Collection of ARCP outcomes awarded in 2018/2019 – 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. This note covers:

   a. The ARCP data to be returned covering all outcomes awarded between 1 August 2018 and the 6 August 2019.

   b. Proposed changes to the ARCP data validation tool.

   c. Submission instructions and ARCP validation user guide.

4. Note that no RiTA outcomes should have been awarded after 31 December 2015.

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ARCP 2018/19 project timetable

Deadline date	Who	Action
July 2019	Dean's teams	Ensure that you have complete ARCP data to include in the ARCP data validation tool. Please check that you have ARCP events for all doctors in training including: ▪ Foundation training ▪ Core training ▪ Specialty training ▪ GP training ▪ Academic training ▪ Those who have not had an ARCP and the reasons for that e.g. OOPT, Sick leave, Maternity/paternity leave, not in post long enough etc. Ensure that all ARCPs have been imported into your systems. ARCP outcomes must not be left in the e-portfolio. If applicable, please use the data import tool to import the outcomes.
31 August 2019	Dean's teams	Confirm contact details of the people working on the project in your deanery/HEE region to educationdata@gmc-uk.org. For HEE, confirm if data will be submitted by region.

		These colleagues will receive:
		- all communications - access to the required folders on GMC Connect - access to reports in Tableau when they are still under password - 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 Access has to be withdrawn for those who do not confirm. If you need access now please request it.
Mid September **2019**	GMC & volunteer dean's teams	Test the ARCP data validation tool – one team from each of the four HEE regions to test. Please contact the GMC educationdata@gmc-uk.org to be included in testing. We would welcome testers from the devolved countries' deaneries and those who are doing the ARCP return for the first time.
Late **September 2019**	GMC	Data validation tool to be made available to all deanery/LETB contacts via GMC Connect. 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.
October 2019	Dean's teams	**Check that all outcomes awarded during the reporting period have been reported in the extract and transferred into the ARCP data validation tool.**
9 November 2019	Dean's teams	**Final deadline for Deans' teams to submit complete ARCP data sets via GMC Connect.** 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. Any outcome still under appeal should not be returned instead return N13 Other reason (please specify) and specify "Outcome still under appeal". The final outcome can then be included in the 2019 return. Please note: to ensure outcomes under appeal are returned in the 2019 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 of the outcome.

NOTE: In previous editions of the Gold Guide (see Gold Guide 6th edition paragraph 7.131, 7.135 and 7.140) it was stated that reviews would be completed within 30 days. Paragraph 4.136 of the Gold Guide 7th edition reiterates that appeal requests are still to be made within 10 working days of the trainee being notified of the decision. Paragraph 4.144 also reiterates that trainees will be notified of the panel's decision within five working days of the appeal hearing. The Gold Guide no longer provides a number of working days as guidance. Paragraph 4.132 states that, "A formal appeal hearing should normally take place as soon as practical and without unreasonable delay".

We therefore will keep the 2 November as the date for final return for ARCP events occurring between 2 August 2018 and the 31 July 2019.

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 2020 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. |
| early **December 2019** | GMC | Feedback to deaneries/LETBs on GMC's validation checks on initial returns. These include:

- Re-run the validation and query any errors not explained in the readme tab
- Re-run the NTS check and query omissions
- Re-run the duplicate check |
| **December 2019** | Dean's teams | Deaneries/LETBs to resolve issues from the initial validation checks within 3-weeks of GMC feedback |
| **January 2020** | GMC | Checks carried out across all ARCP data which includes:

- 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 new NTN format
- Checks for duplicates across deaneries/LETBs
- Checks against 2018 outcomes to ensure 2019 outcomes for the same person in the same specialty are plausible – i.e. validation across years
- Check the completeness of the return against other data sources including where available Royal College and Faculty applications |

January 2020	Dean's teams	Deaneries/LETBs to respond to any issues arising from checks
February 2020	GMC	Briefing note 2 for the ARCP Stakeholder review sent out. Data quality reports provided to deaneries/LETBs for final checks
Q1 2020	GMC	Reports available under password on the GMC reporting platform for testing and feedback
Q1 2020	GMC	Reports made public
To be agreed	Dean's teams	Response to reports collected via Deans' Reports.

ARCP Data submission – what to include

1. We work on the assumption that deaneries and LETBs have implemented the latest version of the ARCP outcome form issued along with the Gold Guide 7th edition.

2. The data submitted should cover:

▪ All ARCP events and their outcomes (there may be multiple outcomes for one event) that occurred between 1 August 2018 and the 6 August 2019.
▪ All doctors in training in an approved programme for any length of time between 1 August 2018 and the 6 August 2019

3. All ARCP events and their outcomes should be included on the ARCP Data worksheet in the ARCP validation tool, supplied by the GMC. When the ARCP data has been input to the validation tool and errors resolved or explained the file should be returned via GMC Connect.

4. Doctors who were in training during the reporting period should be included in the data submitted via the ARCP validation tool including doctors who are in:

▪ Foundation training
▪ Core training
▪ Specialty training
▪ General practice training

5. Doctors who are in training within the reporting period but did not have an ARCP within the reporting period for any reason 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 data submission with the relevant n code.

6. Each row of the dataset should consist of one ARCP event and 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 a separate outcomes recorded in the dataset for both specialties.

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 in that 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.

7. 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.

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 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 send by email through Outlook.**

Changes to the ARCP validation tool for the 2018/2019 data return

New NTNs

10. The validation tool will accept the new NTNs as described NTN Appendix V2 July 2019. We will not validate DRNs as for us the purpose of the new NTN is to ensure we have reporting for specialties for dual-CCT trainees and sub-specialties. This means that old format DRNs are acceptable.

Addition of clear all filters button

11. In this year's validation tool there will be the addition of button added to the data sheet that allows all filters to be cleared from the dataset. This will allow you to remove all filters with a single click rather than removing filters individually.

12. Further improvements of the data validation tool are in development and will be confirmed when we share the DVT.

NTN new format

Deaneries/LETBs are required to return NTNs in the new format that includes all the specialties the trainee undertakes in the specialty component of the NTN. These are described in full in the NTN Appendix V2 July 2019. published on the GMC website. Please be aware that the process has changed slightly from last year. Please see the revised appendix for guidance. The new NTN format should be included in column BI in the ARCP data worksheet. Validation rules on the NTN format include checking that the combination of specialty codes is permitted according to the NTN Appendix to the Gold Guide and if the

programme specialty in column R appears in the NTN. If a new NTN format fails either of these validation rules errors will be shown on the 'Summary' sheet and will need resolving or explaining when returned. DRNs will not be checked to allow for old format DRNs.

Where the new NTN format is provided the 2nd programme specialty column in ARCP data worksheet does not need to be populated.

We will contact you if we have identified inconsistencies and anomalies identified in the 2019 ARCP return.

a   <u>Please note:</u>

- <u>For ease DRNs are now derived using the same methodology as NTNs. There is no need to change existing DRNs, but please the new method when assigning new DRNs. This change can be gradual as it the NTNs for dual and sub-speciality that are our primary focus.</u>

- <u>The NTN suffix now allows for trainees to be awarded a CCT in one specialty and a CESR in their second specialty as we believe this combination can occur.</u>

In your ARCP 2019 GMC Connect folder you will find the new format NTNs derived from the ARP 2018 return (*vw_ntns_derived_arcp_2018*) and the NTS 2019 return (*vw_ntns_derived_nts_2019*)

Please note that these files are to assist you only and will not provide a definitive answer in all cases for the following reasons.

Deriving NTNs from existing data is dependent on the existing data being correct. If the ARCP or NTS return did not contain the 2nd specialty or the sub-specialty then the derived NTN <u>cannot</u> be correct.

There is a system issue with sub-specialty as where we have data from e-portfolios we can see the subspecialty is not present in the deanery data.

UK-wide there are 301 Paediatric cases in the ARCP 2018 data where the college has a sub-specialty recorded but no subspecialty was included in the deanery return.

For Paediatric cases the college NTN is in NTN_EPORT_LETB_ARCP_2018 column.

One outcome per (sub-)specialty

13. Please be aware that outcome(s) need to be provided for each specialty and sub-specialty a doctor trains in. Previous years submissions suggest that outcomes for 2nd specialties and sub-specialties were not provided in all instances.

14. 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 a doctor will CCT in appear to be missing. The central checks are likely to include:

14.1.   checks against records from Royal College and Faculty e-portfolio records. We will request e-portfolio data directly from the colleges

14.2.   checks against CCT applications where the application to join the specialist register includes a 2nd specialty or a sub-specialty.

Submission instructions

15. In order to run the ARCP validation tool please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2010 and Microsoft Access 2003 or Microsoft Access 2007.

16. Log in to GMC Connect, in the deanery stakeholder group you will have access to the folder 'ARCP 2019 Validation Tool' (all deaneries/LETBs have access to this folder). If you cannot see this folder please email: educationdata@gmc-uk.org

17. The 2019 ARCP validation tool folder will contain a zip file with an Access database and an Excel file. Download this zip file and save it on your network.

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

19. Open up the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved. If prompted, enable Macros.

20. 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/LETB selection list, and the 'Validate Data', 'NTS Check' and 'Duplicate Check' buttons
- 'ARCP data' this is where you need to paste your entire ARCP event and outcome data for the 2019 ARCP return. It contains a column for each of the data variables outlined in the

table at the end of this briefing note. Once the 'Validate Data' button has been pressed 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', When you press the NTS Check button on the Summary worksheet, you will need to check this worksheet for any doctors in training that were in your NTS return but are not accounted for in your ARCP return
- 'LOVs' this worksheet lists permitted values for the fields in ARCP data. Check this sheet if you have any invalid values
- 'Area' lists the deaneries/LETBs and the regions that they should be reported in
- 'Grade Transitions' lists permitted grade/level at next rotation
- 'Outcomes' this lists permitted outcomes by post type
- '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

21. 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).

22. 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.

23. Once you have placed all your ARCP events and outcomes data into the correct columns go to the Summary worksheet of the spreadsheet, select your Deanery/LETB or, for HEE, select your 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.

24. 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.

25. Go back to the ARCP data worksheet and review columns to the left of column BJ 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.

26. 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.

27. On the Summary worksheet press the 'NTS Check' button to confirm all doctors in training have an ARCP return. Review the Omissions worksheet and use the information

provided to help obtain the missing data. Add the missing records to the ARCP data worksheet.

28. If you are unable to find or add any of the records on the omissions worksheet please add the reasons for this on the Readme worksheet.

29. 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 EE on the ARCP Data worksheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

30. When you have removed the errors, added any missing records from the NTS check and resolved any duplicates please save the file using the following format, 'ARCP validation tool_Deanery 3 character code_ddmmyyyy.xls' e.g. ARCP validation tool_LON_22102019.

31. Please submit this Excel file via GMC Connect. Each Deanery/LETB now has a '2019 ARCP data' document folder where they will be able to upload their Excel file.

32. Please email educationdata@gmc-uk.org when you have submitted the file.

33. Some initial validation checks will take place by the GMC on the individual returns from deaneries/HEE regions and you will receive feedback on these by early December.

34. Further checks across all ARCP data will be carried out in January.

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

Equality and Diversity data

35. The GMC will link the ARCP data to the equality and diversity (E&D) data on the medical register.

Socio-economic status

36. 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

37. The ARCP data are linked to data from the foundation programme applications. In particular we report against Educational Performance Measure – decile for UK graduates.[1]

Enquiries

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

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

Jennifer Redman-Tootell
Surveys Reporting Coordinator

Ulka Gaitonde
Data and Insight Analyst

Nikita Vincent
Survey Analyst

40. All briefing notes from previous collections and this briefing note will be published on the GMC website.

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[1] 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 [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
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 2018 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

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[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
						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.
						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 2 August 2017 and 31 July 2018	ARCP = "Yes" only	Must be in the format dd/mm/yyyy
						Must be within the reporting period (02/08/2017 – 31/07/2018).
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 at most 180 days after the review date, to accommodate ARCP

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						events that occur before the end of training period.
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	4. ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab) Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – see zip file containing csv copies of the reference tables the validation tool checks. This table is in the Access database. Only required for rows where an ARCP event took place.
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)

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
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 *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) Academic Clinical Lecturer - England (other funding), Wales (ACL)	All rows	Must be one of the possible values (also listed on *LOVs* tab).

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				Clinical Lecturer - Scotland		
				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	Academic trainees AND	Must be one of the possible values (also listed on *LOVs* tab) These are to reflect recording requirements in *The Academy of*

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				academically to return to clinical training programme No – academic element completed successfully	4. ARCP = "Yes" only	*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 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.
15	Programme end date	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 doctor in trainee moved programmes	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 after the Programme Start Date if Post Type = "Specialty"

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						b. Date must be 700 days after 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	The GMC programme approval code. GMC programme approval code to which ARCP/RITA refers	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. Sub-specialty programmes will be approved and will have approval codes

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
17	NTN/DRN –old format as recorded now	National Training Number/ Deanery Reference Number NTN or DRN at the point the ARCP/RITA was conducted (NOT at the point this report is generated)	i. three letters which identify the deanery/ LETB; ii. three digits for the CCT specialty or core specialty programme. Some codes are different in Scotland; iii. three digits to identify the individual holder ("the individual		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. 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

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			identifier" element); e.g. 324 and iv. a single letter suffix to identify other classifications.			
18	2nd programme specialty	To flag if the row refers to trainee's second specialty.	String	Yes	2nd specialty only	To be used by Northern Ireland and Wales deanery so the GMC can derive the new NTN format
19	Programme specialty	CCT programme list or core or foundation programme. Specialty or sub-specialty to which the ARCP/RITA refers/would have referred	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. Sub-specialty values should be included here.

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
20	Grade/level at next rotation	This error relates to grades that are not possible for the specialty provided				Possible transitions listed in the grade transitions tab of the validation tool
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 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 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 zip file containing csv copies of the reference tables.

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						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 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

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						September 2014 (including if that meeting is an appeal). As previously agreed, no RiTA outcomes should have been awarded after 31 December 2015. There should be no RiTA records in the 2017/18 data submission. 1.5 From 31 December 2015 the GMC required that all trainees move to the current curriculum and assessment system for their specialty. From that date, the Gold Guide applies to all doctors in specialty training, including SpRs and GPRs. From the Gold Guide V6
23	Outcome Type		String	Clinical Combined Clinical/Academic'	ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab)
24	Reason for no ARCP/RITA		For deaneries/ LETBs that have implemented	Trainee Sick Leave,	ARCP = "No" only	Must be a value in at least one of the following fields: Reason(s) for no ARCP/RITA

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			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/ LETBs that have not implemented the new ARCP form these data can be in string format	Trainee Maternity/Paternity 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 Termination Trainee Alleged Gross Misconduct		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 N22 Resignation received remedial training Codes for Foundation only

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			in one field or checkbox 0/1 fields.	Trainee Suspension Other reason		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 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		String	Free text	ARCP = "No" and	Check present if required

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
	ARCP – other				N13 Other reason (please specify)= 1	
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	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 [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			not implemented the new ARCP form these data 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	Where a LETB consists of two deaneries the		Health Education East Midlands		Required for all HEE regions now that the return is by region. We understand

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
		applicable deanery should be recorded here. This is on the basis that ARCPs are still actually organised at Deanery level		Health Education East of England 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		that, with the exception of small specialties, ARCPs are still managed by local offices. Reporting in this way allows us to report over multiple years

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				Health Education North East		
				Health Education North West – Mersey Deanery		
				Health Education North West – North Western Deanery		
				Health Education West Midlands		
				Health Education South West – Severn deanery		
				Health Education South West Peninsula deanery		
29	ARCP Event ID	Optional				
30	New format NTN as	Required				The NTN check will run from this new field

Field No [2]	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
	per NTN Appendix					