCP data validation tools.
17 November 2023	Deans' teams	<p>Final deadline for Deans' teams to submit complete ARCP data sets via GMC Connect.</p> <p>Deaneries/NHSE regions 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. Any usual outcomes described in Gold Guide 9th edition still under appeal should not be returned. Instead return a 'No' ARCP with the code N13 Other reason (please specify) and specify "Outcome still under appeal" for any of the unchanged outcomes.</p> <p>For any COVID outcomes under appeal, return N13 Other reason and specify "COVID outcome still under appeal".</p> <p>The final outcome must be included in the 2024 return.</p> <p><u>Please note:</u> to ensure outcomes under appeal are returned in the 2024 return, the final outcome, whether it is the same or has changed, should be given the date the appeal was finalised. This is to ensure it is included in the subsequent year's return as the extract is based on the date the outcome was awarded.</p> <p>For any records with N13 and either "Outcome still under appeal" or "COVID outcome still under appeal" with</p>

		<p>N13s from the 2022 return. We would expect to receive their final outcome in this year’s return as advised in last year’s briefing note.</p> <p>NOTE: See pages 87 to 91 of the Gold Guide 9th edition for more information on the appeals process and timescales provided for resolution of them.</p> <p>Deaneries/NHSE regions 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.</p>
Mid-December 2023	GMC	Feedback to deaneries/NHSE regions on GMC’s validation checks on initial returns. See the section GMC checks on individual returns .
December 2023	Deans’ teams	Deaneries/NHSE regions to resolve issues from the initial validation checks within 3-weeks of GMC feedback
December 2023 – January 2024	GMC	<ul style="list-style-type: none"> ● Checks carried out across all ARCP data (i.e. all previous submissions and the 2023 submission), which include: ● Checks that an ARCP event has been provided for each specialty the doctor is training in, based on the programme specialty code(s) in the National Training Number (NTN) ● Checks for duplicates across deaneries/NHSE regions ● Checks against 2022 outcomes to ensure 2023 outcomes for the same person in the same specialty are plausible – i.e. validation across years, for example we will check that trainees previously awarded an outcome 6 or outcome 4 do not have an ARCP in the same specialty in the 2023 return. We will check specialist register ● entries to see if those with a 2nd or sub-specialty on the register have ARCP outcomes recorded for those specialties and not just the main specialty.

		<ul style="list-style-type: none"> Check the completeness of the return against other data sources including where available Royal College and Faculty data <p>Perform a central NTS check against the March 2023 NTS demographic data</p>
Q1 2024	Deans' teams	Deaneries/NHSE regions to respond to any issues arising from central checks
Q1 2024	GMC	ARCP Stakeholder review briefing note sent out. Data quality reports provided to Deaneries/NHSE regions for final checks
Q1 or Q2 2024	GMC	Public reports of ARCP outcomes published. Data included in UKMED (www.ukmed.ac.uk) and available to approved researchers.

Changes to the ARCP and Covid Data Validation Tools (DVT)s

Introducing an error for academic ARCP records

In recent ARCP data collections there were ARCP records with an NTN identifying a doctor as being on an academic run-through programme, however, the fields in the validation tools related to academic training, 'Academic trainee' (column K) and 'Remain on academic programme' (column L), were not completed. There were also ARCP records which have column K and column L completed yet the NTN did not include the academic identification 'ACA' in the specialty component.

Until now these records were highlighted as warnings and did not count towards the number of invalid records in the DVTs. From this year they will be errors, thus making it mandatory that these errors are resolved to make the ARCP records valid.

The errors will be called:

NTN – ACA is missing from specialty component

NTN – ACA is used for a trainee who is not academic check columns K and L

This should reduce the number of records being returned to you following the [GMC checks on individual returns](#).

Oral and maxillo-facial surgery removal of grade/level assessed

After a review of the Oral and maxillo-facial surgery curriculum it has come to light that there should be no trainees assessed at the grade or level ST2. Doctors on run-through Oral and maxillo-facial surgery will complete ST1 and, following an outcome 1 in their ARCP, will progress straight to ST3. Therefore, ST2 has been removed as a valid grade/level assessed for the specialty.

Sub-specialty name update

The sub-specialty, Substance Misuse Psychiatry changed name to Addiction Psychiatry in August 2022. This has been updated in the List of Values sheet on the ARCP and Covid data validation tools. If any appeals from the 2021/22 ARCP reporting period are due to be included in this year's return, please include them in the DVTs with the programme specialty name 'Substance Misuse Psychiatry' and ignore any errors for the programme specialty name for these records.

Exceptional triple specialty training

The NTN/DRN field now allows three specialty codes to be included in the specialty component of an NTN. Only the exceptional triple specialty combinations are permitted; you can find these listed in the [NTN Appendix on the GMC website](#).

Invalid level assessed for dual training

The GMC allows one additional training level to be added to dual training programmes to allow for the extra time required to complete competences in more than one programme specialty. Additional levels are not included in the data validation tools because this could lead to incorrect recording of the level assessed for doctors on a single specialty programme.

Add ARCP records for doctors at the end of their dual training to the DVTs with the training level recorded as it is in your training information system. If this produces an error for 'Level Assessed is not valid for the stated Programme Specialty' and you believe this is correct, please add a note of the record to the 'Readme' sheet in the DVT.

Recording ARCPs for combined infection training

2022/23 ARCP recording requirements for combined infection training

The specialty code 'CIT' used for combined infection training was removed from the ['NHS Occupation Code Manual Sub-specialty Annex'](#) in August 2022 and should therefore not be included in the NTN for any doctors. As such, ideally, this year no doctors should have ARCP records recorded against a combined infection training programme specialty.

However, we've decided that the 2021/22 return and this year, 2022/23, are transition years and we will accept NTNs and ARCP records for doctors as they appear in the training information system when they were assessed in 2022/23 – or in the new way outlined in the table below.

From 2023/24 we expect all doctors to be recorded in the training information system with the correct NTN format and programme codes for the level assessed.

See the table below for an example of the correct way to record a doctor entering training in a group 2 specialty in Infectious diseases and Medical microbiology and an example of a doctor entering training in a group 1 specialty in Infectious diseases and General (internal) medicine.

Level Assessed	Programme Specialty	NTN	Correct/Incorrect submission?
ST3	Infectious diseases and Medical microbiology	NOR/003-075/1234567/C	Correct
ST3	Infectious diseases and Medical microbiology	NOR/CIT/1234567/D	Incorrect – NTN
ST4	Infectious diseases and General (internal) medicine	NOR/003-001/1234567/C	Correct
ST4	Infectious diseases and General (internal) medicine	NOR/CIT/1234567/D	Incorrect – NTN

Background to combined infection training

Doctors who are recruited on to Medical microbiology, Medical virology, Infectious diseases or Tropical medicine (and any combination of dual-CCT with one of these programmes) and are in the first two training levels complete the combined infection training (CIT) part of the curriculum.

However, unlike those on a run-through programme, the competences described for the completion of CIT are included within the higher specialty curriculums, against which doctors at ST3 and ST4 will be assessed. Therefore, ARCP records should be returned to us against one of the following programme specialties, Medical microbiology, Medical virology, Infectious diseases or Tropical medicine.

Combined infection training is not a programme in its own right; it's a shared component of training, so it doesn't have its own curriculum. Combined infection training does have its own person specification on Oriel and approved programmes which are used by the GMC for the National Training Survey as well as tracking the training in this part of the curricula.

Doctors should therefore receive an NTN on commencing combined infection training which includes the specialty code for the programme(s) they are following.

Reporting sub-specialty ARCPs

Please ensure that there is a separate ARCP recorded for all sub-specialties.

The following sub-specialties are most commonly missing a separate ARCP:

- Liaison psychiatry
- Interventional radiology
- Paediatric emergency medicine

Not providing a separate ARCP for a sub-specialty contravenes the guidance in the document, [Improving the National Consistency and Approval of Sub-Specialty Training Programmes GMC Position Statement – October 2014 \(updated May 2015\)](#) where it states:

“A separate independent ARCP outcome is to be recorded for the sub-specialty training. This does not require a separate ARCP meeting to be held, but there must be appropriate input into the decision.”

Reminder on reporting run-through doctors on pilot programmes

As in previous years, all doctors ARCPs must be recorded against the curriculum competences used to assess their training.

Doctors in the core stages of run-through pilot programmes i.e. at training levels ST1, ST2 (ST3 in psychiatry specialties) should be reported against the programme code related to the curriculum they have been assessed against, which is usually a core programme e.g. Core surgical training or

Core psychiatry training, in the ARCP return. For instance, an ST1 or General surgery run-through trainee will be assessed against the Core surgical training curriculum.

However, doctors following a run-through pilot programme must have an NTN which should include only the run-through pilot programme specialty code.

Please see the below example return, based on a doctor at ST1 on a General surgery run-through programme (please note not all fields for the DVT are included in the example):

Level Assessed	GMC Approval Code	Programme Specialty	NTN/Deanery Reference Number (DRN)	Correct/Incorrect submission?
ST1	NOR006	Core surgical training	NOR/021/1234567/C	Correct
ST1	NOR4230	General surgery	NOR/021/1234567/C	Incorrect – GMC Approval Code and Programme Specialty
ST1	NOR4230	General surgery	NOR/CST/1234567/D	Incorrect – GMC Approval Code, Programme Specialty and NTN/DRN
ST1	NOR006	Core surgical training	NOR/CST/1234567/D	Incorrect – NTN/DRN

A list of the [pilot programmes is on the GMC website](#), you will also find the [NTN Appendix on the GMC website](#).

Advance notice of changes to the ARCP 2023/24 return (next year's return)

Introducing N23 code for No ARCP in a dual or triple specialty

Proposals have been made to COPMed to introduce a new reason for No ARCP, which, if agreed, will be included in Appendix 3 of the Gold Guide 10th edition. Below are the details for N23 a code to record when an ARCP did not take place for a doctor training in dual or triple specialty programmes, this code will be added to the ARCP data validation tool for the 2023/24 return:

Code		Reason for no ARCP during the Year:	Explanatory Notes
N23	..	Trainee assessed in another dual specialty	No progression by the doctor in training in this specialty due to training in another dual specialty

ARCP Data submission – what to include

- 1** We work on the assumption that deaneries and NHSE local offices have implemented the latest version of the [ARCP outcome form](#) issued along with the [Gold Guide 9th edition](#). There are also additional outcomes to record the disruptions to ARCPs and training due to COVID-19, all guidance documents published regarding the changes are on the [COPMeD website](#).
- 2** The data submitted should cover:
 - All ARCP events and their outcomes (there may be multiple outcomes for one event) that occurred between 3rd August 2022 and the 1st August 2023.
 - All doctors in training in an approved programme for any length of time between 3rd August 2022 and the 1st August 2023.
- 3** All ARCP events and their outcomes should be included on the ARCP Data worksheet in one of the two ARCP data validation tools supplied by the GMC.
 - All the usual ARCP outcomes and No ARCPs should be included in the ARCP data validation tool
 - All COVID outcomes and COVID No ARCPs should be included in the COVID ARCP data validation tool
- 4** When the ARCP data have been inputted into the validation tools and errors have been resolved or explained, the file should be returned to the GMC via GMC Connect.
- 5** Doctors who were in training during the reporting period should be included in the data submitted via the ARCP data validation tools including doctors who are in:
 - Foundation training
 - Core training
 - Specialty training
 - General practice training
 - Locum appointed training (applicable in NES, NIMDTA and HEIW)
- 6** Doctors who are in training within the reporting period but did not have an ARCP within the reporting period for any reason not related to COVID-19 e.g., doctors who are on maternity/paternity leave, sick leave, post CCT, not in post long enough etc. should also be included in the ARCP data validation tool with the relevant N code.

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- 7 Doctors who did not have an ARCP due to COVID-19 should be included in the COVID ARCP data validation tool with N13 other (please specify) and specify “COVID-19” as the reason.
 - 8 Doctors with outcomes still under appeal or review should be included in the ARCP data submission with N13 other (please specify) and specify “Outcome still under appeal” as the reason. For those who have appealed a COVID outcome, the ARCP record should be included in the COVID ARCP data validation tool with N13 other (please specify) and specify “COVID outcome still under appeal” as the reason. Only final ARCP outcomes should be included in the return. Please ensure any appealed/reviewed outcomes, whether the same as the original or different are given the date the appeal was finalised so that it is included in next year’s ARCP data return.
 - 9 Each row of the dataset should consist of one ARCP event and one outcome. Doctors may have more than one ARCP event and outcome and these must be reported on multiple rows:
 - Dual-CCT doctors in training must have one outcome per specialty e.g., if a doctor is training in two specialties there should be separate outcomes recorded in the data return for each specialty.
 - Please note: if a doctor in training only had an ARCP for one of their dual specialties, the second specialty should be listed on a separate row with the reason for there being no ARCP for this specialty.
 - Doctors in multiple programmes for a given ARCP event must have one outcome per programme. For example, if a doctor in training was in Programme A for part of the reporting period and Programme B for the second part of the reporting period an ARCP event and outcome must be included for both programmes.
 - Doctors in training following a sub-specialty programme in addition to their main specialty must have a separate ARCP event and outcome recorded for the sub-specialty.
Please note: Please ensure that all sub-specialty programmes are GMC approved, you can [find out more about applying for approval of programmes on the GMC website](#).
 - 10 We will carry out additional central checks to make sure that all specialties and sub-specialties are provided for all doctors. We will feed back if our central checks identify discrepancies and if any specialties or sub-specialties a doctor is aiming to, or has a, CCT in appear to be missing. The central checks are likely to include:
 - Checks against records from Royal College and Faculty e-portfolio records. We will request e-portfolio data directly from the colleges.

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- Checks against CCT applications where the application to join the specialist register includes a 2nd specialty or a sub-specialty.
- 11 The specialty that the ARCP event refers to must be the doctor's programme specialty, as per their NTN or DRN. Please do not record a doctor's post specialty in the programme specialty field.
 - 12 The data should NOT include dentists or non-medical public health trainees, as the GMC does not have a statutory responsibility for these trainees.

The GMC uses GMC Connect to share all documents relating to the collection of the ARCP data. When sharing ARCP data with the GMC please only use GMC Connect, we cannot guarantee the security of data you attach to an email.

Submission instructions

- 13 To run the ARCP validation tool please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2013 and Microsoft Access 2003 or Microsoft Access 2007.
- 14 Log in to [GMC Connect](#), in the deanery stakeholder group you will have access to the document folder 'ARCP 2023 data validation tools' (all Deaneries/NHSE regions have access to this folder). If you cannot see the document folder, please email: educationdata@gmc-uk.org
- 15 The 'ARCP 2023 data validation tools' folder will contain a zip file with an Access database and two Excel files. Download this zip file and save it on your network.
- 16 Extract the three files (ARCP Data Validation Tool.xls, COVID ARCP Data Validation Tool.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder on your computer.

COVID ARCP data validation tool

- 17 Open the COVID ARCP Data Validation Tool.xls file you have just downloaded, extracted, and saved. If prompted, enable Macros.
- 18 The Tool contains the following worksheets:
 - '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/NHSE region selection list, and the 'Validate Data' and 'Duplicate Check' buttons
 - 'COVID ARCP data': this is where you need to paste your COVID ARCP events and outcome data for the 2023 ARCP return. It contains a column for most of the data variables outlined in the [Table of fields required in the ARCP data validation tool and their validation checks](#), and the additional columns added for the C codes listed in the [Table of COVID ARCP data validation tool field variations](#). Once the 'Validate Data' button has been clicked and the validation has run, there is a separate column for any validation errors for each row to the right of those you pasted the data into
 - 'Omissions': this worksheet will list any doctors that were in the NTS data return that do not appear in the ARCP Data tab
 - 'LOVs': this worksheet lists permitted values for the fields in 'COVID ARCP data' worksheet. Check this sheet if you have any invalid values

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- 'Area': lists the Deaneries/NHSE local offices and the regions they are included in
 - 'COVID Outcomes': this lists the permitted COVID outcomes by post type
 - 'NTN LOVs': this lists all valid NTN specialty codes and combinations and the specialty they refer to
 - 'Readme': please add any reasons or justifications as to why any errors, omissions or duplicates cannot be resolved or should be considered valid in this worksheet before you return the data to the GMC
- 19** Paste COVID outcomes and no ARCP data into the 'COVID 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).
 - 20** 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.
 - 21** Once you have placed all your data into the correct columns, go to the 'Summary' worksheet of the spreadsheet, select your deanery/NHSE region from the dropdown list at the top of the worksheet and click the 'Validate Data' button. The validation process may take a couple of minutes to complete.
 - 22** The validation tool will scan through all of the data in the 'COVID ARCP data' worksheet, and then present you with any errors that have been found in the 'Summary' worksheet.
 - 23** Go back to the 'COVID ARCP data' worksheet and review columns to the left of column BJ 'Validation Status' to see detail of any errors that have been identified for each row. Each column identifies a different potential error in the data. Work to resolve the errors by checking them against your extract or database and amending the data in the 'COVID ARCP data' worksheet. When you have made changes go back to the 'Summary' worksheet and click the 'Validate Data' button again to see if the errors have been resolved.
 - 24** If you are unable to resolve any errors, please add the details of the records affected and any reasons why the errors cannot be resolved on the 'Readme' worksheet before submitting to the GMC.
 - 25** Finally, on the 'Summary' worksheet 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, Outcome Type and Outcome. Any duplicate records will be identified in column EQ on the 'COVID ARCP Data' worksheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

ARCP Data validation tool

- 26** Open the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved. If prompted, enable Macros.
- 27** The Tool contains the following eight worksheets:
- ‘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/NHSE region selection list, and the ‘Validate Data’ and ‘Duplicate Check’ buttons
 - ‘ARCP Data’: this is where you need to paste the usual ARCP events and outcome data for the 2023 ARCP returns that were not affected COVID-19. It contains a column for each of the data variables outlined in the [Table of fields required in the ARCP data validation tool and their validation checks](#). Once the ‘Validate Data’ button has been clicked and the validation has run, there is a separate column for any validation errors for each row to the right of those you pasted the data into
 - ‘Omissions’: this worksheet will list any doctors that were in the NTS data return that do not appear in the ARCP Data tab
 - ‘LOVs’: this worksheet lists permitted values for the fields in ‘ARCP data’ worksheet. Check this sheet if you have any invalid values
 - ‘Area’: lists the Deaneries/NHSE regions and the regions they should be reported in
 - ‘Grade Transitions’: lists permitted grade/level at next rotation
 - ‘Outcomes’: this lists the permitted outcomes by post type
 - ‘NTN LOVs’: this lists all valid NTN specialty codes and combinations and the specialty they refer to
 - ‘Readme’: please add any reasons or justifications as to why any errors, omissions or duplicates cannot be resolved or should be considered valid in this worksheet before you return the data to the GMC
- 28** Paste usual outcomes and no ARCP data into the ‘ARCP Data’ worksheet, making sure you paste 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).
- 29** 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.

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- 30** Once you have placed the data into the correct columns go to the 'Summary' worksheet, select your deanery/NHSE region from the dropdown list at the top of the worksheet and click the 'Validate Data' button. The validation process may take a couple of minutes to complete.
 - 31** The validation tool will scan through all of the data in the 'ARCP data' worksheet, and then present you with any errors that have been found in the 'Summary' worksheet.
 - 32** Go back to the 'ARCP data' worksheet and review columns to the left of column BJ "Validation Status" to see detail of any errors that have been identified for each row. Each column identifies a different potential error in the data. Work to resolve the errors by checking them against your extract or database and amending the data in the 'ARCP data' worksheet. When you have made changes go back to the 'Summary' worksheet and click the 'Validate Data' button again to see if the errors have been resolved.
 - 33** If you are unable to resolve any errors, please add the details of the records affected and any reasons why the errors cannot be resolved on the 'Readme' worksheet before submitting to the GMC.
 - 34** Finally, on the 'Summary' worksheet 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, Outcome Type and Outcome. Any duplicate records will be identified in column EQ on the 'ARCP Data' worksheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

NTS check

- 35** Run the NTS check in the main validation tool as usual. Once you have done this, you can check the omissions against the records in the COVID tool. Please ensure all omissions have been accounted for, either by appearing in the COVID tool or by explaining any genuine omissions in the Readme tab.
- 36** When providing explanations for omissions in the Readme tab, please ensure these do not relate to one of the N Codes. For example, if the trainee has been omitted from the data because they have not been in post long enough, they should be added to the data with the N Code N3. The [list of N codes can be found here](#).

Returning the ARCP files via GMC Connect

- 37** When you have removed the errors, completed the duplicate checks, added any missing records from the omissions and updated the 'Readme' worksheets, please save the files using the following formats:
- 'ARCP validation tool_Deanery 3 character code_ddmmyyyy.xls' e.g. ARCP validation tool_LON_17112023.
 - 'COVID ARCP validation tool_Deanery 3 character code_ddmmyyyy.xls' e.g. COVID ARCP data validation tool_LON_17112023.
- 38** Please upload the Excel files to your deanery/NHSE region document folder in GMC Connect and email educationdata@gmc-uk.org when you have submitted the files.

GMC checks on individual returns

- 39** Some initial validation checks will take place by the GMC on the individual returns from deaneries/NHSE regions and you will receive feedback on these in early December. Checks include:
- Re-run the validation tools and query any errors not explained in the 'Readme' worksheet
 - Re-run the duplicate checks
 - Re-run the NTS check against your deanery/NHSE region 2023 NTS demographic data returned in March and query any missing records not explained in the 'Readme' worksheet
 - Data count to check that the number of records returned is similar to that returned in last year's ARCP data collection
 - Check that all post types have been returned; Foundation, Core, Specialty, and check that they are applied to the correct programme types, e.g., all foundation programmes have 'Foundation' post type and core programmes such as 'Internal medicine training stage one' or Core surgical training have 'Core' post type
 - Check that all post types have been applied correctly based on Programme Specialty

Post Type	Programme	Example
Foundation	Foundation programmes	Foundation programme
Core	Core programmes	Core surgical training
Specialty	Specialty programmes	General surgery

- Academic doctors and doctors on pilot run-through programmes assessed against core programmes should have ST not CT level assessed
 - ACCS themes Emergency Medicine and Intensive Care do not have any doctors at CT4/ST4. Only Anaesthetics and Internal Medicine should have doctors at CT4/ST4
 - Able to identify doctors on pilot run-through programmes by checking the NTN specialty component
 - Ensure all indirectly managed defence doctors in the NTS 2023 have an ARCP returned by their host deanery/NHSE region
 - Check the 'Other reason' N13 and U codes and recode or query with deanery/NHSE region any which require more detail
 - Check all reasons for No ARCP (N codes), reasons for Unsatisfactory Outcomes (U codes) and reason for COVID outcomes (C codes) have a '1' in the appropriate box
- 40** Further checks across all ARCP data will be carried out when all the data has been returned.

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

Equality and Diversity data

The GMC will link the ARCP data to the equality and diversity (E&D) data held by the GMC.

Socio-economic status

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

The ARCP data are linked to data from the foundation programme applications. We also report against Educational Performance Measure – decile for UK graduates*.

GMC Contact Details

If you have any enquiries about the ARCP data collection process, please email us at educationdata@gmc-uk.org.

Your contacts at the GMC regarding the ARCP data collection are:

- Jennifer Redman-Tootell – Education Data Officer (project lead)
- Haydn Dalton – Education Data Officer
- Kimberley Ashworth – Education Data Analyst

All briefing notes from previous collections and [this briefing note will be published on the GMC website](#).

* <https://foundationprogramme.nhs.uk/faqs/educational-performance-measure-epm-faqs/>

Table of fields required in the ARCP data validation tool and their validation checks

Below is a table of fields required in the data return and their validation checks.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
GMC number		String 7 characters	As per GMC register	All rows	The GMC number must match a GMC number in the doctor list within the Access database. The doctor's list includes all doctors who held full or provisional (for foundation doctors only) registration within the reporting period
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
Surname		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the surname for the given GMC number For cases where the surname doesn't match the LRMP, the validation tool will return the date of the

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					request to change the name on the GMC register and the previous names If the GMC previous name matches the tool will return a warning only
ARCP	Did the trainee have one or more ARCP during the reporting period?	String	Yes No	All rows	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 It is very important to complete this correctly or the tool will not work
Review Date	Date of ARCP Event	dd/mm/yyyy	Must be between 3 rd August 2022 and 1 st August 2023	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be within the reporting period (03/08/2022 – 01/08/2023)
Period Start Date	Start of period that the assessment refers to	dd/mm/yyyy	Must be more recent than 01/08/2018	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be before the Review date
Period End Date	End of period that the assessment refers to	dd/mm/yyyy		ARCP = "Yes" only	Must be in the format dd/mm/yyyy

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					Must be at most 180 days after the review date, to accommodate ARCP events that occur before the end of training period
Level assessed	Grade of trainee at the point of assessment or at the point of the missed assessment	String	F1, F2, CT1, CT2, CT3, CT4, ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8, ST9	All rows	<p>Must be one of the possible values (also listed on 'LOVs' worksheet)</p> <p>Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – a zip file containing csv copies of the reference tables the validation tool checks will be made available in the 'ARCP 2023 Validation Tools' document folder in GMC Connect. This table is in the Access database.</p> <p>Only required for rows where an ARCP event took place.</p>
Post type	This is the type of post they are in, LATs should only be in NES, NIMDTA and HEIW	String	FTSTA LAT Foundation	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			Core Specialty		
Military Trainee	At the time of the ARCP was the trainee a defence DPMD trainee	String	'Yes' 'No'	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)
Academic Trainee	At the time of the ARCP was the trainee an academic trainee	String	Academic Clinical Fellow (ACF (other funding)) - England, Wales, Northern Ireland Academic Clinical Lecturer (ACL (N Ireland)) - Northern Ireland Academic Foundation Trainee (AFT)	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet). Must be completed if the NTN includes the academic identification 'ACA' in the specialty component

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			Academic Clinical Lecturer (ACL (other funding)) - England, Wales Clinical Lecturer (Scotland) Clinical Research Fellow (Scotland) Clinical Teaching Fellow (Scotland) NIHR Academic Clinical Fellow (ACF (NIHR funding)) - England NIHR Academic Clinical Lecturer (ACL (NIHR funding)) - England Other fellowship		

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			No		
Remain on academic programme		String	Continue academic component Do not continue academic component Academic component completed	Academic trainees and ARCP = “Yes” only	Must be one of the possible values (also listed on ‘LOVs’ worksheet) These are to reflect recording requirements in The Academy of Medical Sciences Guidelines for monitoring academic training and progress (September 2011) Must be completed if the NTN includes the academic identification ‘ACA’ in the specialty component
Programme start date		dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy Must be after 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.
Programme end date	Estimated or where available actual CCT/ CESR/CEGPR (CP) date or programme end date	dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy The rules for the “Minimum programme” validation checks are as follows:

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
	for core or foundation programmes or programme end date if the doctor in training moved programmes				<p>a. Date must be 1064 days after the Programme Start Date if Post Type = “Specialty”</p> <p>b. Date must be 700 days after the Programme Start Date if Post Type = “Core” or “Foundation”</p> <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>
GMC programme approval code	The GMC programme approval code. GMC programme approval code to which ARCP record refers.	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 need to be approved and have approval codes.</p>

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					Doctors who completed training outside of the 'home' deanery/NHSA local office should use the 'host' deanery/NHSA local office programme code for the specialty or sub-specialty
NTN/DRN – new format	National Training Number/Deanery Reference Number NTN or DRN at the point the ARCP was conducted (NOT at the point this report is generated)	See NTN Appendix for format requirements. This document has been updated, V5 has been published		All rows	Must be present, for all cases that are not foundation doctors Must refer to the specialty of the ARCP event(s), dual and triple CCT must include all specialties in the specialty component Old NTN formats will not be validated, old DRN formats will not be validated
2 nd programme specialty	To flag if the row refers to trainee's second specialty	String	Yes	2 nd specialty only	No validation rules – this helps if NTN is in the old format or is missing any additional programme specialities
Programme specialty	CCT programme list or core or foundation programme Specialty or sub-specialty to which the	String	See LOVs worksheet for full list of programme specialties	All rows	Specialty must match the specialty associated with the Programme Code and one of the specialty codes in the NTN specialty component The system will write the correct 1st programme specialty based on the 1st GMC Programme

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
	ARCP refers/would have referred				Approval Code provided in the 'GMC Specialty' column Sub-specialty values should be included
Grade/level at next rotation	This error relates to grades that are not possible for the specialty provided	String	F1 F2 CT1 CT2 CT3 CT4 ST1 ST2 ST3 ST4 ST5 ST6	All rows	Possible transitions listed in the 'grade transitions' worksheet of the validation tool. Invalid transitions are not validated in the COVID ARCP data validation tool

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			ST7 ST8 ST9 No grade applicable Not known from ARCP as trainee applies to specialty training Outcome cannot be linked to grade progression a further ARCP outcome is required Trainee completed training not applicable		

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period Start and Period End dates)	String	Yes No	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)
TOOT	Time out of training	String			'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
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	Must be one of the outcome values defined as a valid value for the Post Type. See 'Outcomes' worksheet Not all outcomes are valid for F1 or F2 doctors in training
Outcome Type		String	Clinical Combined Clinical/Academic	ARCP = "Yes" only	Must be one of the possible values (also listed on 'LOVs' worksheet)

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Reason for no ARCP		String and a '1' in the relevant column for the N code listed in the Reason for no ARCP string	See GG9 Appendix 3 – Exemplar ARCP outcome form for the full list of N codes and descriptions	ARCP = "No" only	<p>Must also be a '1' value in at least one of the following fields:</p> <ul style="list-style-type: none"> N1 Trainee sick leave, N2 Trainee maternity/paternity leave, N3 Trainee not in post long enough, N4 Trainee fell outside annual reporting period, 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

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					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 N16 Dismissed N17 Dismissed no remedial training N18 Dismissed received remedial training N19 Dismissed no GMC referral N20 Dismissed – following GMC referral
Reason for no ARCP – other		String	Free text	ARCP = “No” and N13 Other reason (please specify) = 1	Must be a valid other reason, please don’t put N/A or other as reasons

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Reason(s) for unsatisfactory outcome. List all that apply		String and a '1' in the relevant column for the U code listed in the Reason for unsatisfactory outcome string	See GG9 Appendix 3 – Exemplar ARCP outcome form for the full list of U codes and descriptions	ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4	Must be a '1' value in at least one of the following fields: 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) Codes for foundation only: U9 Inadequate attendance, U10 Assessment/Curriculum outcomes not achieved
Reason for unsatisfactory outcome - other		String	Free text	ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4, U8 Other reason (specify) = 1	Must be a valid reason for unsatisfactory outcome, please don't put N/A or other as reasons

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
LETB Region	Please use the correct value for the deanery/NHSE local office in which the ARCP event occurred.	String	Defence Postgraduate Medical Deanery NHS Education for Scotland NHS Education for Scotland (East Region) NHS Education for Scotland (West Region) NHS Education for Scotland (South-East Region) NHS Education for Scotland (North Region)		All Health Education England local offices have been updated to NHSE Education. LETB region is required for all NHSE regions since the return changed to regional. We understand that, except for small specialties, ARCPs are still managed by NHSE Education local offices. Reporting in this way allows us to report over multiple years.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			Health Education and Improvement Wales Northern Ireland Medical & Dental Training Agency NHSE Education East Midlands NHSE Education East of England NHSE Education Yorkshire and Humber NHSE Education Wessex NHSE Education Thames Valley		

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			NHSE Education North West London NHSE Education South London NHSE Education North Central and East London NHSE Education Kent, Surrey and Sussex NHSE Education North East NHSE Education North West NHSE Education West Midlands		

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			NHSE Education South West Pharmaceutical Medicine Deanery		
ARCP Event ID	Optional				

COVID outcomes and supplementary C codes

Two new outcomes were introduced in 2020 to record the ARCPs where COVID-19 has affected training progression. As the pandemic continues to impact on doctors' progression during the 2022/23 reporting period, we ask you to use the COVID-specific outcomes and codes where appropriate. To read the full guidance please see the COPMeD website. [Derogations to postgraduate curricula](#) are published on the GMC website.

In summary, the outcomes include:

- Outcome 10.1: Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. Trainee can progress.
- Outcome 10.2: Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. Trainee is at critical point and additional training time is required.

Supplementary C codes have also been introduced and one or more must be recorded against all records with either outcome 10.1 or 10.2 to explain how COVID-19 affected training progression.

Not all C codes are applicable to the outcomes above, please see the table below with the C codes and the applicable outcomes:

Applicable outcome	C code values	C code labels
10.1	C1	Trainee at critical training progression point (but NOT at CCT) and derogation provided for the required exam
10.1	C2	Trainee at critical training progression point (but NOT at CCT) and derogation provided for the applicable element of mandatory training
10.1 and 10.2	C3	Redeployment could not acquire required experience
10.1 and 10.2	C4	Prolonged self-isolation needed during COVID-19
10.1 and 10.2	C5	Inadequate progress in this training year prior to COVID-19
10.1 and 10.2	C6	Incomplete evidence due to COVID-19
10.2	C7	Foundation – extra time required to gain F1CC/FPCC
10.2	C8	Royal College or Faculty exam cancelled with trainee at CCT date

Applicable outcome	C code values	C code labels
10.2	C9	Royal College or Faculty mandatory training course cancelled with trainee at CCT date
10.2	C10	Royal College or Faculty exam cancelled with trainee at critical progression point (not CCT) with no derogation
10.2	C11	Royal College or Faculty mandatory training course cancelled with trainee at critical progression point (not CCT) with no derogation
10.1 and 10.2	C12	Other issue related to COVID-19 (please describe)

Further to the guidance on the use of outcomes 10.1 and 10.2 for foundation, core and higher specialty ARCPs affected by COVID-19, NES, NIMDTA and HEIW produced guidance on recording outcomes for those undertaking Locum appointments for training (LATs). The guidance, [‘Management of ARCP Outcomes for Locum Appointments for Training’](#) can also be found on the COPMeD website.

The guidance for LATs states that the usual ARCP outcomes should still be used. Please [see from page 75 in the Gold Guide 9th Edition](#) for details on the LAT outcomes. For LATs where their training has been affected by COVID-19, an outcome 7.2 or 7.3 is being awarded with one or more of the supplementary C codes listed in the table below:

Applicable outcome for LAT	New C code values	C code labels
7.2 and 7.3	C3	Redeployment could not acquire required experience
7.2 and 7.3	C4	Prolonged self-isolation needed during COVID-19
7.2 and 7.3	C6	Incomplete evidence due to COVID-19
7.2 and 7.3	C12	Other issue related to COVID-19 (please describe)

COVID ARCP Data Validation Tool

To accommodate the new outcomes and supplementary C codes there are two validation tools:

- ARCP Data Validation Tool: Usual outcomes, U codes and No ARCP reasons
- COVID ARCP Data Validation Tool: COVID outcomes, C codes and No ARCP reasons

The Access database which is supplied with the data validation tools will validate both tools, so please save it in the same place as both Excel files.

Second DVT for COVID ARCPs

A separate data validation tool is used only for COVID outcomes and no ARCPs with N13 and a specified reason related to COVID-19. If there is an ARCP in the traditional tool with COVID reasoning or outcome it should be transferred to the COVID ARCP data validation tool.

What should be included in the COVID ARCP data validation tool

- Outcomes 10.1 and 10.2 are available to select from the ARCP outcome dropdown list – please do not include usual outcomes in this validation tool
- Outcomes 7.2 and 7.3 if they are COVID outcomes are available to select from the ARCP outcome dropdown list and must be accompanied by supplementary C codes

All outcomes require one or more supplementary C codes, the following columns are included in the tool:

- ‘No’ ARCP records with the code N13 other (please specify) which have reasons related to COVID-19. These include either when an ARCP could not be convened with an ARCP panel, the other reason should be specified as “COVID-19”. Or where a COVID outcome (10.1, 10.2 or 7.2 and 7.3 with a C code) is still under appeal and a final outcome has not been determined, the other reason should be specified as “COVID outcome still under appeal”

The validation rules for COVID outcomes and C codes

- Reason for COVID outcome missing – this is an error produced when no C code is added to the Reason for COVID outcome column

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- Reason for COVID outcome other is missing – this is an error produced when a 1 has been added to the column ‘C12 – other issue related to COVID-19 (please describe)’ but no reason has been described in the ‘Reason for COVID outcome (C12) other’ column
 - Provide a reason for COVID outcome – this is a warning to add a ‘1’ value in the columns for each C code listed in the Reason for COVID outcome column

What isn't in the COVID ARCP data validation tool

- All the usual outcomes have been removed from the ARCP outcome dropdown list

The following columns for the U codes have been removed:

- ARCP Event ID (column BH) has been removed and reused for the C codes
- Grade transitions worksheet – there is not a table illustrating the grade transitions based on the training level assessed and outcome for COVID outcomes
- Omissions worksheet – Run the NTS check in the main validation tool as usual. Once you have done this, you can check the omissions against the records in the COVID tool.

The validation rules which do not apply to COVID ARCP records

- Reason for Unsatisfactory outcome missing
- Reason for Unsatisfactory outcome invalid
- Reason for Unsatisfactory outcome other is missing
- Provide a reason for unsatisfactory outcome (Check cells AV-BF)
- Grade/level at next rotation is an invalid transition
- Trainees identified as missing from ARCP data

All other validation rules apply to COVID ARCP records and all errors are to be resolved before returning the final data validation tools to the GMC via GMC Connect.

Please ensure you run the duplicate check on the COVID ARCP validation tool

Table of COVID ARCP data validation tool field variations

The table below refers to the Fields from the ARCP data validation tool which will be changed in the COVID ARCP data validation tool. The other fields remain the same and are as per the [Table of fields required in the data return and their validation checks](#)

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
Grade/level at next rotation	Optional	String	F1, F2 CT1, CT2, CT3, CT4 ST1 ST2 ST3 ST4 ST5 ST6 ST7 ST8 ST9	All rows	Validation errors for grade/level of next rotation are not applicable for outcomes 7.2 and 7.3. If the panel has recorded this for outcomes 10.1 and 10.2 please include, but do not attempt to derive.	Invalid transition will not be flagged as a warning. Ignore errors for grade/level at next rotation if you do not have this information recorded.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
			<p>No grade applicable</p> <p>Outcome cannot be linked to grade progression a further ARCP outcome is required</p>			
Outcome	COVID outcomes	String	<p>10.1</p> <p>10.2</p> <p>7.2</p> <p>7.3</p>	ARCP = 'Yes'	<p>Validation on COVID outcomes only.</p> <p>Only include 7.2 and 7.3 outcomes if there are COVID-19 related reasons for the outcomes.</p>	Outcomes 1, 2, 3, 4, 5, 6, 7.1, 7.4, 8, 9 have been removed.
Reason for no ARCP	Reason for no ARCP for COVID-19 related issues only include N13 other (please specify)	String and a '1' in N13 column	See what should be included in the COVID ARCP data validation tool for information on the	ARCP = "No" only	Must also be a '1' value in N13 other (please specify) column	N codes not required are hidden in the validation tool

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
			COVID-19 no ARCP reasons			except for N13 other.
Reason for no ARCP – other		String	Free text – either “COVID-19” or “COVID outcome still under appeal”	ARCP = “No” and N13 Other reason (please specify) = 1	Should only include other reason for no ARCP referring to COVID-19. Either where an ARCP panel could not be convened for the ARCP to take place or the COVID outcome is still under appeal and a final outcome is not available.	No change
Reason for COVID outcome. List all that apply	Indicate the supplementary C code(s) accompanying the COVID outcome	String and a ‘1’ value in the relevant column for all C codes listed in the Reason for COVID ARCP string	See COVID outcomes and supplementary C codes in this document for a list of C codes	ARCP = ‘Yes’	Must also be a ‘1’ value in the column for each C code applied to the outcome. Multiple C codes are possible, please use all that apply. Not all C codes are applicable to all outcomes, please see the COVID outcomes and supplementary C codes in this document for a table of C codes and the applicable COVID outcome.	Replaces the U code columns and ARCP Event ID column to include all C codes.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
Reason for COVID outcome (C12) other		String	Free text	ARCP = “No” and C12 Other (please specify) = 1	Must be a reason related to COVID-19 disruption not covered by the other C codes.	Replaces U code other free text column.