**Paediatric OOPE ARCP Checklist: 2023**

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| **TRAINEE NAME:**  |
| **TYPE OF POST (including any clinical time)** | **LEVEL OF TRAINING****(ST1-8)** | **PERIOD COVERED** |
|  | If OOPE, indicate level prior to OOPE period |  |

**Mandatory Requirements**

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| **Document** | **Complete** | **Comments** |
| **Absences** documented on kaizen– including time OOP | **YES/NO** |  |
| **Form R** (Part A & B) | **YES/NO** | To be completed annually and sent to HEE, and uploaded to ARCP folder |
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| **Personal Development Plan** (PDP) | **YES/NO** | Complete *‘Clinical Supervisor Induction Meeting’* on Kaizen, or upload word document to Kaizen and include in ARCP folder |
| **OOPE Clinical Supervisor Report** | **YES/NO** | Use the ‘*OOPE Clinical Supervisor Report*’ form and upload to ARCP folder, or if you are using Kaizen, complete ‘Clinical Supervisor Trainer Report’ |
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| **Trainee Summary of Experiences and Achievements Report for OOPE year** | **YES/NO** | Uploaded to ARCP folder |
| **APLS/EPALS** (all levels) in last 4 years (unless **NO** patient contact at all during time OOP) | **YES/NO** | Date completed: |
| **NLS** (all levels)- in last 4 years (unless **NO** neonatal contact during time OOP) | **YES/NO** | Date completed: |
| **Safeguarding course** (all levels) Must be level 3 course by ST3 and then updated every 3 years (unless **NO** patient contact at all during time OOP) | **YES/NO** | Date completed: |

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| **Comments or Questions you wish to pass on to the ARCP Panel:**  |
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