

Pre-ARCP Checklist for Trainees and Trainers

Oral and Maxillofacial Surgery

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| --- | --- | --- | --- | --- |
| **Trainee’s name** | | | **AES name** | |
| **Date completing form** | | | **Trainers meeting date** | |
| **ARCP panel A date** | | | **Previous ARCP outcomes** | |
| **Grade ST \_\_\_** | **ARCP** Interim/final | | **Certification date** | Current ARCP outcome\_\_\_\_\_ |
| **Targets set / met (esp. if outcome 2/3)** | |  | | |

|  |  |
| --- | --- |
| **Placements since last ARCP** | |
| Current |  |
| 2. |  |
| 3. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ISCP** | **Notes** | **Tick  if on ISCP** | **Comments** |
| CV | update yearly |  |  |
| Global Objectives | Check set |  |  |
| LA | Check signed off  AES report |  |  |
| PDP | Must be current |  |  |
| **WBAs 40 total** | **Total Number** |  | **Appropriate level/comments** |
|  | CBD |  |  |
|  | CEX |  |  |
|  | PBA |  |  |
|  | DOPs |  |  |
| OOT (2 ) | evidence/feedback included |  |  |
| Audit | 1 per year |  |  |
| MSF | Min 8 raters /signed |  |  |

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| --- | --- | --- | --- |
| **ISCP** | **Notes** | **On ISCP** | **Comments** |
| **End of Block assessments** | Number done/ appropriate  From all clinical supervisors |  |  |
| **Research** | at least one piece per year may include critical appraisal Masters module assignment |  |  |
| **Publications** |  |  |  |
| **Presentations** |  |  |  |
| **Posters** |  |  |  |
| **Courses** |  |  |  |

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| --- | --- | --- |
| **eLogbook review – minimum 4 reports uploaded to Misc Section under Other Evidence and labelled clearly**  SAC summary and Grouped Summary Reports (**both** types of report for every training block and start date of ST to date) | | |
|  | **On ISCP** |  |
| %validated |  |  |
| On track/achievable  (Penultimate Year and certification targets) |  |  |

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| --- | --- | --- | --- |
| **Others** | | | |
|  | **On ISCP** |  |  |
| Penultimate Year Checklist if appropriate |  |  |  |
| Certification checklist  if appropriate |  |  |  |
| Reflective Practice |  |  |  |
| Form R |  |  |  |
| Adverse Incidents |  |  |  |
| Complaints |  |  |  |
| Sick Leave |  |  |  |
| Subspec Interest /Ambition |  |  |  |
| Recommended outcome |  |  |  |
| Comments |  |  |  |
| Recommendation for Development  Targets |  |  |  |