Thames Valley Local Team
Revalidation and ARCP: Information for Trainees

Every doctor who is fully registered with a licence to practise needs to have a revalidation recommendation made every 5 years, demonstrating that they are up to date and practising safely.

Trainees additionally must have a revalidation recommendation made when they complete their training (CCT).

Fulfilling the requirements of your training programme and participating fully in the ARCP process acts as the equivalent to the annual medical appraisal for non-training doctors.

Failure to do so can be considered as ‘non-engagement’ with revalidation which ultimately may result in the GMC removing your licence to practise.

Before your ARCP

Check you are ‘connected’ to us. Click here to log on to your GMC Online account.

You will need to ensure you have selected ‘Health Education Thames Valley’ as your Designated Body (DB) with Dr Michael Bannon as your Responsible Officer (RO).

By connecting to us, we will be able to see when your revalidation submission date is.

Complete the following as per the deadline advised by your specialty school team

- Form R (Parts A and B) – PDF Form – Part B includes a self-declaration covering all of your practice and asks about health, probity, involvement in significant events, serious incidents and complaints. Updates on any previously declared concerns should be included along with references to any e-portfolio entries.

- Whole Scope of Practice Form – your revalidation recommendation is based on ALL work you undertake as a doctor, including any voluntary and locum work that is not part of your training programme. It is therefore very important that you declare this work and discuss with your Educational Supervisor.

- Educational / Academic Supervisors Report – including the question as to whether the educational supervisor is aware of any unresolved investigations, health or probity concerns which may affect revalidation (generally this question is now included on the e-portfolio, but if not, trainees are asked to provide a paper copy; Appendix 1).

- OOP paperwork as specified by your Training Programme Director and Specialty School Team (more detailed OOP revalidation requirements can be found in Appendix 2).
**During the ARCP**

The panel will review the above information alongside any Exception Reports (detailing incidents, concerns, complaints) which have been submitted by your employer.

**The panel's role is:**

- To review any involvement in incidents and complaints and ensure sufficient reflection and learning has taken place.
- To review the whole scope of practice and ensure sufficient evidence is recorded.
- To confirm whether the panel is aware of any fitness to practise concerns which could affect revalidation.
- To state clearly on the outcome form if there are any ongoing investigations or other known concerns which may impact on a trainee’s fitness to practise.
- To complete:
  1. ARCP Revalidation checklist
  2. Revalidation section on ARCP Outcome Form
- It is not the responsibility of the panel to make a recommendation for revalidation – this rests with the RO.

**After the ARCP**

When your revalidation submission is due the revalidation team uses the information provided at your ARCP to inform the RO’s recommendation.

If any additional information or clarification is required the revalidation team will contact you.

When a revalidation recommendation is made the revalidation team will email you to confirm this.

If you have completed your training and will **not** be taking a period of grace please let the revalidation team know so they can ensure your recommendation is made prior to you leaving. [Revalidation.TV@hee.nhs.uk](mailto:Revalidation.TV@hee.nhs.uk)

**Late / Missing Form R?**

If you did not submit your Form R within the specified timescale you will have received an Outcome 5.

You will be required to remedy this situation within 2 weeks. In addition you will be written to by the RO to remind you of the importance of engaging with revalidation.

If your Form R is submitted within this additional 2 week time-frame you will receive the ARCP Outcome appropriate for your educational progression.

If after this additional 2 weeks the Form R is still not submitted you risk being given an Outcome 2, 3 or in exceptional circumstances a 4.

You will also be required to meet with the RO to explain the reasons behind the failure to submit the form and be notified that you are risking a ‘non-engagement’ recommendation.

An Outcome 1 or 6 **cannot** be awarded until such time as the Form R is submitted.

More information can be found on our webpages [www.oxforddeanery.nhs.uk/revalidation1.aspx](http://www.oxforddeanery.nhs.uk/revalidation1.aspx)
Appendix 1 – additional question for ES/CS report

(For use where not available on e-portfolio)

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<thead>
<tr>
<th>Details of concerns/investigations:</th>
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<tbody>
<tr>
<td>Are you aware if this trainee has been involved in any conduct, capability or Serious Incident Requiring Investigation / Significant Event Investigation or named in any complaint?</td>
<td>Yes/ No</td>
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<td>If so are you aware if it has/ these have been resolved satisfactorily with no unresolved concerns about a trainee’s fitness to practice or conduct?</td>
<td>Yes/No</td>
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<td>Comments, if any:</td>
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<td>Signature of Trainee</td>
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Appendix 2 - OOP guidance

Revalidation Guidance For Doctors In Training
Undertaking All Forms Of Out Of Programme (OOP) Work

All doctors now have to revalidate at 5 year intervals and, for trainees, at the point of award of CCT. This clock is generally not influenced by periods OOP. The only time that this may change is if you are having a career break at the time of revalidation and have not been able to collect any evidence, when the responsible officer may allow deferral of revalidation until you resume practice.

You therefore need to continue to collect cumulative evidence to support your revalidation and all aspects of your practice as a doctor must be accounted for. Depending on the type of work you are doing while out of programme, you may need to collect different, and possibly more, evidence than for the usual ARCP. You should retain your Licence to Practise when out of programme. If you are considering giving up your licence, you should first discuss this with the Associate Dean for Revalidation, to enable you to make an informed decision.

Your ARCP date will be set in advance as usual and you will be required to submit evidence and attend if necessary as requested by your Training Programme Director.

You should retain your Licence to Practise when out of programme. If you are considering giving up your licence, you should discuss this first with the Revalidation Team (Revalidation.TV@hee.nhs.uk) to enable you to make an informed decision.

For trainees in ALL types of OOP

The Postgraduate Dean will remain your as Responsible Officer (RO) while you are OOP and your prescribed connection with Health Education Thames Valley. While you are away you will need to do the following, on at least an annual basis:

- Engage with and complete the requirements of any training component of work you are undertaking, including provision of a Supervisor’s Report, completion of online portfolios and any work place based assessments as specified by your specialty. This continues during any work overseas.

- Engage in, and provide documentary evidence of involvement with, the appraisal or review process in your host organisation, and retain any paperwork for submission to the ARCP panel.

- Complete the Form R, listing any wider work that you perform, and answering the revalidation declaration about any incidents, complaints, health and probity in readiness for revalidation.

- Complete a Whole Scope of Practice form if relevant, detailing your entire scope of practice including locum and other wider work as a doctor which is NOT part of your training programme. Provide evidence that you are satisfying the GMC domains across that scope of practice. This form must be signed by your Educational Supervisor

- Complete an annual OOP return , sent to you by your School / Specialty Manager

For extra requirements in individual OOP types please see details over the page:
Out of Programme for Training (OOP(T))
The ARCP outcomes for trainees undertaking OOP(T) are the same as those when in the training programme. The panel will also need all the evidence listed above to assess whether there are any fitness to practise concerns.

Out of Programme for Research (OOP(R))
Your School will have decided in advance whether or not you can count some of your research time towards your certificate of completion of training (CCT), but the evidence required for revalidation will not change.

In addition to all of the generic evidence you need to provide to the ARCP panel, as described above, you will need to do the following:

- Be aware of and abide by the GMC Guidance on Good Practice in Research: [http://www.gmc-uk.org/guidance/ethical_guidance/research.asp](http://www.gmc-uk.org/guidance/ethical_guidance/research.asp)
- Submit a completed academic supervisor's report for each period/post of research.
- If you are also carrying out clinical work, you will also need to provide a Clinical or Educational Supervisor's report through your e-portfolio or on paper.

Out of Programme for Experience (OOP(E))
The ARCP outcomes for trainees undertaking satisfactory OOP(E) have not changed and you should routinely be awarded an 8. However the panel will need the evidence listed above to assess whether there are any fitness to practise concerns.

Out of Programme for Career Break (OOP(C))
If you do not undertake any medical work at all during the year before your revalidation date, then the RO may recommend a deferral of your revalidation date.

If you have a shorter period of OOP(C) than a full year or you do undertake any medical work during this period, you will need to provide evidence as detailed above. In particular you will also need to:

- Engage with any Return to Training Scheme run by your School prior to leaving, during, and upon your return to training.
- Keep an accurate record of any medically related work you undertake whilst you are not working in your training programme, including any assessments or appraisals.
- Keep an accurate record of any educational events that you are involved with for example attending training days and record in your portfolio.