

The ARCP Checklist

| Requirement | Standard |
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| Provisional registration and a licence to practise with the GMC (F1 only) | To undertake the first year of the foundation programme, doctors must be provisionally registered with the GMC and hold a licence to practise. In exceptional circumstances (e.g. refugees), a fully registered doctor with a licence to practise may be appointed to the first year of a foundation programme. |
| Full registration and a licence to practise with the GMC (F2 only) | To undertake the second year of the foundation programme, doctors must be fully registered with the GMC and hold a licence to practise. |
| Completion of 12 months' (WTE) training (taking account of allowable absence) | The maximum permitted absence from training, other than annual leave, is 20 days (when the doctor would normally be at work) within each 12-month (WTE) period of the foundation programme. Where a doctor's absence goes above 20 days, this will trigger a review of whether they need to have an extra period of training (see GMC position statement on absences from training in the foundation programme – June 2013). |
| A satisfactory educational supervisor's end of year report | The report should draw upon all required evidence listed below. If the FD has not satisfactorily completed one placement but has been making good progress in other respects, it may still be appropriate to confirm that the FD has met the requirements for progression. |
| Satisfactory educational supervisor's end of placement reports | An educational supervisor's end of placement report is required for all FD placements EXCEPT for the last FD placement at each level of training. The educational supervisor's end of year report replaces this. |
| Satisfactory clinical supervisor's end of placement reports | A clinical supervisor's end of placement report is required for ALL placements. At least one CSR in each level of training must make use of PSG feedback. All of the clinical supervisor's end of placement reports must be completed before the doctor's Annual Review of Competence Progression (ARCP). |
| Satisfactory team assessment of behaviour (TAB) | Minimum of one per level of training. |
| Satisfactory placement supervision group report (PSG) | Minimum of one per level of training. |
| Satisfactory completion of all curriculum outcomes | The FD should provide evidence that they have met the 13 foundation professional capabilities, recorded in the e-portfolio. Evidence to satisfy FPC1-5 must include direct observation of at least five clinical encounters in the form of SLEs, and the specific life support capabilities specified in FPC2. |
| Satisfactory engagement with the programme | Personal learning log of core/non-core teaching/and other learning Reflection including summary narrative Contemporaneously developed portfolio Engagement with feedback on training programme Completion of relevant probity/health declarations including Form R/ SOAR or equivalent |
| Successful completion of the Prescribing Safety Assessment (PSA) (F1 only) | The F1 doctor must provide evidence that they have passed the PSA within two years prior to entry to the programme or on completion of the programme. |
| Evidence of completion of additional requirements set by HEE/NES/NIMDTA/HEIW and approved by UKFP Board | |