

ARCP and RITA Data Collection 2014 – 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] and Record of In Training Assessment [RITA] data) through specialty, including GP, training programmes.
 2. This is the 2nd year that foundation trainees' ARCP outcomes are included in the data return.
 3. This technical briefing note is for Deans' teams who provide ARCP and RITA outcome data to the GMC each year.
 4. This note covers:
 - a. The ARCP/RITA data return for the training year 2013 to 2014 covering all outcomes awarded between 7 August 2013 and the 5 August 2014.
 - b. The changes to the GMC validation tool for the data return 2013 to 2014.
 - c. COPMeD and GMC ARCP recording expectations for the training year commencing on 6 August 2014.
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ARCP 2014 Project timetable

Date	Action
By 2 September 2014	<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>We will ask our current contacts to confirm all the contacts for their deanery/LETB. This is important for our Information Governance policies regarding access to GMC Connect: access has to be withdrawn for those who do not confirm.</p>
2 September 2014	<p>Data Validation Tool to be made available to deaneries via GMC Connect.</p> <p>The <i>2014referenceTablesUsedForARCPValidation.xls</i> will be circulated with the validation tool, detailing the permitted values for each field.</p>
By 26 September 2014	<p>Deans' teams to confirm the number of files that they are returning. Separate files for specialty, GP and foundation ARCPs are permissible if this is easier for you.</p>
October 2014	<p>Real-time integration scoping meetings with deaneries. We will be seeking volunteer LETBs/Deaneries for site visits.</p> <p>The objectives and scope of the project were presented to the COPMeD Overarching Data Group. A more detailed proposal concerning the visits will be submitted to deanery business managers for their consideration. We will align this work with the HEE ICT provision review where appropriate.</p>
By 7 November 2014	<p>Deans' teams to submit complete data sets via GMC Connect by Friday 7 November at the latest, earlier submissions are welcome. This is later than in previous years to avoid half-term, following requests from LETBs.</p>

Date	Action
	<p>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.</p> <p>Paragraph 7.129 of the Gold Guide 5th edition states that reviews will be completed within 25 days¹. So all reviews should be complete for a submission on 7 November for ARCP events occurring between 7 August 2013 and the 5 August 2014.</p> <p>The same timescales are given in paragraphs 7.132 and 7.137.</p> <p>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.</p>
By 15 November	<p>Deadline for any change requests to the reports. If deaneries have requests for additions to the reports here: View the reporting tool from the main ARCP page</p> <p>This is the deadline for consideration of any request for inclusion in the 2014 reports</p>
By 22 November	Feedback from the GMC to deaneries/LETBs on any central validation checks
By 5 December	Deanery response to central validation checks
December 2014	Data quality reports to deaneries/LETBs.

¹ “Requests for such review must be made in writing to the Chair of the ARCP Panel within ten working days of being notified of the Panel’s decision. The Chair will then arrange for a review (which can be virtual) by members of the original panel and it should take place within 15 working days of receipt of such a request from a trainee”

Date	Action
January 2015	Reports available under password on the GMC reporting platform.
April 2015	Reports made public
Spring 2015-31 April	Response to reports collected via Deans' Reports.

Scope of ARCP/RITA Data Collection

5. The data should cover:

5.1. All ARCP/RITA events and their outcomes (there may be multiple outcomes for one event) that occurred between 7 August 2013 and the 5 August 2014.

5.2. All doctors in training in an approved programme for any length of time during this reporting period.

6. Each row of the dataset should consist of one ARCP or RITA outcome. For many events there will only be one row per trainee per programme, but there are occasions when more than one row of data is required for a given trainee as follows:

6.1. Dual-CCT trainees must have one outcome per specialty.

6.1.1. For example, trainees with General (Internal) Medicine as a second specialty should have a separate outcome recorded for this specialty.

6.1.2. If the trainee 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 (likely to be 'N3 - Trainee not in post long enough' for trainees who had only had exposure to one of their specialties during the year to which their ARCP pertained.).

6.2. 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 each of Programmes A and B.

7. The specialty to which the ARCP refers to must be the trainee doctor's programme specialty, as per their NTN or DRN. Please do not record a trainee doctor's post specialty in the programme specialty field. We recognise that the 2nd specialty, for dual-CCT trainees, will not match their NTN, and there is a flag in the data return to exclude 2nd specialties from the NTN check.

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. Note that we will not be collecting identifiable exam data for non-medical public health trainees either.

9. As per 2013 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 has been amended and can now be used with **specialty and foundation** data. **All data must be returned in the validation tool via GMC Connect.**

Equality and Diversity Data

11. The GMC will link the ARCP/RITA data to E&D data collected in the 2014 National Training Survey (NTS). The collection notice on the screen for the E&D questions in the NTS has been changed to make it clear that the information doctors in training share with us will be used to help regulate medical education and make sure progression through GMC approved training programmes is fair and free from discrimination.

Socio-economic status

12. The 2014 NTS will also collect information on the socio-economic status of foundation doctors in training at the point that they applied to medical school. We anticipate being able to use this in our analysis of the 2014 return.

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

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
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</p>	The tool will accept foundation doctors. All trainees to be submitted via the tool.

² These are as per 2013 and so are not consecutive as number 6 has been removed.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						return for 2014 are included in the ARCP return. Omissions will be listed out on a separate worksheet.	
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	
3	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 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.
4	ARCP	Did the trainee have one or more		Yes	All rows	Must be a 'Yes' or 'No', the value in this field	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
		ARCP/RITAs during the reporting period?		No		determines which other fields and validation rules apply to the given row of data. Therefore it is very important to complete this correctly or the tool will not work.	
5	Review Date	Date of RITA or ARCP Event	dd/mm/yyyy	Must be between 7 August 2013 and 5 August 2014	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be within the reporting period i.e. >= 7 August 2013 and <= 5 August 2014.	
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	Must be before <Review Date> field 5.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
8	Period End Date	End of period that the assessment refers to	dd/mm/yyyy		4. ARCP = "Yes" only	<p>Must be in the format dd/mm/yyyy</p> <p>Must be <= <Review Date> + 180 days, to accommodate ARCP events that occur before the end of training period.</p>	
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 and SpR	4. ARCP = "Yes" only	<p>Must be one of the possible values (also listed on <i>LOVs</i> tab)</p> <p>Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – see <i>GradesPermittedByProgr</i></p>	Now only required for rows where an ARCP event took place.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						<i>ammeSpec</i> worksheet in <i>2014ReferenceTablesUsedForARCPValidation.xls</i> The validation tool checks this table is in the Access database.	
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	All rows	Must be one of the possible values (also listed on <i>LOVs</i> tab).	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
				(ACF) Academic Clinical Lecturer - Northern Ireland (ACL) Academic 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			

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
				funding) (ACF) NIHR Clinical Lecturer - England (NIHR funding) (CL) 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)	Values expanded to cover all options. 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	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						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.	
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 trainee moved programmes		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> <p>a. Date must be 1064 days > the Programme Start Date if Post Type = "Specialty"</p> <p>b. Date must be 700 days > the Programme</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.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						Start Date if Post Type = "Core" or "Foundation"	
16	GMC programme approval code to which ARCP/RITA refers	The GMC (PMETB) programme approval code	String	As per GMC data on GMC Connect	All rows	Must be one of the Programme Approval Codes listed in the Programme Table.	Note that the approval code is required to enable us to report by Foundation school. It is the programme code that identifies the school.
17	NTN or DRN at the point the ARCP/RITA was conducted (NOT at the point this report is generated)	National Training Number/ Deanery Reference Number	i. three letters which identify the deanery/ LETB; ii. three digits for the CCT specialty or core specialty programme.		All rows	Must be present, for all cases that are not Foundation doctors.	Exclude trainees where PostType = 'Core' AND Academic Trainee <> 'No'. This check will not be used for academic trainees in core programmes. NTN = '075' will be excluded from this check. There are

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
			Some codes are different in Scotland; iii. three digits to identify the individual holder (“the individual identifier” element); e.g. 324 and iv. a single letter suffix to identify other classifications.				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 .
18	2 nd specialty	To flag where the row refers to trainee’s second specialty.	String	Yes	2 nd specialty only		

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
19	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.	
20	Sub-specialty to which the ARCP/RITA refers	Sub-specialty value	String		All rows	Must be one of the possible values listed on <i>LOVs</i> tab)	A separate outcome must be recorded for the sub-specialty. The sub-specialty should be on an additional row of its own.
21	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 <i>LOVs</i> tab)	This value must be returned.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
22	Outcome	ARCP or RITA 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 OR C, D, E, F, G	ARCP = "Yes" only	Must be one of the Outcome values defined as a valid value for the Post Type. See <i>OutcomesPermittedByPostType</i> in <i>2014ReferenceTablesUsedForARCPValidation.xls</i>	<p>Not all outcomes are valid for F1 or F2 trainees 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 Guide published on the 2 June 2014 states that Outcome 6 would be used for Core trainees 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 trainees from</p>

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
							1 st April 2014. Note that for those deaneries 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).
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)	Changed to reflect The Academy of Medical Sciences Guidelines for monitoring academic training and progress (September 2011)
24	Reason for no ARCP/RITA		For deaneries/LETBs that have	Trainee Sick Leave, Trainee Maternity/Paternity	ARCP = "No" only	Must be a value in at least one of the following fields: Reason(s) for no	Note additional codes for Foundation. Currently no check to determine correct use of codes across

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
			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/	Leave, Trainee not In Post Long Enough, Trainee fell outside annual reporting period, Trainee Post CCT Trainee Missed Review Trainee Inter Deanery Transfer Trainee reviewed in other Deanery Trainee Contract		ARCP/RITA 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	Foundation versus Specialty trainees. Not all specialty N codes can be used for foundation trainees. The foundation codes in this document are correct and this has been confirmed with the UKFPO who confirmed with the e-portfolio suppliers in October 2013. These are as per p 34 of the Foundation ARCP Guide ³

³http://www.foundationprogramme.nhs.uk/download.asp?file=ARCP_Guide_FINAL_April_2013.pdf.

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
			LETBs that have not implemented the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.	Termination Trainee Alleged Gross Misconduct Trainee Suspension Other reason		other Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N12 Trainee resignation, N13 Other reason (please specify). NEW Codes for Foundation only N14 LTFT achieving progress at the expected rate N15 LTFT not achieving progress at the	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						<p>expected rate</p> <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>N21 Resignation no remedial training undertaken</p> <p>N22 Resignation received remedial training</p> <p>Deaneries/ LETBs have a choice:</p> <p>1. Using one column of text (Reason(s) for no</p>	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						ARCP/RITA) OR 2. One column per N reason. This format requires a 1 in each column that applies.	
25	Reason for no ARCP – other		String	Free text	ARCP = “No” and N13 Other reason (please specify)= 1	Check present if required	
26	Reason(s) for unsatisfactory outcome. List all that apply		For deaneries/ LETBs that have implemented the new ARCP form these data	Record Keeping and Evidence Inadequate Experience Inadequate Engagement	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,	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
			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 the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.	with Supervisor Trainer Absence Single Exam Failure Continual Exam Failure Trainee requires Deanery Support Other reason		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	

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
						text (Reason(s) for unsatisfactory outcome) OR one column per U reason. The latter format requires a 1 in each 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 for English Deaneries. If an invalid

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
				Health Education East of England			LETB value is supplied (or if the value is omitted when required), then the warning message "Invalid LETB Region for Deanery" will be returned.
				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			
				Health Education			

Field No ²	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2013
				North East Health Education North West Health Education West Midlands Health Education South West			

Additional validation checks and changes to the tool

13. We will check for duplicate records as we have previously found some based on the following rule

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.

14. 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.

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

Submission instructions

16. Please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2010 and Microsoft Access 2003-2007. Please note that if you used the NTS validation tool in 2014, this tool is similar.

17. Log into GMC Connect, and open up the 'ARCP 2014 Data Validation Tool' folder (all deaneries/LETBs have access to this folder).

18. The 2014 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.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder.

20. Open up the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved, ensuring Macros are enabled.

21. The Tool contains seven worksheets:

22. 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.

23. 2: 'ARCP data.' This is where you need to paste all of your outcome data for the 2014 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.

24. 3: 'Omissions' 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

25. 4: 'LOVs' lists permitted values for the fields in ARCP data

26. 5 'Area' maps deaneries to LETBs and classifies them into Scotland and UK not Scotland for the NTN check

27. 6 'Outcomes' lists permitted outcomes by post type

28. 7 'Readme' for your notes see paragraph 40

29. 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).

30. 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.

31. 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.

32. 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.

33. 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.

34. Press the 'NTS Check' button to confirm all trainees have an ARCP return. Review the Omissions worksheet and if necessary obtain the missing data.

35. When you have removed the errors please save the file using the following format ARCP Data Validation Tool_<<Deanery 3 character code>>_ddmmyyyy.xls

36. Please submit this Excel file via GMC Connect. Each Deanery/LETB now has a '2014 ARCP Data' folder, to access this please log-in to GMC Connect. Deanery/LETB staff, who confirmed their contact details on 2 September, will have access to this folder.

37. Please email quality@gmc-uk.org when you have submitted the file.

38. This year these data will not be loaded into the GMC's main Siebel database (as is the case with the NTS submissions).

39. Some additional validation checks will take place centrally and you will receive feedback on these by 22nd November 2014. This will include checks for duplicate records across deaneries.

ReadMe Sheet

40. To assist in our evaluation of the work and ensure nothing is lost, please document the following WITHIN the file on a separate worksheet:

41. Assumptions

42. Issues – for example notes on the reliability of a particular field

43. 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.

44. Any formulae used to derive the values in a given field, if the value does not come directly from an existing field.

45. Please include in your documentation anything you have previously raised with us to ensure nothing is lost.

COPMeD and GMC ARCP recording expectations for the training year commencing on 6 August 2014.

46. For the next return, due in the autumn of 2015, we will collect data recorded on the ARCP form against the number of days of Time out of Training since last review (from Form R Part B). We decided not to collect that in the 2014 return because the amended Form R Part B was only implemented part way through the training year as it was not approved by the Revalidation Steering Group on 26 November 2013. Deaneries must ensure they have this form in place now.

47. For the next return, Sub-specialty outcomes should be recorded on their own row as follows: with the awarded outcome, which may be different from the outcome awarded for the main specialty, OR with the N3 code to indicate that the sub-specialty was not assessed. This matches the new ARCP form in the [5th edition of the Gold Guide](#).

Enquiries

48. Please contact Daniel Smith or Laura Dunkley or Simon Worrall via quality@gmc-uk.org

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