

The Annual Review of Competence Progression (ARCP) should normally be undertaken on at least an annual basis for all trainees in surgical training. It may be convened more frequently if there are progression issues. Trainees can use this document to check that their portfolio contains the documents that are required for their ARCP.

Items to be completed

Administrative

Enrolment (completed once at core and once in specialty training)

Up to date CV

Placements (validated by the Training Programme Director)

JCST Trainee survey (for each placement)

Learning Agreement for each placement (1 in each placement)

Each stage of the Learning Agreement must be signed off by the trainee and AES. The Interim Review is essential for 6-month or 1 year placements and is strongly recommended for 4-month placements.

Objective Setting

Interim Review

Final Review

AES Report

Workplace-based assessments (40 minimum)

The mix of assessment methods is dependent on the specialty and level of training.

Assessment of Audit (AoT)

Case-Based Discussion (CBD)

Clinical Evaluation Exercise (CEX / CEXC)

Direct Observation of Procedural Skills (DOPS)

Multi-source Feedback (MSF)

Observation of Teaching (OoT)

Record of operative experience

Surgical logbook

Other records of educational achievement

Awards and prizes

Courses

Examinations

External conferences / meetings

Internal meetings / teaching

Patient feedback

Positions of responsibility

Presentations

Projects

Publications

Research

Significant events / critical incidents