

This addendum is issued to make additions and changes to the Gold Guide agreed in 2011.

1. LAT Credit Policy (To be inserted after paragraph 5.40)

To apply to JRCPTB specialties only for the year from August 2011, but expected to apply to other specialties from August 2012.

Specialty Training Registrars (StRs) may have training undertaken in a Locum Appointment for Training (LAT) post credited towards their total training in a given specialty and the related CCT or CESR CP. The following guidance sets out the circumstances where credit can be claimed and the procedure to be followed:

The LAT post must be an approved specialty training post, with the appointment made according to the specialty Person Specification in open and fair competition. In all respects the LAT post should be equivalent to a training post within a full specialty programme, with the exception of limited tenure.

From August 2011, a StR in a LAT post must be enrolled with the appropriate specialty College/Faculty *prior* to the finish date of the LAT post in order for the post to count towards specialty training. This is to enable access to the appropriate assessment tools to demonstrate attainment of required competencies.

Retrospective credit for LAT posts previously undertaken will not be granted from August 2011 onwards. For LAT posts which have already been completed, but for which credit has not yet been sought, training credit must be applied for by 31 July 2011, together with an accompanying educational supervisor report or ARCP.

As of August 2011, enrolled LAT posts of 3 months or more will *automatically* count towards training where satisfactory progress is confirmed or unless otherwise notified by the host deanery.

By definition, a LAT post must be a minimum of 3 months. On occasions, a trainee working in a LAT post may not complete this time before acquiring a numbered post or further LAT appointment. Under these circumstances, a period of less than 3 months worked in a LAT post will *not* count towards training unless it is seamlessly (ie no delay between exiting LAT and commencing new post) linked to an appointment to an ST3 post with a NTN, or another LAT post in the same deanery and programme.

For any LAT post of 12 months duration, an ARCP outcome 7.1 from the host deanery must be submitted in order to demonstrate progression against the curriculum. For any LAT post of less than 12 months duration which has not coincided with an ARCP in the host deanery, an educational supervisor report confirming satisfactory progress must accompany the request for credit of the LAT post.

In accordance with the Gold Guide, more than 12 months of LAT can be counted towards training as long as appropriate progression against the curriculum is confirmed with an ARCP for each 12 months of training undertaken. The specialty College/Faculty will approve more than one year, but only if it is undertaken in a progressive programme and approved in its entirety by the postgraduate dean and with a recommendation from the programme director.

A training pattern made up entirely of LAT posts will not result in the award of a CCT, as stipulated in the Gold Guide.

2. Change to Paragraph 7.67

Paragraph 7.67 should now read:

The initial outcome from the ARCP may be provisional until quality management checks have been completed. The outcome recommended by the panel (Appendix 5) for *all* trainees will be made available by the Postgraduate Dean to the:

- a) Relevant College or Faculty.** These outcome documents are part of the minimum data set which will need to be maintained by the College or Faculty to substantiate their recommendation to the GMC for award of the CCT or CESR(CP).
- b) Training Programme Director (TPD).** The TPD will receive 3 copies of the outcome form.
 - i) One copy should be sent to the trainee's educational supervisor. This should be used to form the basis of the further educational appraisal and workplace based appraisal that the educational supervisor undertakes on behalf of the employing organisation. It is the educational supervisor's responsibility to raise any areas of concerns about the trainee's performance as documented by the annual review with the medical director as part of the workplace based appraisal process. If the review has been undertaken shortly before rotation to a new placement has occurred the documentation should be forwarded by the TPD to the medical director where the trainee is due to start.
 - ii) The second copy should be given to the trainee who must sign it and return it to the Deanery within **ten** working days. The trainee should retain a copy of the signed form in their portfolio. The Deanery will retain the signed copy in the trainee's file. Where electronic systems for assessment/annual reviews are used, digital signatures will be acceptable.
 - iii) The third copy will be retained by the TPD. The TPD (with or without the trainee's educational supervisor) should arrange to meet with the trainee to **discuss the outcome** and to **plan** the next part of their training where this is required (paras 7.113 – 7.116) and document the plan fully.

- c) **Medical Director.** One copy should be sent to the Medical Director of the current employer.
- d) **The GMC.** Deaneries submit individual ARCP outcomes to the GMC who provide aggregated reports that benchmark the outcomes by deanery and specialty programme. These reports assist deaneries to comply with *The Trainee Doctor*; the GMC's standards for postgraduate medical education and training. Domain nine of *The Trainee Doctor* requires deaneries to share analysis of assessment outcomes with trainees and use it to improve the quality of training programmes.

3. Change to paragraph 6.31

Paragraph 6.31 should now read:

The return of the trainee into the programme should be taken account of by the TPD when planning placements. If a trainee, having indicated that they are returning to the training programme, subsequently declines the place offered, then there is no guarantee that another place can be identified, although every effort will be made to do so. Under these circumstances, but following discussion with the relevant TPD and the Postgraduate Dean, the trainee may need to relinquish their NTN. Employing organisations need to be party to any decisions by a trainee to relinquish their NTN so that the process is timely and fair.

4. Revised ARCP form

Annual Review of Competence Progression (ARCP) Outcome Form

Trainee Name:		GMC N ^o		
Expected CCT / CESR (CP):				
Specialty Training Programme:				
NTN/DRN:		GMC Trg Prog Approval No:		
Members of the Panel & appt (Lay, TPD, External, Academic etc)	1.	2.		
	3.	4.		
	5.	6.		
Date of Review:				
Period covered: From:		To:		
Year of Training	1, 2, 3, 4, 5, 6, 7, 8			
Grade of training programme reviewed or Other (Please State).....	ACF / ACL / CL / CT / ST / FTSTA			LAT <input type="checkbox"/>
Approved clinical training gained during the period to be reviewed				
Placement/Post/Experience	From:	To:	In / Out of Programme	FT / PT as % FT
1.				
2.				

3.				
Documentation taken into account and known to the trainee				
1. Structured Report	<input type="checkbox"/>	2.		<input type="checkbox"/>
3.	<input type="checkbox"/>	4.		<input type="checkbox"/>
5.	<input type="checkbox"/>	6.		<input type="checkbox"/>
Recommended Outcomes from Review Panel				
Satisfactory Progress				
1. Achieving progress and competences at the expected rate				<input type="checkbox"/>
Unsatisfactory or insufficient evidence <small>(Details provided on supplementary sheet overleaf. The panel will also meet with the trainee.)</small>				
2. Development of specific competences required – additional training time not required				<input type="checkbox"/>
3. Inadequate progress by the trainee – additional training time required				<input type="checkbox"/>
4. Released from training programme with or without specified competences				<input type="checkbox"/>
5. Incomplete evidence presented – additional training time may be required				<input type="checkbox"/>
Recommendation for completion of training				
6. Gained all required competences				<input type="checkbox"/>
Outcomes for trainees out of programme or not in run-through training				
7.1 Satisfactory progress in or completion of the LAT / FTSTA placement.				<input type="checkbox"/>
7.2 Development of Specific Competences Required – additional training time not required LAT / FTSTA placement				<input type="checkbox"/>
7.3 Inadequate progress by the trainee – additional training time required LAT / FTSTA placement				<input type="checkbox"/>
7.4 Incomplete Evidence Presented - LAT / FTSTA placement.				<input type="checkbox"/>
8. Out of programme; OOPE (Experience); <input type="checkbox"/> OOPR (Research); <input type="checkbox"/> OOPC (Career Break) - <input type="checkbox"/>				
<small>Note: OOPT must have an annual review and would therefore be reviewed under Outcomes 1-5; not Outcome 8</small>				
9. Top-up training				<input type="checkbox"/>

Supplementary documentation for ARCP Outcome Form

Trainee Name:		
Outcome Recommended		
National Training Number or DRN		GMC No
Detailed reasons for recommended outcome- <small>(Select reason from list supplied and provide appropriate reasons)</small>		
1.		
2.		
3.		
Discussion with trainee		
Mitigating circumstances		

Competences which need to be developed**Recommended actions****Recommended additional training time (if required)**

These documents should be forwarded in triplicate to the trainee's Training Programme Director (who must ensure that the trainee receives a copy through further appraisal and planning process). Copies must also be sent to the Medical Director where the trainee works for information and to support revalidation processes as well as to the College or Faculty. Data on individual outcomes by category and where applicable the supplementary information are submitted electronically as part of the Deanery's annual report to the GMC through the ARCP/RITA survey.

By signing the form, the trainee is indicating that they understand and agree that the information will be shared with other parties involved in their training as outlined above.

The trainee signature on the form indicates that they understand the recommendations arising from the review. It does not imply they accept or agree with them and they can have the recommendation reviewed as well as the right of appeal as delineated in Gold Guide.

<i>Signed by:</i>		<i>(Chair of panel)</i>	<i>Signed by:</i>		<i>(Trainee)</i>
<i>Date:</i>		<i>Date of next review:</i>			
<i>Signed by:</i>		<i>(Postgraduate Dean)</i>			
<i>Date:</i>					

**Supplementary information required for GMC Annual ARCP Report:-
Completed by Review Panel for Trainees who had an Unsatisfactory Review Outcome**

Code		Reason for unsatisfactory outcomes (more than one may apply)	Explanatory Notes
U1	<input type="checkbox"/>	Record Keeping and Evidence	Failure to achieve curricular requirements. Trainee failed to make satisfactory progress within their Royal College/Faculty curriculum in accordance with recommendations for that particular Year of Training. This may include not completing the recommended number of satisfactory Work Placed Based Reviews; Audits; Research; or concerns

			raised in the structured Educational Supervisor's report.
U2	<input type="checkbox"/>	Inadequate Experience	Training post (s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.
U3	<input type="checkbox"/>	Inadequate Engagement with Supervisor	Failure to engage with curriculum or supervisor. Trainee failed to engage with the assigned Educational Supervisor or the training curriculum in accordance with the Royal College/Faculty requirements for that particular year, including failure to maintain appropriate E-Portfolio.
U4	<input type="checkbox"/>	Trainer Absence	Nominated Educational Supervisor or Trainer did not provide the appropriate training and support to the Trainee because of their absence on a sabbatical; through illness or other reasons; and no nominated ESupvr deputy took over to ensure that an appropriate level of training was maintained. As a result the Trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the Year of Training.
U5	<input type="checkbox"/>	Single Exam Failure	Trainee failed to satisfy the respective Royal College/Faculty examination requirements to progress to the next Year of Training.
U6	<input type="checkbox"/>	Continual Exam Failure	Trainee failed to pass the respective Royal College/Faculty examination within the allowable number of examination attempts (which in some instances may only be two attempts), following a number of re-sits and is therefore unable to progress any further in this Specialty.
U7	<input type="checkbox"/>	Trainee requires Deanery Support	Trainee has issues to do with their professional personal skills for example: - behaviour / conduct / attitude / confidence / time keeping / communications skills, etc., and requires the support of the Deanery Performance Team. Trainee may be suffering with ill health or personal/family problems preventing progress, or other related personal issues which require the help and support of their local Deanery.
U8	<input type="checkbox"/>	Other reason	Documentation must specify reason for unsatisfactory outcome

Additional information required for GMC Annual ARCP/RITA Report:-
Recorded by Deanery on the Deanery Database for Trainees who did not have a Review.

Code		Reason for no ARCP during the Year (more than one may apply)	Explanatory Notes
N1	<input type="checkbox"/>	Trainee Sick Leave	Trainee on long term sickness or other health issues have impacted on ability to complete the year of training being reviewed.

N2	<input type="checkbox"/>	Trainee Maternity/Paternity Leave	Trainee cannot be reviewed whilst on maternity/paternity leave
N3	<input type="checkbox"/>	Trainee not In Post Long Enough	Too soon to complete a meaningful Annual Review within the ARCP/RITA reporting period.
N4	<input type="checkbox"/>	Trainee fell outside annual reporting period	Annual GMC reporting period is 01 Aug 20xx to 31 July 20xx but trainee was not reviewed during these 12 months.
N5	<input type="checkbox"/>	Trainee Post CCT	Trainee already completed CCT and now in period of grace.
N6	<input type="checkbox"/>	Trainee Missed Review	Trainee did not attend the Review. e.g.. Analysis from Deaneries is that where a review panel was not arranged until July at end of reporting year and trainee could not attend; for last minute family reasons, transport problems etc. Panel had to be rearranged in early August but outside of GMC reporting period.
N7	<input type="checkbox"/>	Trainee Inter Deanery Transfer	Trainee left the programme early to take up a post in another Deanery
N8	<input type="checkbox"/>	Trainee reviewed in other Deanery	Trainee working in another Deanery who completed ARCP.
N9	<input type="checkbox"/>	Trainee Contract Termination	Trainee left and had their NTN/DRN removed due to lack of progression without achieving competencies to a satisfactory level.
N10	<input type="checkbox"/>	Trainee Alleged Gross Misconduct	Trainee currently suspended from training either as a result of GMC Suspension or local Trust or other local disciplinary proceedings.
N11	<input type="checkbox"/>	Trainee Suspension	Trainee suspended for reasons other than alleged gross misconduct.
N12	<input type="checkbox"/>	Other reason	Documentation must specify reason for no review being conducted