Collection of ARCP and RITA outcomes awarded in 2015/2016 – 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 foundation and specialty, including GP, training programmes.

2. Note that this is the last data collection year that we expect to receive RiTA outcomes. No RiTA outcomes should have been awarded after 31 December 2015.

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 to be returned covering all outcomes awarded between 5 August 2015 and the 2 August 2016.

    b. there are no changes to the data requirements or the ARCP validation tool since last year's return. However, some deaneries/LETBs were not able to return Grade/Level at next rotation" field or Time Out of Training (TOOT) in 2015 as their version of Intrepid did not include these fields. This year, it has been agreed with COPMeD that all deaneries / LETBs will submit these fields in this return.

ARCP 2015/2016 Project timetable

Date	Who	Action
August 2016	GMC & volunteer dean's teams	Test validation tool – ideally two LETBs/deaneries to volunteer.
By 1 September 2016	Dean's teams	Confirm contact details of the people working on the project in your deanery/LETB to quality@gmc-uk.org. These people will receive: 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 This is important for our Information Governance policies regarding access to GMC Connect. Access has to be withdrawn for those who do not confirm.
late September 2016	GMC	Data Validation Tool to be made available to deaneries via GMC Connect. The *2016referenceTablesUsedForARCPValidation.xls* will be circulated with the validation tool, which will detail the permitted values for each field.
By 29 September 2016	Dean's teams	Deans' teams to confirm the number of files that they are returning. We will accept separate files for specialty, GP and foundation ARCPs are permissible if this is easier for you.
By 4 November 2016	Dean's teams	**Final deadline for Deans' teams to submit complete data sets via GMC Connect.** This date has been chosen to avoid half-term. Deaneries/LETBs must confirm that all appeals will have been processed by this date and that the return will include the final

Date	Who	Action
		values only – post the outcome of any appeals process.

NOTE:

Paragraph 7.131, 7.135 and 7.140 of the Gold Guide 6th edition[1] states that reviews will be completed within 30 days[2]. Therefore, all reviews should be complete for a submission on 4 November for ARCP events occurring between 5 August 2015 and the 2 August 2016.

Deaneries should not submit outcomes that are still under review, instead return N13 Other reason and note the outcome is still under review. The final outcome can then be included in the 2017 return.

Deaneries/LETBs must confirm that any outcomes entered on systems (including the e-portfolio) in error are deleted prior to submission of the data to the GMC.

Date	Who	Action
December 2016	GMC	Feedback to deaneries/LETBs on GMC's central validation checks. These may include:
		Checks for duplicates across deaneries/LETBs
		Checks against 2015 outcomes to ensure 2016 outcomes for the same person in the same specialty are plausible – i.e. validation across years.
		Note: we may also include the outcome of a reconciliation exercise between Deanery/LETB and college/faculty ePortfolio records. This

[1] http://www.copmed.org.uk/publications/the-gold-guide.html

[2] "7.131 Appeal requests should be made in writing to the Postgraduate Dean within ten working days of the trainee being notified of the decision". And
"7.135 A formal appeal hearing should normally take place where practicable within 15working days of the completion of the review. """
And "7.140 Trainees will be notified in writing of the panel's decision with reasons within five working days (where possible) of the appeal hearing"

Date	Who	Action
		separate project is yet to be confirmed.
December / January 2017	Dean's teams	Deanery/LETB to respond to central validation checks within 3-weeks of GMC feedback
December / January 2017	GMC	Data quality reports provided to deaneries/LETBs.
Q1 2017	GMC	Reports available under password on the GMC reporting platform for testing and feedback.
TBC 2017	GMC	Reports made public
To be agreed	Dean's teams	Response to reports collected via Deans' Reports.

Guidance on ARCP/RITA Data submission

1. The collection assumes that deaneries and LETBs have implemented the latest version of the ARCP form (Version GG6 Feb 2016) issued in February 2016. Please see the COPMeD website here: http://www.copmed.org.uk/publications/the-gold-guide

2. The data submitted should cover:

    2.1. all ARCP/RITA events and their outcomes (there may be multiple outcomes for one event) that occurred between 5 August 2015 and the 2 August 2016.

    2.2. all doctors in training in an approved programme for any length of time between 5 August 2015 and the 2 August 2016.

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

    3.1. Dual-CCT doctors in training must have one outcome per specialty.

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

4. If the doctor in training only had an ARCP for one of their two specialties, the second specialty should be listed on a separate row together with the reason for there being no ARCP in that specialty. This is likely to be 'N3 - Trainee not in post long enough' for doctor in training who had only had exposure to one of their specialties during the year to which their ARCP pertained.

5.   If a doctor in training was in multiple programmes for a given ARCP event then there should be multiple rows in the return so that all the programmes the ARCP event refers to are listed. For example, if a doctor in training was in Programme A for part of the period and Programme B for the second part of the period the ARCP refers to, then there should be two rows of data – one for Programmes A and one for programme B.

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

7.   Doctors in training following a sub-specialty programme in addition to their main specialty must have a separate outcome recorded for the sub-specialty.   This change was introduced in 2015 and is as per Improving the National Consistency and Approval of Sub-Specialty Training Programmes3

8.   The data should NOT include: dentists or non-medical public health trainees, as the GMC does not have a statutory responsibility for these trainees.

9.   The submission should include data for foundation doctors' outcomes – both F1 and F2. Foundation doctors now have ARCPs - please see the Foundation Programme Guide 2012 and the Foundation ARCP Guide for further details.

10.   The validation tool can be used with specialty and foundation data. All data must be returned in the validation tool via GMC Connect. Deaneries/LETBs can return using more than one file, for example one for specialty trainees and one for foundation trainees if this is more convenient locally.

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[3] http://www.gmc-uk.org/static/documents/content/20141028_GMC_Position_Paper_Sub-specialty_training_programmes.pdf

No changes have been made to the data return for the 2015/2016 submission.

Summary of changes introduced for the 2014/2015 return:

GMC Number checks GMC Registration Status

11.   The ARCP validation tool will be updated to include all doctors from the register; irrespective of the registration status at the point the Siebel data are refreshed. This will prevent the tool flagging errors in cases where the doctor was not registered at the time the validation tool data extract was prepared but was registered at the time of ARCP review.

ACCS Themed programme names

12.   The tool will use ACCS themed programme names (e.g. Acute Care Common Stem – Acute Medicine).

Academic trainee types – revised LOVs

13.   The deaneries/LETBs have requested shorter names for Academic Trainee types to assist with their move to Intrepid V10. We have agreed to this change and have updated the list of permitted values

Enforcing correct capitalisation of programme specialties

14.   There are currently inconsistencies in the capitalisation of programme specialties recorded in the ARCP returns. To overcome this issue, when a user validates the ARCP data, the macro will over-write the 'Programme Specialty' value with the 'GMC-approved' programme specialty value as per http://www.gmc-uk.org/education/approved_curricula_systems.asp

A new "Grade/Level at next rotation" field

15.   We have introduced a new column in the ARCP return spreadsheet called 'Grade/Level at next rotation'. This field will be mandatory for cases where the ARCP field = "Yes". The available values would be based on the existing 'Level assessed' List of Values. Validation will be introduced to ensure that the value supplied is 'valid' based on the Level Assessed field (i.e. the Grade/Level at the next rotation should be the same or an increment of one level for doctors in training who received certain outcomes and are not less than full-time based on the value supplied in the Level Assessed field.

16.   The following validation errors will be introduced:

      16.1.   Grade/level at next rotation is missing

      16.2.   Grade/level at next rotation is invalid (this covers an invalid LOV)

      16.3.   The following validation warning will be introduced: Grade/level at next rotation is an invalid transition (as specified in the LOV table in the tool and below in the Table of grades at next rotation on Page 33).

Time out of Training "TOOT" field

17.   There is a new column in the ARCP return spreadsheet called 'TOOT' (i.e. number of days of Time out of Training since last review/commencing programme (from Form R Part B where it is self-reported by trainees). The field is mandatory for cases where the ARCP field = "Yes" and will accept integer values between 0 and 365.

18.   The recording of Time out of Training was introduced in response to the GMC statement issue in November 2012[4]. The ARCP 2014 Briefing Note[5] alerted colleagues that this would be collected in 2015 in the section: *COPMeD and GMC ARCP recording expectations for the training year commencing on 6 August 2014*.

19.   Some Deaneries/LETBs were unable to submit this data for last year, but we understand any issues have now been resolved and that this data will be available for the 2015/16 submission.

20.   The Form R outlines states that the following should be included:

   20.1.   short- and long-term sickness absence;

   20.2.   unpaid/unauthorised leave;

   20.3.   maternity/paternity leave;

   20.4.   compassionate paid/unpaid leave;

   20.5.   jury service;

   20.6.   career breaks within a programme (OOPC) and non-training placements for experience (OOPE).

21.   The following should not be counted:

   21.1.   study leave;

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[4] GMC Taking Time Out of Training: http://www.gmc-uk.org/education/postgraduate/27075.asp

[5] http://www.gmc-uk.org/static/documents/content/ARCP2014BriefingNote1_Updated04092014.pdf

21.2.   paid annual leave;

21.3.   prospectively approved Out of Programme Training/ Research (OOPT / OOPR);

21.4.   periods of time between training programmes (e.g. between core and higher training).

22.   The following validation errors will be introduced:

22.1.   TOOT is missing

22.2.   TOOT is invalid (this covers an invalid value supplied, i.e. not an integer value between 0 and 365)

Removal N12 (Trainee Resignation) column

23.   The reason for no ARCP column 'N12 Trainee Resignation' is no longer required and it has been removed from the tool.

Recording of ARCP Outcomes for sub-specialties

24.   A separate ARCP outcome for sub-specialties should be recorded as per *Improving the National Consistency and Approval of Sub-Specialty Training Programmes* (GMC Position Statement – October 2014)[6]. Sub specialty programmes will be recorded in the tool in the same way as main specialties outcomes, with the subspecialty value entered in "Specialty or sub-specialty to which the ARCP/RITA refers/would have referred" column. There should be a minimum of one row of data per specialty and sub-specialty the doctor is training in. If during the period under review the trainee has not had experience in either their main specialty of their sub-specialty then the 'N3 - Trainee not in post long enough' code should have used.

25.   Note that the specialty and the sub-specialty can have the same review date; but different outcomes are possible.

26.   We have removed the existing sub-specialty column. NTN validation checks will not run against rows containing a sub-specialty value in the specialty column. The validation tool will include a table that identifies the sub-specialties.

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[6] http://www.gmc-uk.org/static/documents/content/20141028_GMC_Position_Paper_Sub-specialty_training_programmes.pdf

27.   The ARCP 2014 Briefing Note alerted colleagues that this would be collected in 2015 in the section: *COPMeD and GMC ARCP recording expectations for the training year commencing on 6 August 2014*.

ARCP Event ID field

28.   Following requests we have included a column to record ARCP event IDs.

29.   Whilst not currently mandatory, the eventual aim is to mandate the use of an ARCP Event ID field.

Date Outcome Awarded

30.   See COPMeD and GMC ARCP recording expectations for the training year commencing on 5 August 2015 paragraph 68.

Central validation checks undertaken by the GMC

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

32.   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.

33.   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.

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

Submission instructions

35.   Please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2010 and Microsoft Access 2003 or Microsoft Access 2007. This tool is similar to previous versions

36.   Log into GMC Connect, and open up the 'ARCP 2016 Data Validation Tool' folder (all deaneries/LETBs have access to this folder).

37.   The 2016 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.

38.   Extract the two files (ARCP Data Validation Tool.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder.

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

40.   The Tool contains seven worksheets:

41.   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.

42.   2: 'ARCP data. ' This is where you need to paste all of your outcome data for the 2016 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.

43.   3: 'Omissions', This worksheet will list any cases that were in your NTS return but are not accounted for in your ARCP return when you Press the 'NTS Check' on the Summary sheet

44.   4: 'LOVs' This worksheet lists permitted values for the fields in ARCP data

45.   5: 'Area' This maps deaneries to LETBs and classifies them into Scotland and UK not Scotland for the NTN check

46.   6: 'Outcomes' This lists permitted outcomes by post type

47.   7: 'Readme' This worksheet is for your notes see paragraph 40

48.   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).

49.   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.

50.   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.

51.   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.

52.   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.

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

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

55.   Please submit this Excel file via GMC Connect. Each Deanery/LETB now has a '2015 ARCP Data' folder, to access this please log-in to GMC Connect. Deanery/LETB staff, who confirmed their contact details on 1 September 2016, will have access to this folder.

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

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

58.   Some additional validation checks will take place centrally and you will receive feedback on these by 1 December 2016. This will include checks for duplicate records across deaneries.

ReadMe Sheet

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

60.   Assumptions

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

62.   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.

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

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

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

Equality and Diversity data

65.	The GMC will link the ARCP/RITA data to the equality and diversity (E&D) data collected in the 2016 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

66.	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.

67.	The ARCP data are linked to data from the foundation programme application system. In particular we report against Educational Performance Measure – decile for UK graduates.[7]

Enquiries

5.	Please contact us at quality@gmc-uk.org

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

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[7] http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/EPM-FAQs

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

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
1	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 validation database. The doctor's list includes all doctors who held full or provisional (for Foundation doctors only) registration within the reporting period. Additional validation rule: the tool will check that all GMC numbers included in the NTS return for 2014 are included in the ARCP return. Omissions will be listed out on a separate worksheet.	

[8] These are as per 2013 and so are not consecutive as number 6 has been removed.

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
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 ARCP/RITAs during the reporting period?		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.	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
						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 5 August 2015 and 2 August 2016	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be within the reporting period i.e. >= 5 August 2015 and <= 2 August 2016.	
7	Period Start Date	Start of period that the assessment refers to	dd/mm/yyyy	Must be more recent than 01/08/2012	4. ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be before the Review date	
8	Period End Date	End of period that the assessment refers to	dd/mm/yyyy		4. ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be <= <Review Date> + 180 days, to accommodate ARCP events that occur before the end of training period.	
9	Level assessed	Grade of trainee at the point of	String	F1, F2, CT1, CT2, CT3, ST1, ST2,	4. ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab)	SpR is no longer a valid grade.

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
		assessment or at the point of the missed assessment		ST3, ST4, ST5, ST6, ST7, ST8		Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – see *GradesPermittedByProgrammeSpec* worksheet in *2014ReferenceTablesUsedForARCP Validation.xls* The validation tool checks this table is in the Access database. Only required for rows where an ARCP event took place.	Trainees finishing later than 31 December 2015 will have been moved to the current curriculum before they finish, as per the *GMC's Moving to the Current Curriculum position statement* - November 2012. These trainees may remain under A Guide to Specialist Registrar Training ('The Orange Book') terms and conditions but should receive ARCP outcomes from 1 January

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
							2016. In total 166 trainees are in this position(As per the paper *RITA Doctors still in training report for COPMeD February 2015*) There are this grade is only permissible for outcomes awarded in 2015.
10	Post type	FTSTA/LAT	String	FTSTA LAT Foundation Core Specialty	All rows	Must be one of the possible values (also listed on *LOVs* tab)	
11	Military	At the time of the ARCP/RITA was	String	Yes	All rows	Must be one of the possible values	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
	Trainee	the trainee a defence DPMD trainee		No		(also listed on *LOVs* tab)	
12	Academic Trainee	At the time of the ARCP/RITA was the trainee an academic trainee	String	12 a - Academic Clinical Fellow - England (other funding), Wales, Northern Ireland (ACF) Academic Clinical Lecturer - Northern Ireland (ACL) Academic Foundation Trainee (AFT) Clinical Lecturer - England (other funding), Wales (CL) Clinical Lecturer - Scotland	All rows	Must be one of the possible values (also listed on *LOVs* tab).	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
				Clinical Research Fellow - Scotland Clinical Teaching Fellow - Scotland NIHR Academic Clinical Fellow - England (NIHR 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	Academic trainees AND 4. ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab) These are to reflect recording requirements in *The Academy of Medical Sciences Guidelines for monitoring* *academic training and progress*	Values expanded to cover all options.

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
				training programme No – academic element completed successfully		(September 2011)	
14	Programme start date		dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy Must be > Doctor's full registration date (take the min date on the doctor's first full registration (including FRAPS). Foundation doctors are not included in this check.	
15	Estimated or where available actual CCT/ CESR/ CEGPR (CP) date or programme end date for core or foundation programmes or		dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy The rules for the "Minimum programme validation checks are as follows: a. Date must be 1064 days > the Programme Start Date if Post Type	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
	programme end date if the doctor in trainee moved programmes					= "Specialty" b. Date must be 700 days > the Programme Start Date if Post Type = "Core" or "Foundation" 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.	
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	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
						programme code that identifies the school. Sub-specialty programmes will be approved and will have approval codes	
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. Some codes are different		All rows	Must be present, for all cases that are not Foundation doctors. Must refer to the specialty of the ARCP, except for the following exclusions: Trainees where PostType = 'Core' AND Academic Trainee <> 'No'. This check will not be used for academic trainees in core programmes. Check not run where 2nd specialty = 'Yes'	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
			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.			NTN = '075' will be excluded from this check. There are national inconsistencies in the coding see "13. 075 has been renamed from 'Medical Microbiology and Virology' to 'Medical Microbiology' and 078 has been re-opened for the new separate specialty of Medical Virology, please recode staff accordingly" in version NHS Occupation Code Manual, Version 12. Sub-specialty programmes will be excluded from this check	
18	2nd specialty	To flag where the row refers to trainee's second specialty.	String	Yes	2nd specialty only		
19	Specialty or sub-specialty	CCT programme list or core or	String (code or name)		All rows	Specialty must match the specialty associated with the Programme	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
	to which the ARCP/RITA refers/would have referred	foundation programme				Code. The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty' column. Sub-specialty values should be included here.	
20	Grade/level at next rotation					Version GG6 Feb 2016	
21	Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period Start and Period End dates)	String	Yes No	All rows	Must be one of the possible values (also listed on *LOVs* tab)	
	TOOT	Time out of training				TOOT' (i.e. number of days of Time out of Training since last review/commencing programme (from Form R Part B where it is	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
						self-reported by trainees). The field is mandatory for cases where the ARCP field = "Yes" and will accept integer values between 0 and 365.	
22	Outcome	ARCP 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 *OutcomesPermittedByPostType* in *2014ReferenceTablesUsedForARCP Validation.xls*

Not all outcomes are valid for F1 or F2 doctors in training the reference table will reflect this.

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 | Note that outcomes C, D, E, F, G are only permissible prior to 31/12/2015. |

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
						used for Core doctors in training who successfully complete their programme including the relevant Royal College Membership Exams. For those deaneries who implemented the change we expect outcome 6 to be used where appropriate for all ARCPs for core doctors in training from 1st April 2014. Note that for those deaneries and LETBs who have not started the process they are required to start doing so for any ARCP meetings held/decisions made after 00:01 1 September 2014 (including if that meeting is an appeal).	
23	Outcome Type		String	Clinical Combined	ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab)	Changed to reflect *The Academy of*

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
				Clinical/Academic'			*Medical Sciences Guidelines for monitoring* *academic training and progress* (September 2011)
24	Reason for no ARCP/RITA		For deaneries/ LETBs that have implemented the new ARCP form these data can be checkbox 0/1 fields (one field per reason with a 1 indicating presence of	Trainee Sick Leave, Trainee Maternity/Paternity Leave, Trainee not In Post Long Enough, Trainee fell outside annual reporting period, Trainee Post CCT Trainee Missed Review	ARCP = "No" only	Must be a value in at least one of the following fields: Reason(s) for no 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 other	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
			the given reason); For deaneries/ LETBs that have not implemented the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.	Trainee Inter Deanery Transfer Trainee reviewed in other Deanery Trainee Contract Termination Trainee Alleged Gross Misconduct Trainee Suspension Other reason		Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N13 Other reason (please specify). N21 Resignation no remedial training undertaken N22 Resignation received remedial training Codes for Foundation only N14 LTFT achieving progress at the expected rate N15 LTFT not achieving progress at the expected rate N16 Dismissed N17 Dismissed no remedial training N18 Dismissed received remedial	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
						training	
						N19 Dismissed no GMC referral	
						N20 Dismissed – following GMC referral	
						Deaneries/ LETBs have a choice:	
						1. Using one column of text (Reason(s) for no 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	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
26	Reason(s) for unsatisfactory outcome. **List all that apply**		For deaneries/ LETBs that have implemented the new ARCP form these data can be checkbox 0/1 fields (one field per reason with a 1 indicating presence of the given reason); for deaneries that have not implemented the new ARCP form these data	Record Keeping and Evidence Inadequate Experience Inadequate Engagement with Supervisor Trainer Absence Single Exam Failure Continual Exam Failure Trainee requires Deanery Support Other reason	ARCP = "Yes" and, Outcome = 2, 3,4, 7.2, 7.3, 7.4, D, E	Must be a value in at least one of the following fields: Reason(s) for unsatisfactory outcome, U1 Record keeping and evidence, U2 Inadequate experience, U3 No engagement with supervisor, U4 Trainer absence, U5 Single exam failure, U6 Continual exam failure, U7 Trainee requires Deanery support, U8 Other reason (please specify) NEW Codes for Foundation only U9 – Inadequate attendance U10 – Assessment/Curriculum outcomes not achieved Deaneries/ LETBs have a choice: using one column of text (Reason(s) for unsatisfactory outcome)	

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
			can be in string format in one field or checkbox 0/1 fields.			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 Health Education East of England Health Education Yorkshire and the			A valid LETB value must be supplied for English Deaneries. If an invalid LETB value is supplied (or if

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
				Humber			the value is omitted when required), then the warning message "Invalid LETB Region for Deanery" will be returned.
				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 North East			
				Health Education North West			

Field No [8]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Changes from 2015 –shaded
				Health Education West Midlands Health Education South West			
29	ARCP Event ID	Optional					
30	ARCP Date Outcome awarded					Enter if different to the panel date – for example an outcome 1 issued after a panel where an outcome 5 was issued.	New for 2016

Table of grades at next rotation

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

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

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

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

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

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

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