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| **Competency** | **Requirement** | **Additional Info** | **Achieved (Yes/No)** |
| 1. Provisional registration with the GMC | GMC number will be on Horus already | n/a | **Yes** |
| 2. Completion of 12 months of programme | Any absence longer than 20 days in total will be considered by the ARCP Panel and a decision will be made as to whether or not you have still met the competencies of F1 or if you require an extension to F1.  | Please include any days off work participating in Industrial action in your total |  |
| 3. Satisfactory CS End of Placement reports | At least one report in FY1 must make use of the PSG feedback. Your summary narrative will help to inform the CS report and whether you have successful completed that placement. | As soon as these are all completed you can arrange to meet/call your ES to complete their P2 report and End of Year report | P1-P2-P3- |
| 4. Satisfactory ES End of Placement reports | Required for P1 & P2 only | The end of year report replaces the need for one in P3 | P1- P2-  |
| 5. Satisfactory ES End of Year report | The report should draw on all of the evidence listed below. If you have not satisfactorily completed one placement out of the three, but you have been making good progress in other respects, the panel may decide that you have still met the requirements to progress to FY2.  | This should be the last thing that is completed on your portfolio. If you are not able to meet in person then meetings with supervisors can take place via video call/phone.\*\* Book this meeting as early as possible, ideally when you start P3 in April\*\* |  |
| 6. Team Assessment of Behaviour (TAB) | 10 responses collected from correct number of responders and this must be rated as satisfactory by your ES.You require a minimum of one TAB per year | Your ES needs to complete the TAB summary which is at the bottom of your TAB. They can then release the results to you so that you can see the comments | TAB – Summary completed by ES? -  |
| 7. Placement Supervision Group (PSG)  | Minimum of one PSG per year. These are arranged by your clinical supervisor | It doesn’t matter if you end up with three PSG’s but make sure that you have at least one that informs a CS end of placement report.Ideally you should encourage your CS from P1 or P2 to get this done rather than trying to squeeze it into P3 |  |
| 8. Satisfactory completion of all FP curriculum outcomes | You should evidence that you have met all 13 of the FPCsEvidence to satisfy FPC 1 to 5 must include at least 5 SLE’s.The guidance also recommends that if you aim for around 15-20 minimum SLE’s over the 12 months this will ensure you have enough evidence. Aim for at least 5 each placement if you can. Please click on the “descriptor” link on the curriculum page of your portfolio (in the Show me bit top right) and it will give you detailed descriptions of what you should evidence for each FPC.  | Try and choose your evidence carefully to demonstrate the best of your abilitiesTo evidence FPC2 you will need to demonstrate specific life support capabilities. This can be done via ILS or ALS certificationFPC 9 relates to QI/Audit. You should evidence that you have engaged with with QI initiatives through activities such as collecting data for audit purposes, attending QI meetings and following recommendations to improve the quality of care.As a minimum we would expect some evidence of participation in an Audit and a reflection of the Audit process - what you have learnt about/from it.If you have participated in a QI in F1 then this is fine too, you can work on it further for FY2. Simulation can be logged as evidence using the LEARN form. It is recommended that you do this for each simulation session you take part in if you are actively involved in the Sim (not just in the debriefing room) | Mapped evidence- ILS/ALS certificate uploaded? Audit Evidence?Reflection on Audit?Simulation logged-  |
| 9. Curriculum Ratings provided by your ES | Your ES should do this when completing the end of year report.  | This sometimes gets forgotten. Please remind your ES when arranging/having your ES meeting.  |  |
| 10. Personal learning log | Minimum of 60 hours logged. A minimum of 30 hours must be core teaching/learning which is provided on your Tuesday teaching sessions.A minimum of 30 hours must be non-core learning. This is made up of departmental teaching, e-learning, grand rounds, journal clubs, M&M peer review meetings, MDT meetings.  | I keep a log of core teaching hours and attendance so can help you with this if you ask me however, I don’t log or know about other teaching. Please log that each week so you don’t forget what you have attended. If you link your e-lfh account to your Horus it automatically logs e-learning. Mandatory training modules **do not** count towards these hours.  | Core Hours Logged-Non-core hours logged-  |
| 11. Reflection including summary narrative | As well as your developing summary narrative, for each HLO, at the end of each placement you should also include reflections in your portfolio evidence.  | We recommend a minimum of 1 reflective piece of writing per placement. This is in addition to any reflections you do regarding incidents and in addition to your summary narrative. |  |
| 12. Engagement with feedback on training programme |  | This refers to the TAB & PSG which gather feedback from peers. It also refers to feedback given in SLE’s You might also want to include reflections as evidence of how you respond to and take on board feedback.  |  |
| 13. A contemporaneously developed portfolio | This means you should evidence as you go along and not leave things to the last minute.  | The panel will look at how you have engaged with the portfolio and checked that you haven’t just added everything retrospectively the week before your end of placement meetings.  |  |
| 14. PSA Certificate | Please upload this to your Mandatory Certificates | PSA must have been passed within the last 2 years and no longer |  |
| 15. Declarations | Probity, Health & Conditions to be signed |  | All 3 Signed -  |
| 16. Form R | All sections completed correctly and in full- this is your declaration | * You must declare scope of medical practice over the year, i.e. minimum to declare all clinical placements, plus any other medical related activity, e.g. voluntary work, armed forces, etc.
* You must list all locum shifts that you have worked individually
* You must declare all clinical incidents, which you are aware of, that you have been named in, even if no fault.
* You need to note your days absent (due to sickness/carers leave/unpaid leave/industrial action)
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