**Portfolio Top Tips for ARCP– West Midlands**

Firstly don’t panic! Hopefully these tips will help to ensure you have included all the relevant information in your portfolio to ensure as stress-free process as possible.

* Remember to check the ARCP checklist on the trainee website for all the requirements (<https://www.westmidlandspaediatrics.com/arcp-information>)
	+ Make sure you write on the checklist the dates of completion of reports, assessments and courses; this will enable the panel to find the required information more easily
	+ The checklist doesn’t need to be signed by your supervisor
	+ Create a folder entitled ARCP 2023 in your documents – this should include your checklist, life support certificates (even if not completed this year), NETS survey, GMC survey and safeguarding certificates
	+ Use the blank box to include any additional information to the ARCP panel – including for LTFT trainees to alert the panel of what grade they are expecting to be following ARCP, and any issues with getting life support certificates and details of any life support course you may have booked
* Changes due to the ongoing COVID pandemic will continue for this year’s ARCP:
	+ ARCPs will be virtual; you will therefore not have to attend on the day. If there are any questions from the panel you will receive a phone call from the panel
	+ All the RCPCH requirements can be found on their website, including the modified assessment table
	+ Complete the **Educational Supervisor Report for ARCP**
	+ For ST3 if you haven’t passed your exams, make sure that you please check the RCPCH guidance, there will be a specific question for your ES to complete indicating their judgement of your suitability to progress to ST4, taking into account certain capabilities
* Curriculum Tips
	+ Remember to link to key capabilities, not just domains/learning outcomes
	+ PDPs – please ensure they are evidenced and marked as achieved or carried forward as needed
	+ If you are at the end of a level e.g. ST3, ST5 or ST8 please ensure that your educational supervisor has signed off all your learning outcomes as achieved, they are the only person who can do this and can either click on the learning outcomes from your dashboard, or when they access your educational supervisor report.
	+ There is no limit on the number of tags, but make sure that you don’t tag everything to an excess of domains – the panel will be looking to ensure there is a range of high-quality, applicable evidence tagged
	+ For ST8 ARCP, or following completion of START, please ensure you have uploaded your START report to your portfolio. START PDPs should be written following your START, and must be actioned and reflected upon prior to the end of ST8.
* Form R
	+ This should be submitted prior to the ARCP deadline and ideally a copy uploaded to the ARCP 2023 folder
	+ If you have any problems in opening or completing the form, email the assessments team at HEE
	+ If you have been involved in any incidents, these should be reported on your Form R, and a reflection completed in your portfolio.

**If you have any questions or concerns regarding ARCP - Sarah Ellis, TPD for assessments is happy to be emailed at** **Sarah.ellis@uhcw.nhs.uk**