

ARCP for Less Than Full-time & Academic Trainees

Assessing the progression of less than full-time and academic trainees may need special consideration to ensure that these trainees receive the correct ARCP outcome. In part this has arisen because Outcome 1 can have two meanings. At the **completion** of a phase of training, it means the trainee has progressed satisfactorily and is ready to progress to the next phase of training. An outcome 1 can also be given **during** a phase of training, indicating that the trainee is progressing satisfactorily and is on course to satisfactorily complete the necessary assessments within the expected time.

Less Than Full-time (LTFT) Trainees

General points

- It must be kept in mind that the ARCP is an annual process taking place towards the end of the trainees' calendar year.
- A trainee who is less than full-time must not be required, at the end of the calendar year, to have made the same progress as would be expected of a full-time trainee. Any such requirement might even be considered to be discriminatory
- A satisfactory outcome (outcome 1) will be awarded to all trainees who are making satisfactory progress and are on course to complete training within the whole time equivalent period set out in the curriculum

Annual review

- A school might be tempted to postpone the review of less than full-time trainees to a time when they have completed the equivalent of a whole training year. For a 60% less than full time trainee this would mean reviewing progress every 20 months. Whilst this would make it easier to compare progress against the ARCP guidelines built into the curriculum, this is not acceptable practice. Trainees must be reviewed every calendar year.
- The Educational Supervisor and the ARCP panel must consider the progress towards achieving the competencies in the curriculum, taking into account the actual time spent training. e.g., for the first year 60% trainee, they need to be on course to have achieved all of the CT1 competencies by 20 months. At the second ARCP, the same trainee will be expected to have completed all of the CT1 competencies and made some progress with the CT2 competencies.

Work Place Based Assessments

- The curriculum requires that trainees complete a minimum number of workplace based assessments in each year. For less than full-time trainees, this minimum number will be reduced depending upon the percentage of whole time equivalent training. As this is calculated,

fractions will usually result. All trainees are discouraged from working to the minimum number of assessments, and in practice trainees will often do far more than the minimum required. However, Schools of Psychiatry should advise less than full-time trainees what is expected to avoid confusion and potential appeals against unsatisfactory ARCP outcomes.

Periods of leave and ARCP

- It is not unusual for trainees to have significant periods of leave, e.g. maternity leave. It is good practice to continue with a programme of annual reviews even if there has been little training experience in the time leading up to the annual review. The review provides an opportunity to ensure that there has been a satisfactory return to work and a date for the next review is set.
- If a trainee is on extended leave when the ARCP reviews are taking place, it is important not to give an outcome 3 for this reason, that is because they are on leave. If a review date falls during a period of extended leave, it may not be possible to give an outcome. This should be noted on the form (e.g. Trainee has been on maternity leave for the last 8 months). An outcome 8 can be considered, which means "Satisfactory: out of programme, time may or may not count towards training". It would be good practice to set a date for the next review based on the information available at the time and this too should be recorded on the form. Of course circumstances may change and the school will need to make any necessary adjustments to the plan.

Completing the ARCP form

- The ARCP outcome is recorded on a structured form. This will list the placements and detail if the trainee is full-time, or if less than full-time the whole time equivalent as a percentage. The ARCP panel will indicate the year of training against which progress is being reviewed. For a first-year 60% trainee this will simply be CT1. For a 60% trainee attending their second ARCP, the panel should circle both CT1 and CT2.
- To fully record the outcome, the panel can include a narrative on the form to make clear their decision. For example:
 - "Trainee has completed 24 months of 60% training. Progression with the CT1 ILOs (Intended Learning Outcomes) and assessments has been completed and good progress is being made with those for CT2.", or
 - "Trainee has completed 24 months of 60% training. Progression with the CT1 ILOs and assessments has been completed. The panel is concerned that the trainee is not making adequate progress with ILOs 9, 10 and 11 as detailed in the education supervisors report and has given an outcome 2."
- The form is otherwise completed as for a full time trainee, making clear the reasons for the outcomes and detailing any concerns.

Academic trainees

- Academic Clinical Fellows (ACFs) undertake a programme of clinical and academic training. 75% of their programme is clinical and 25% academic.
- Academic trainees will need to attend academic training/activities during a clinical block; in addition, to meet the 25% academic training

requirement, most rotations arrange 'academic' blocks lasting several months, during which they will be away from their clinical training.

- At ARCP, Academic trainees undergo dual review processes and must include an academic reviewer. There is a review of their progress towards achieving the required academic competencies and also the required clinical competencies
- By the end of the 3 year programme, many ACFs will have made full progress with their academic and clinical competencies and be awarded outcome 1. They will then run through to advance training.
- Not all ACFs have been able to make this demanding progress with the clinical competencies. ACFs should be allowed an additional 9 months of clinical training to attain the required clinical competencies and provided they are on course to achieve this they should be given an outcome 1.
- At the end of this 9 months, in line with all core trainees, ACFs trainees can have their training extended by 6 months if needed.
- There are two factors that the ARCP panels must consider in deciding the outcome.
 - Where the academic training is spread evenly across the programme at 25%, the trainee must be expected to make the same progress that would be expected of a 75% LTFT trainee.
 - Where a trainee has completed a block of academic training, the expectation of progress towards achieving the clinical competencies must be proportionately reduced.
- The panels should explain their thinking on the ARCP form in a narrative if this helps. For example:
 - "Trainee has completed 24 months of 75% clinical and 25 % academic training. The trainee has achieved all of the CT2 ILOs and completed the assessments expected at the end of CT2 in this time.", or
 - "Trainee has completed 24 months as an ACF, and this year has included a 4 month block of academic training. The rest of the year has been 90% clinical. The trainee has now completed all of the CT1 competencies and is making satisfactory progress towards completing the CT2 competencies."
 - "Trainee has completed 24 months as an ACF, and this year has included a 4 month block of academic training. The rest of the year has been 90% clinical. The trainee has now satisfactorily completed the CT1 ILOs. Progress with the some of the CT2 competencies, is not progressing satisfactorily, and he/she needs targeted training in the areas listed below. He/She has therefore been given outcome 2."
- At all times it helps to make clear on the form where the panel believes that a phase of clinical training has been completed and any subsequent progress noted.
- Clinical Lecturer or CL (formerly academic clinical lecturer or ACL): Much of the guidance above will also apply to Clinical lecturers, but this Guidance will updated to include clinical lecturers in the near future. In the mean time any queries should be directed to the relevant Head of School and Deanery.