

Completing an ARCP form that you have saved as a draft

A guide for ARCP panel members and administrators

20 Steps

Created by

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STEP 1

Log into your e-portfolio account

STEP 2

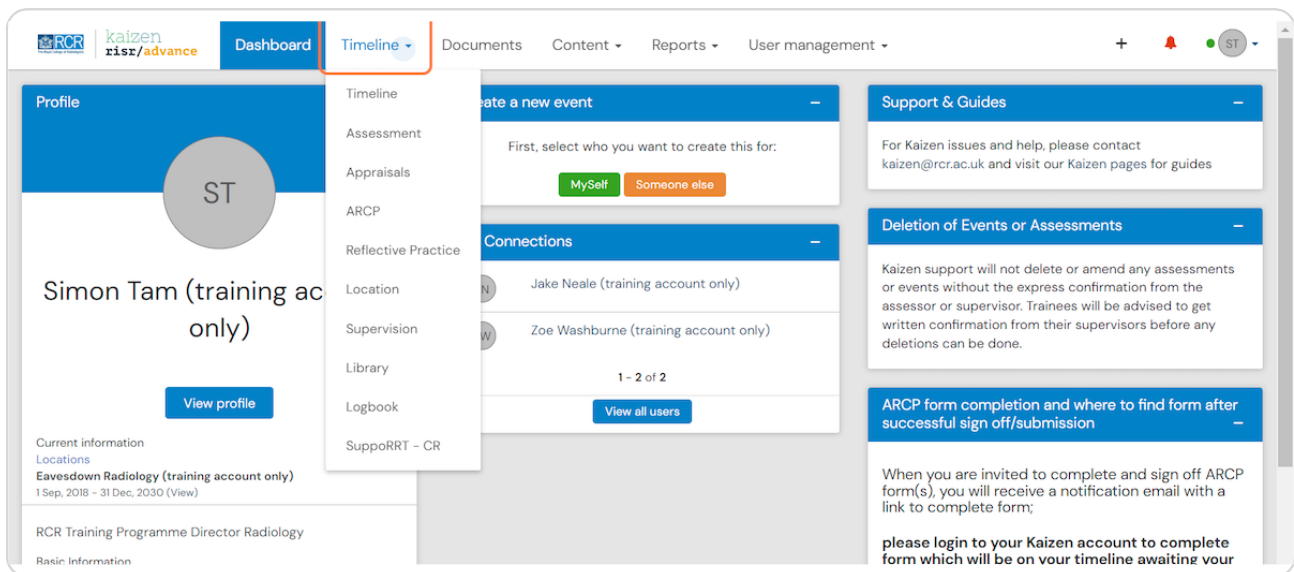
There are two ways to access a saved ARCP form draft:

Through your timeline - see steps 3-4

Through your to do list - see steps 5-6

STEP 3

From your dashboard click on "Timeline" and select either "Timeline" or "ARCP" from the drop down menu



The screenshot displays the Kaizen e-portfolio dashboard for a user named Simon Tam. The dashboard includes a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. A dropdown menu is open under 'Timeline', listing options: Timeline, Assessment, Appraisals, ARCP, Reflective Practice, Location, Supervision, Library, Logbook, and SuppoRRT - CR. The main content area shows a 'Create a new event' section with 'MySelf' and 'Someone else' buttons, a 'Connections' section listing Jake Neale and Zoe Washburne, and several informational panels on the right including 'Support & Guides', 'Deletion of Events or Assessments', and 'ARCP form completion and where to find form after successful sign off/submission'.

STEP 4

Find the saved draft in your list and click on it to view, or click "fill in" to complete the remaining sections

The screenshot shows the 'Timeline' page in the Kaizen system. The page header includes the RCR logo, 'kaizen risz/advance', and navigation tabs: Dashboard, Timeline (selected), Documents, Content, Reports, and User management. A search bar is present with the text 'Start typing to search' and a 'Search' button. Below the search bar, it says 'Found 3 items'. The main content area is titled 'Events created in February 2023' and is ordered by 'date created'. The first event is 'Annual Review of Competency Progression (ARCP) for Jake Neale (training account only)', created on 13 FEB, 2023. It has a status of 'Draft' (indicated by a red dot) and buttons for 'Fill in', 'Delete', and 'Preview'. The second event is 'Section of Annual Review of Competency Progression (ARCP) for Jake Neale (training account only)', created on 13 FEB, 2023, with a status of 'Completed' (indicated by a green dot) and buttons for 'Show audit log' and 'Preview'. The third event is 'Location Permissions', created on 1 FEB, 2023, with a status of 'Completed' and buttons for 'Show audit log' and 'Preview'. A message at the bottom of the list says 'You have reached the end of the list.' On the right side, there are sections for 'Bookmarked searches', 'Advanced search', and 'Information'.

STEP 5

Alternatively click the bell symbol at the top right of your screen

The screenshot shows the 'Dashboard' page in the Kaizen system. The page header includes the RCR logo, 'kaizen risz/advance', and navigation tabs: Dashboard (selected), Timeline, Documents, Content, Reports, and User management. The main content area is divided into several sections. On the left, there is a 'Profile' section for Simon Tam (training account only) with a 'View profile' button. In the center, there is a 'Create a new event' section with a dropdown menu and buttons for 'MySelf' and 'Someone else'. Below this is a 'My Connections' section showing two users: Jake Neale (training account only) and Zoe Washburne (training account only), with a 'View all users' button. On the right, there are three sections: 'Support & Guides' with contact information for Kaizen support, 'Deletion of Events or Assessments' with a warning about the deletion process, and 'ARCP form completion and where to find form after successful sign off/submission'. A red arrow points to the bell symbol in the top right corner of the page.

STEP 6

Click on the ARCP form in your saved drafts list to view the form

The screenshot shows the top navigation bar with 'kaizen risz/advance' and various menu items. Below is a notification bar stating 'You have no unread announcements in your Inbox.' The main content area is divided into two columns. The left column, 'To Do', is empty. The right column, 'Saved drafts', contains one draft: 'Annual Review of Competency Progression (ARCP) for Jake Neale (training account only)', with a 'CREATED ON: 13 FEB, 2023' timestamp. An orange box highlights this draft item.

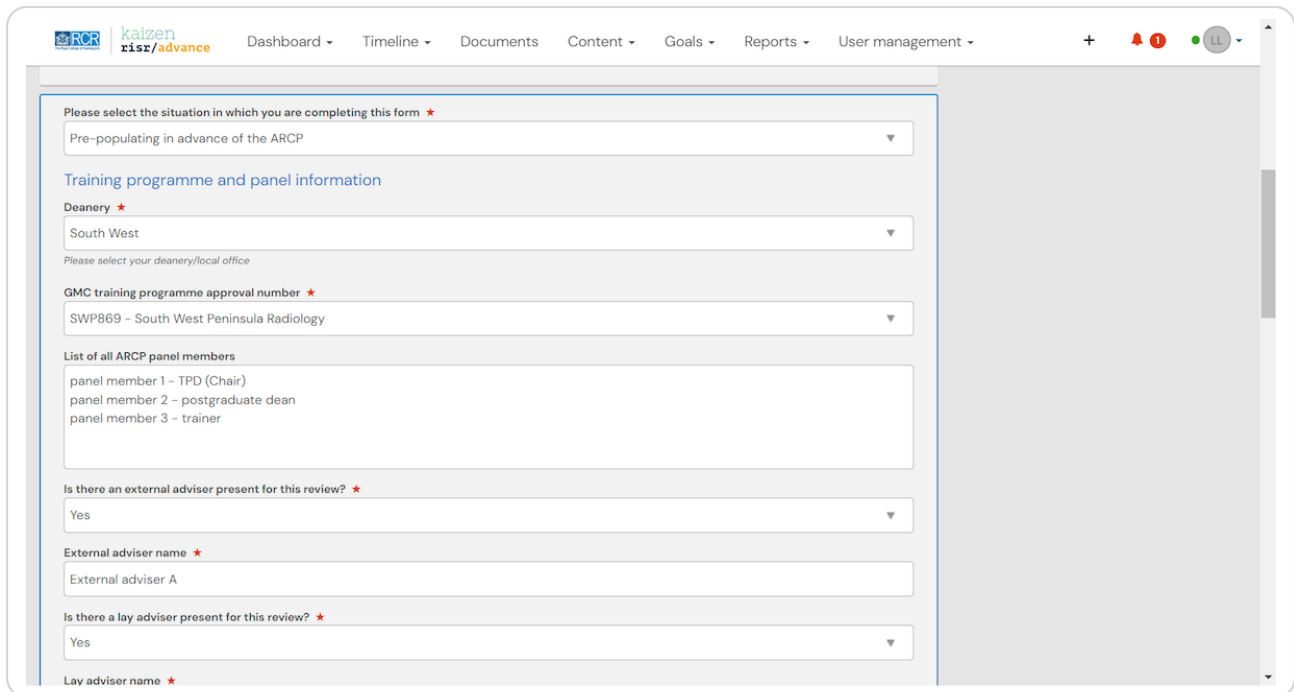
STEP 7

Click on "Fill in"

The screenshot shows the full ARCP form. The title is 'Annual Review of Competency Progression (ARCP) for Jake Neale (training account only)'. Below the title are 'DRAFT PRIVATE' and 'VERSION 3' labels. There is a 'Tags' section with a 'Show 1 tags' button. The form content includes a section for 'Training programme and panel information' with pre-populated data for 'Deanery South West' and 'GMC training programme approval number SWP869'. An orange arrow points to the 'Fill in' button in the top right corner of the form area.

STEP 8

You will be able to view and edit the information entered in part 1 of the form



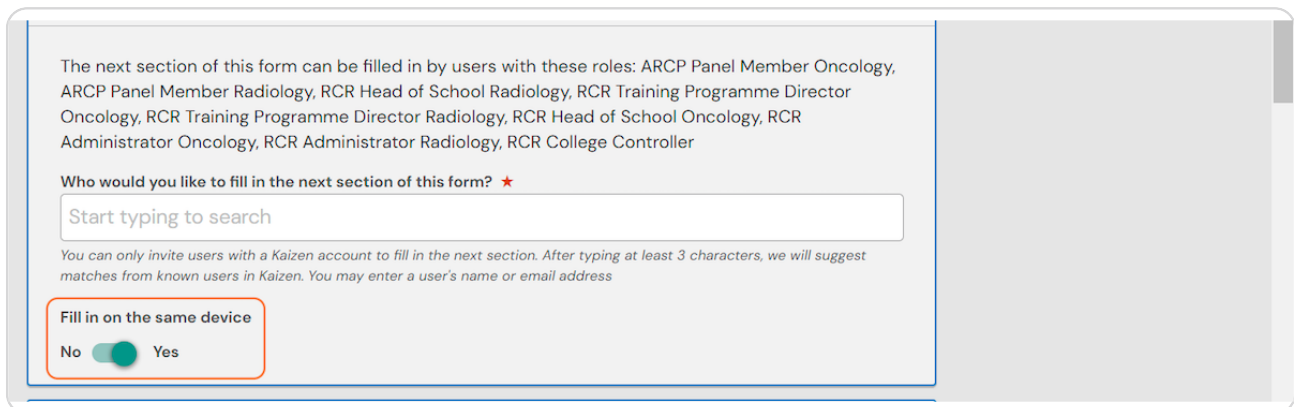
The screenshot shows the RCR Kaizen interface with a navigation menu at the top: Dashboard, Timeline, Documents, Content, Goals, Reports, and User management. The main form area contains the following fields:

- Please select the situation in which you are completing this form ***: A dropdown menu with the selected option "Pre-populating in advance of the ARCP".
- Training programme and panel information**: A section header.
- Deanery ***: A dropdown menu with the selected option "South West".
- Please select your deanery/local office**: A small text label.
- GMC training programme approval number ***: A dropdown menu with the selected option "SWP869 - South West Peninsula Radiology".
- List of all ARCP panel members**: A text area containing:
 - panel member 1 - TPD (Chair)
 - panel member 2 - postgraduate dean
 - panel member 3 - trainer
- Is there an external adviser present for this review? ***: A dropdown menu with the selected option "Yes".
- External adviser name ***: A text input field containing "External adviser A".
- Is there a lay adviser present for this review? ***: A dropdown menu with the selected option "Yes".
- Lay adviser name ***: A text input field (partially visible).

STEP 9

At the bottom of section 1, under "Fill in on the same device" move the slider to "Yes"

Section 2 will then appear



The screenshot shows the second section of the form, which is highlighted with a blue border. It contains the following content:

The next section of this form can be filled in by users with these roles: ARCP Panel Member Oncology, ARCP Panel Member Radiology, RCR Head of School Radiology, RCR Training Programme Director Oncology, RCR Training Programme Director Radiology, RCR Head of School Oncology, RCR Administrator Oncology, RCR Administrator Radiology, RCR College Controller

Who would you like to fill in the next section of this form? *

Start typing to search

You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address

Fill in on the same device

No Yes

STEP 10

In section 2 you will need to select the specialty to display some relevant sections of the ARCP form

The screenshot shows a web interface for the ARCP form. At the top, there is a navigation bar with the RCR logo, 'kaizen risk/advance' branding, and menu items: Dashboard, Timeline, Documents, Content, Reports, and User management. Below the navigation bar, there is a search bar with the text 'Who would you like to fill in the next section of this form?' and a search input field. Below the search bar, there is a note: 'You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address'. Below this, there is a toggle switch for 'Fill in on the same device' with 'No' selected. The main content area has a dropdown menu for 'Specialty being assessed' which is highlighted with a red box. Below this dropdown, there is a red text warning: 'Please note that for dual training or main specialty and sub-specialty training, the GMC requires a separate outcome per specialty and sub-specialty (see Gold Guide 9th edition 4.90-4.91). Please ensure that you have selected the correct option under 'specialty being assessed' above to ensure that you are able to enter ARCP outcomes for each specialty/subspecialty.' Below the warning, there is a text input field for 'Documentation taken into account and known to the trainee'. Below that, there is a section for 'Recommended outcomes from the ARCP panel' with a dropdown menu for 'Academic Progression (if applicable)'. At the bottom, there is a dropdown menu for 'Training grade at next rotation' and a text input field for 'Will the trainee progress to the next training grade following the outcome of this ARCP?'. The right side of the form is a greyed-out area.

STEP 11

Complete all sections of the ARCP form to record the ARCP outcome and supporting information

STEP 12

Please note that for subspecialty training a separate outcome is required for both the parent specialty and the subspecialty. For dual training, separate outcomes are required for each specialty

RCR | kaizen
risz/advance

Dashboard Timeline Documents Content Reports User management

Please note that for dual training or main specialty and sub-specialty training, the GMC requires a separate outcome per specialty and sub-specialty (see [Gold Guide 9th edition 4.90-4.91](#)). Please ensure that you have selected the correct option under 'specialty being assessed' above to ensure that you are able to enter ARCP outcomes for each specialty/subspecialty.

Documentation taken into account and known to the trainee

Documentation taken into account and known to the trainee

Recommended outcomes from the ARCP panel

Recommended outcome from ARCP panel - Clinical radiology *

1. Achieving progress and competences at the expected rate

Supplementary C codes should be used in addition to documenting an Outcome 10.1 or 10.2

Recommended outcomes from ARCP panel - Interventional radiology *

2. Development of specific competences required - additional training time not required

Supplementary C codes should be used in addition to documenting an Outcome 10.1 or 10.2

Academic Progression (if applicable)

Training grade at next rotation

Will the trainee progress to the next training grade following the outcome of this ARCP? *

Please note that less than full time trainees may remain at the same training grade despite a progression outcome. Please ensure that the trainee's grade at the next rotation is entered accurately.

Training grade at next rotation:

STEP 13

Please indicate whether the trainee will progress to the next training grade at the start of their next rotation

Please note that less than full time trainees may receive a progression outcome, but remain in the same training grade. It is important that training grade information is recorded accurately. There is an option to indicate whether the trainee will CCT following an outcome 6.

The screenshot shows the RISR/advance web application interface. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled 'Recommended outcomes from the ARCP panel'. It contains several dropdown menus for selecting outcomes: 'Recommended outcome from ARCP panel - Clinical radiology', 'Recommended outcomes from ARCP panel - Interventional radiology', and 'Academic Progression (if applicable)'. Below these is a section for 'Training grade at next rotation' with a dropdown menu highlighted by a red box. The text below the dropdown reads: 'Will the trainee progress to the next training grade following the outcome of this ARCP?'. A note below states: 'Please note that less than full time trainees may remain at the same training grade despite a progression outcome. Please ensure that the trainee's grade at the next rotation is entered accurately.' Further down, there are dropdowns for 'Interventional radiology training grade' and a text input field for 'Expected CCT date' with a placeholder 'd/m/yyyy'. The bottom of the form indicates 'Supplementary information required for GMC Annual ARCP Report'.

STEP 14

Please enter the expected CCT date, making any adjustments necessary to reflect the outcome of the ARCP

The screenshot shows the RCR Kaizen/Advance interface. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled '2. Development of specific competences required - additional training time not required'. Below this, there are several form fields: 'Academic Progression (if applicable)', 'Training grade at next rotation' (set to 'Yes'), and 'Interventional radiology training grade' (set to 'ST5'). The 'Expected CCT date' field is highlighted with a red box and contains the placeholder 'd/m/yyyy'. Below it is the 'Date of next review' field, also with the placeholder 'd/m/yyyy'. A note below the CCT date field states: 'Please adjust expected CCT date as necessary based on the ARCP outcome'.

STEP 15

Please enter the expected date of the next review

This should be no more than 15 months to comply with revalidation requirements

The screenshot shows the RCR Kaizen/Advance interface, similar to Step 14. The 'Expected CCT date' field is now filled with 'd/m/yyyy'. The 'Date of next review' field is highlighted with a red box and also contains the placeholder 'd/m/yyyy'. Below the form fields, there is a section for 'Supplementary information required for GMC Annual ARCP Report' with a note: 'Supplementary information is only required for outcomes 2, 3, 4, 10.1 and 10.2 or where a review has not taken place.' At the bottom, there is a 'U Code - Interventional radiology' field.

STEP 16

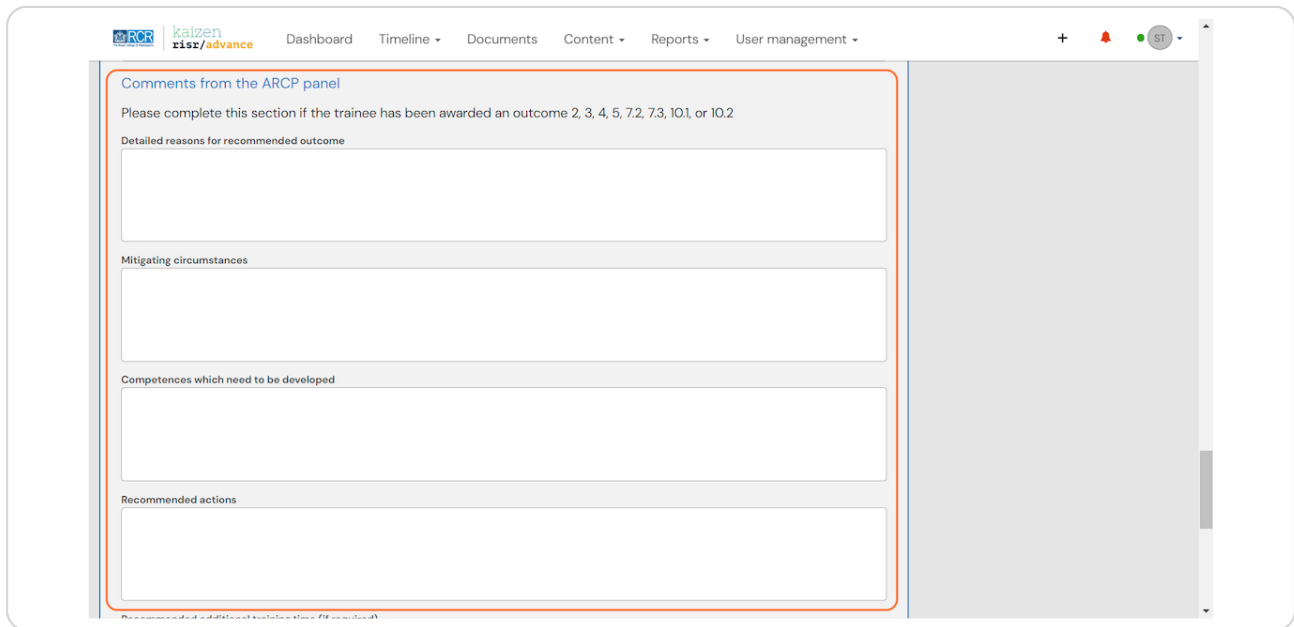
Please enter the relevant coding to indicate the reasons for any outcomes other than an outcome 1 or 6, or for a review not taking place

You may need to enter separate coding for each specialty/subspecialty for trainees on subspecialty or dual CCT pathways

The screenshot displays a web application interface for managing trainees. At the top, there is a navigation bar with the RCR logo, 'kaizen risr/advance' branding, and menu items: Dashboard, Timeline, Documents, Content, Reports, and User management. A user profile indicator shows 'ST5'. The main content area is a form for a specific trainee, identified as 'ST5'. The form includes several sections: 'Expected CCT date' with a date input field (placeholder: d/m/yyyy) and a note to adjust based on ARCP outcome; 'Date of next review' with a date input field (placeholder: d/m/yyyy); 'Supplementary information required for GMC Annual ARCP Report' with a note that it is only required for outcomes 2, 3, 4, 10.1, and 10.2; 'U Code - Interventional radiology' with a dropdown menu showing 'U Code - Interventional radiology' and a note to select a U code for outcomes 2, 3, or 4; 'Comments from the ARCP panel' with a note to complete this section for outcomes 2, 3, 4, 5, 7.2, 7.3, 10.1, or 10.2; 'Detailed reasons for recommended outcome' with a large text input area; and 'Mitigating circumstances' with another text input area. The 'U Code' dropdown is highlighted with a red rectangular box.

STEP 17

If a trainee has been given any outcome other than an outcome 1 or 6, you should record feedback from the ARCP panel related to this decision

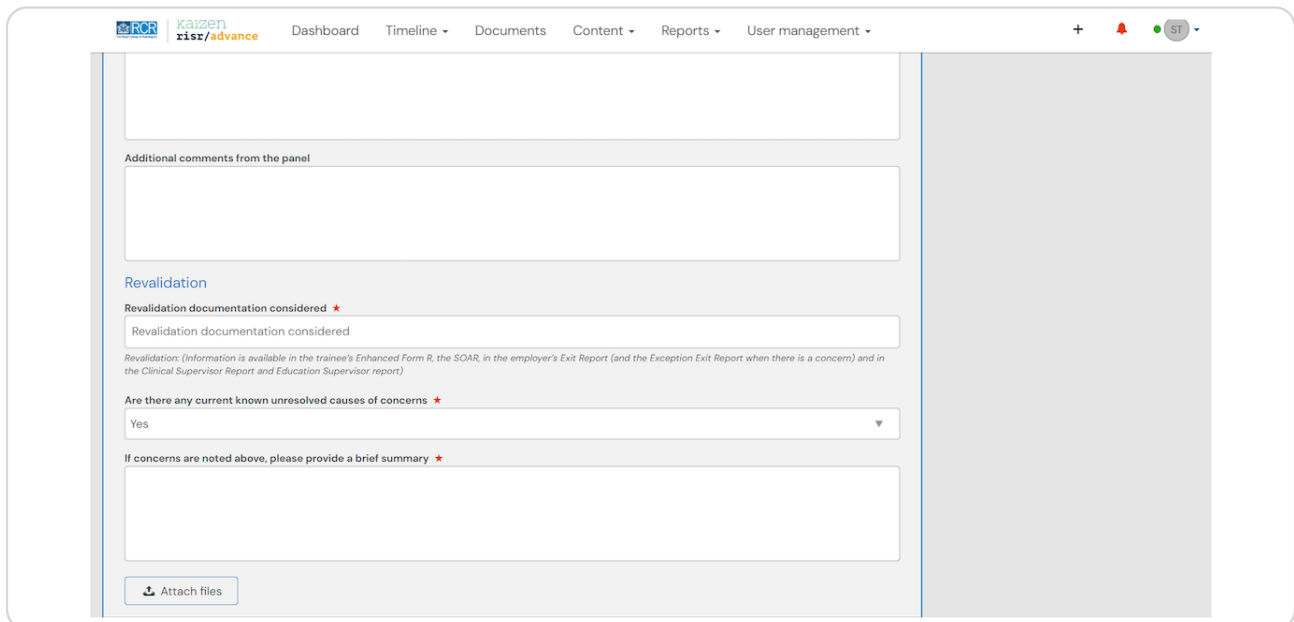


The screenshot shows a web interface for the RCR (The Royal College of Radiologists) system. The top navigation bar includes 'kaizen rise/advance', 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The main content area is titled 'Comments from the ARCP panel' and contains a form with four sections: 'Detailed reasons for recommended outcome', 'Mitigating circumstances', 'Competences which need to be developed', and 'Recommended actions'. Each section has a large text input field. The form is highlighted with an orange border.

STEP 18

Please indicate whether there are any unresolved causes of concern

If "Yes" is selected, you will be asked to provide further details

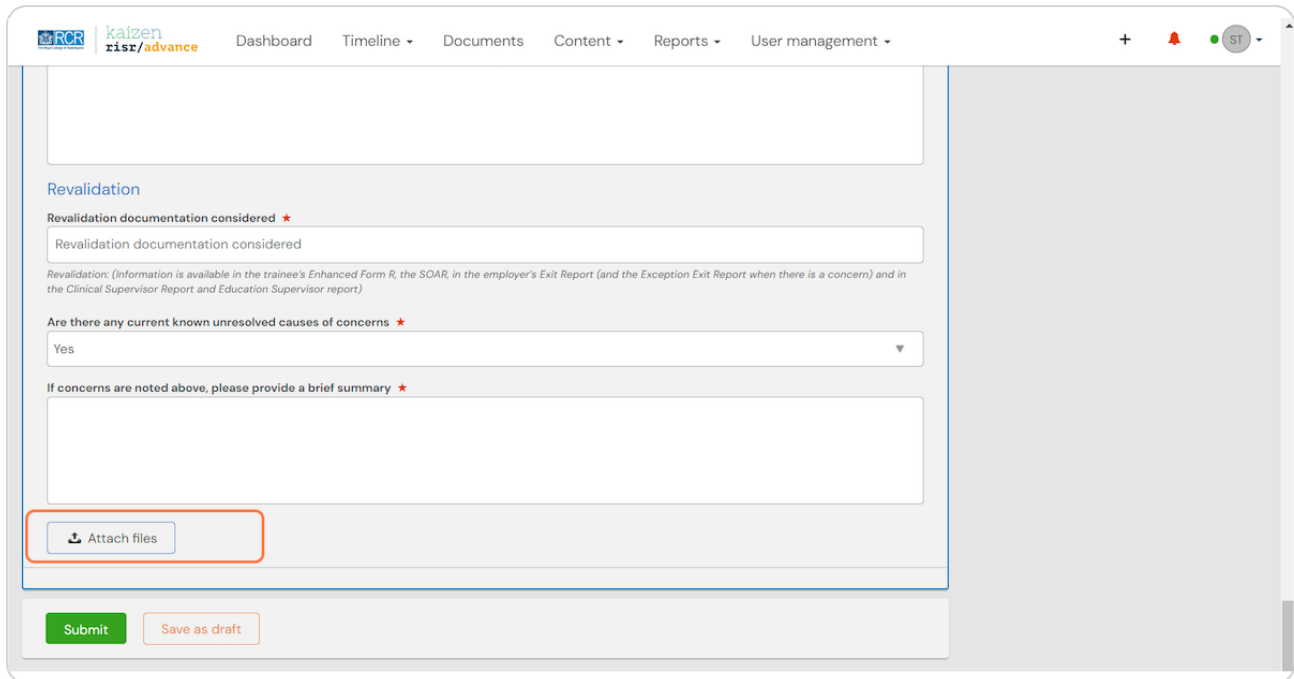


The screenshot shows the 'Revalidation' section of the RCR system. It includes a form with the following elements: 'Additional comments from the panel' (text input), 'Revalidation documentation considered' (checkbox), 'Are there any current known unresolved causes of concerns' (dropdown menu with 'Yes' selected), and 'If concerns are noted above, please provide a brief summary' (text input). There is also an 'Attach files' button at the bottom left.

STEP 19

You can attach any relevant files to the ARCP

Files must be saved on your device for uploads to be possible



The screenshot shows a web application interface for the ARCP revalidation process. At the top, there is a navigation bar with the RCR logo, 'kaizen rise/advance' branding, and menu items: Dashboard, Timeline, Documents, Content, Reports, and User management. The main content area is titled 'Revalidation' and contains several sections:

- Revalidation documentation considered ***: A text input field with the placeholder text 'Revalidation documentation considered'.
- Revalidation:** A sub-section with a note: '(Information is available in the trainee's Enhanced Form R, the SOAR, in the employer's Exit Report (and the Exception Exit Report when there is a concern) and in the Clinical Supervisor Report and Education Supervisor report)'. Below this is a dropdown menu with 'Yes' selected.
- Are there any current known unresolved causes of concerns ***: A dropdown menu with 'Yes' selected.
- If concerns are noted above, please provide a brief summary ***: A large text input field.
- Attach files**: A button with a file upload icon, highlighted with a red rectangular box.
- Submit**: A green button.
- Save as draft**: An orange button.

STEP 20

Click on "Submit" to send the form to the nominated person to sign off

You should have nominated who will provide sign off for the form in part 1. The nominated person will receive an email asking them to confirm the details of the form. The ARCP form will be published to the trainee's timeline following this approval.



This screenshot is a close-up of the bottom portion of the form from Step 19. It shows the 'If concerns are noted above, please provide a brief summary *' text input field, the 'Attach files' button, and the 'Submit' and 'Save as draft' buttons. The 'Submit' button is highlighted with a green rectangular box.



The Royal College of Radiologists