Pre-populating an ARCP form in advance

A guide for ARCP panel members and administrators

23 Steps

Created by

WDAT

Creation Date

February 13, 2023

Last Updated

February 13, 2023

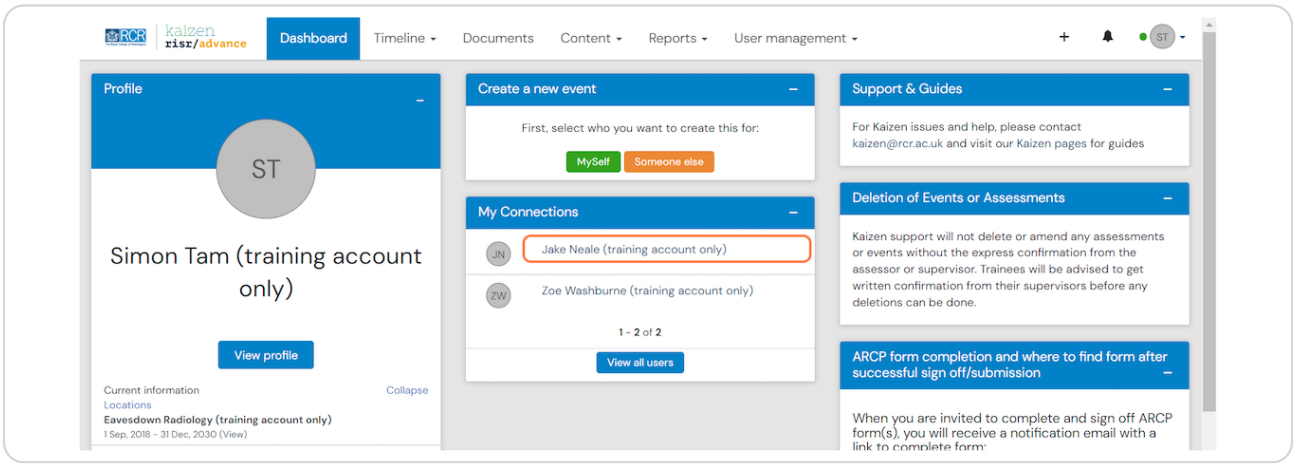
STEP 1

Log into your e-portfolio account

STEP 2

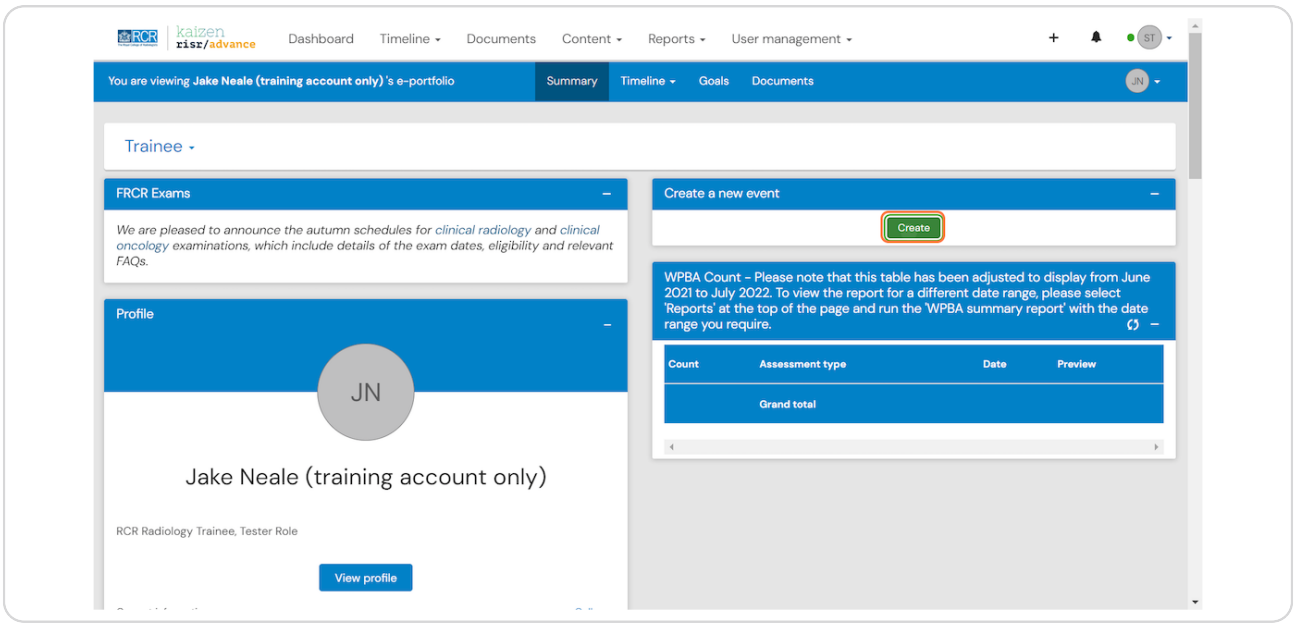
Select the trainee being reviewed

This will take you to the trainee's summary dashboard



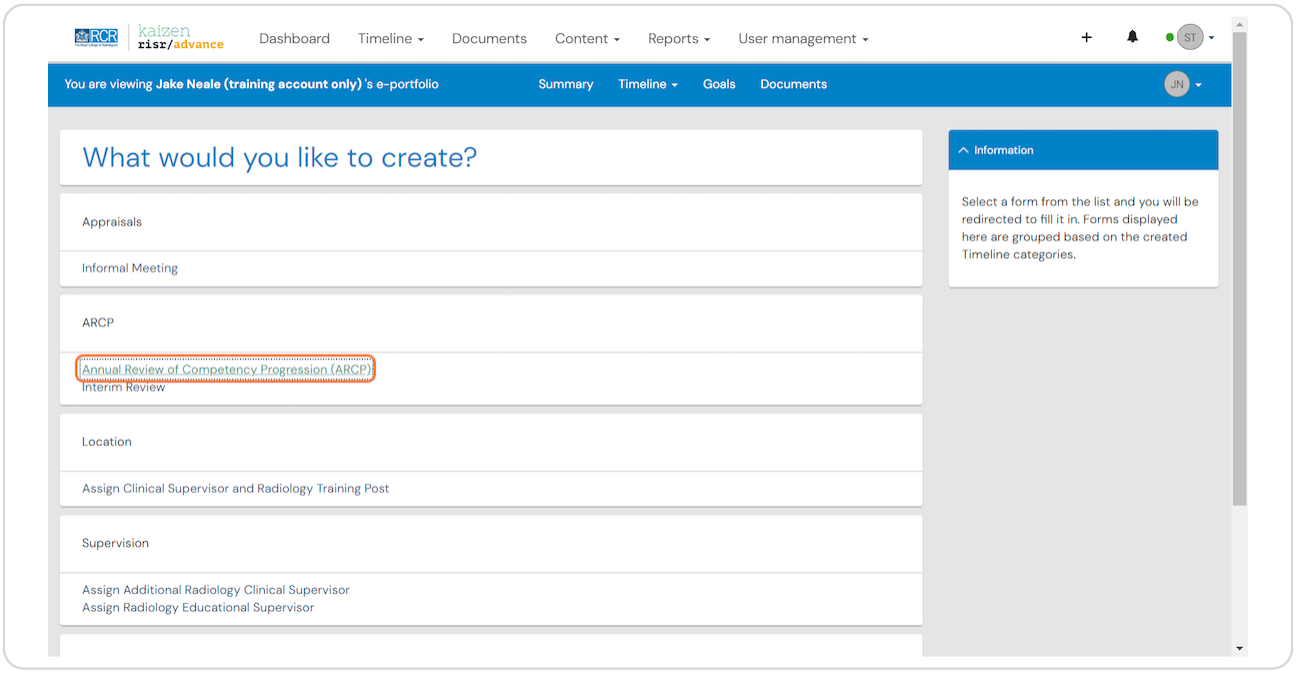
STEP 3

From the trainee's summary dashboard, click on "Create"



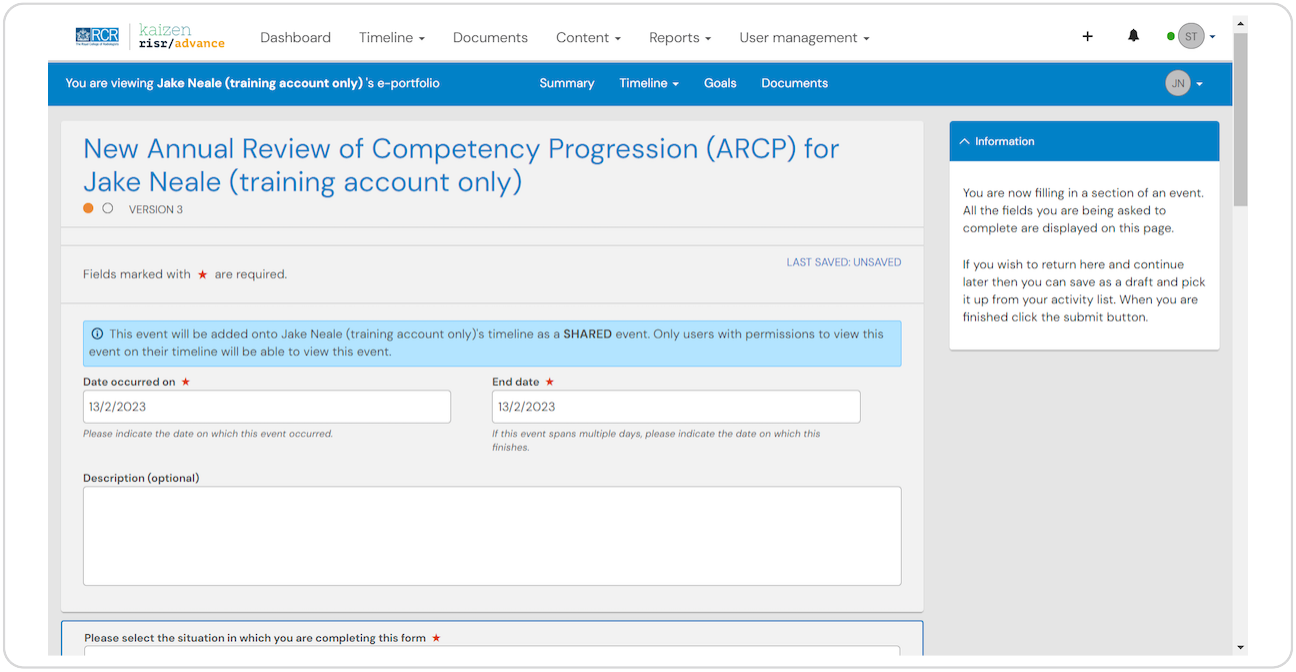
STEP 4

Click on "Annual Review of Competency Progression (ARCP)"



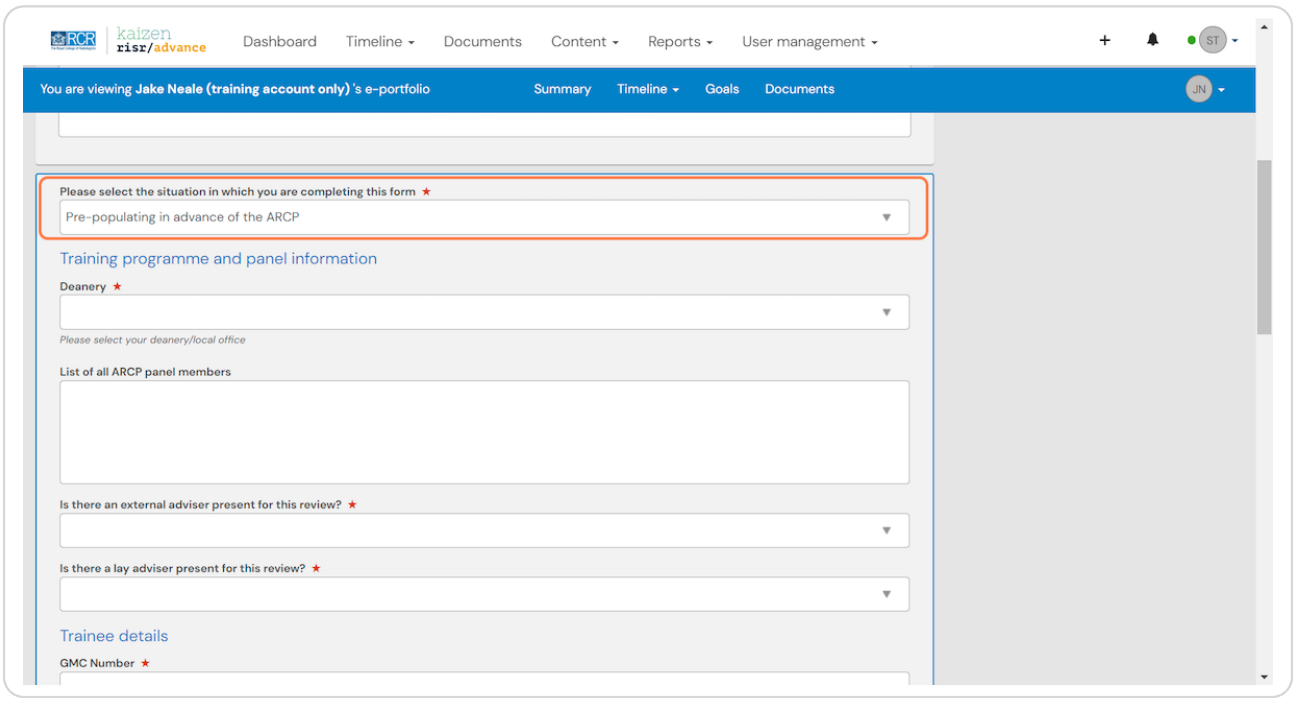
STEP 5

The ARCP form will open



STEP 6

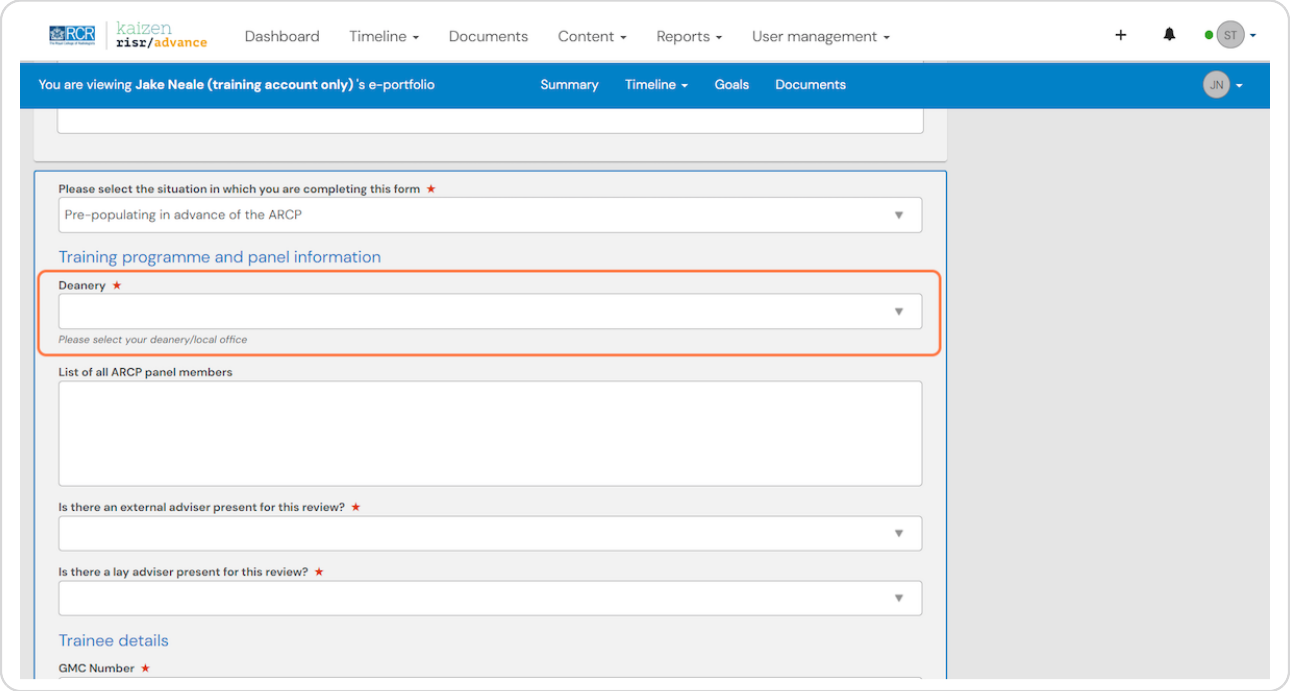
Select "Pre-populating in advance of the ARCP" from the dropdown menu labelled "Please select the situation in which you are completing this form"



STEP 7

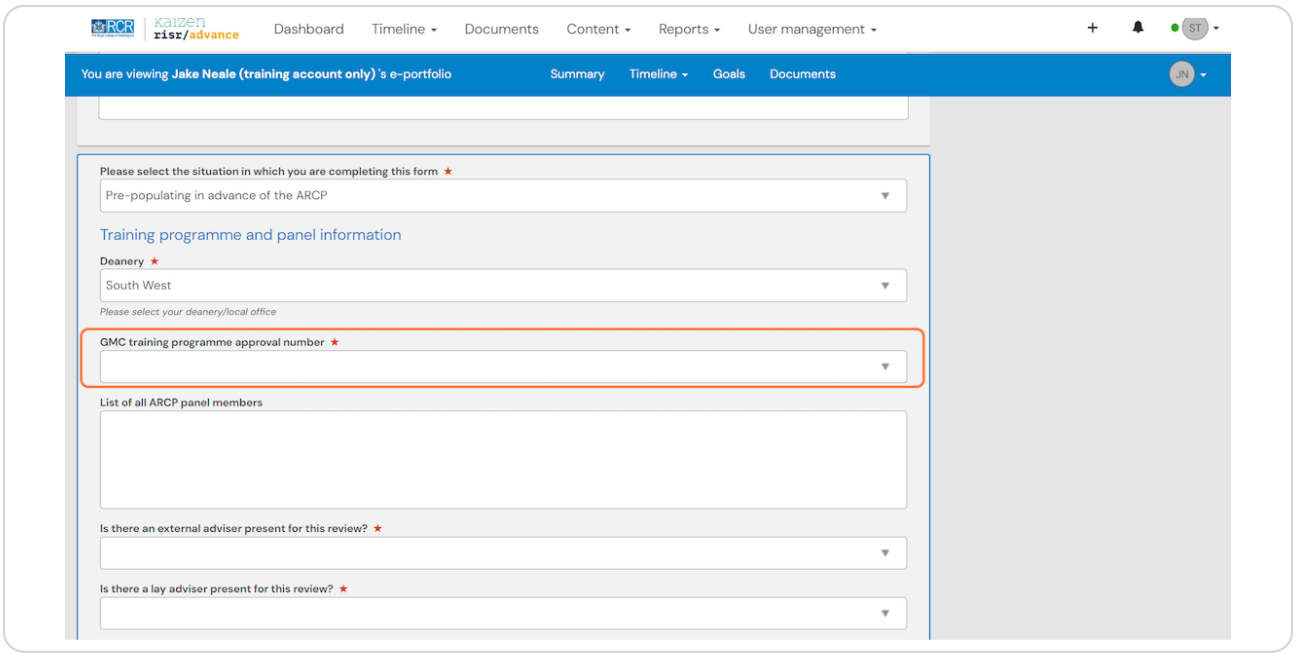
Select your deanery from the dropdown menu

If your deanery is not listed, please select other and type your deanery in the text box that appears. Please also contact kazien@rcr.ac.uk to let us know your deanery is missing from the list.



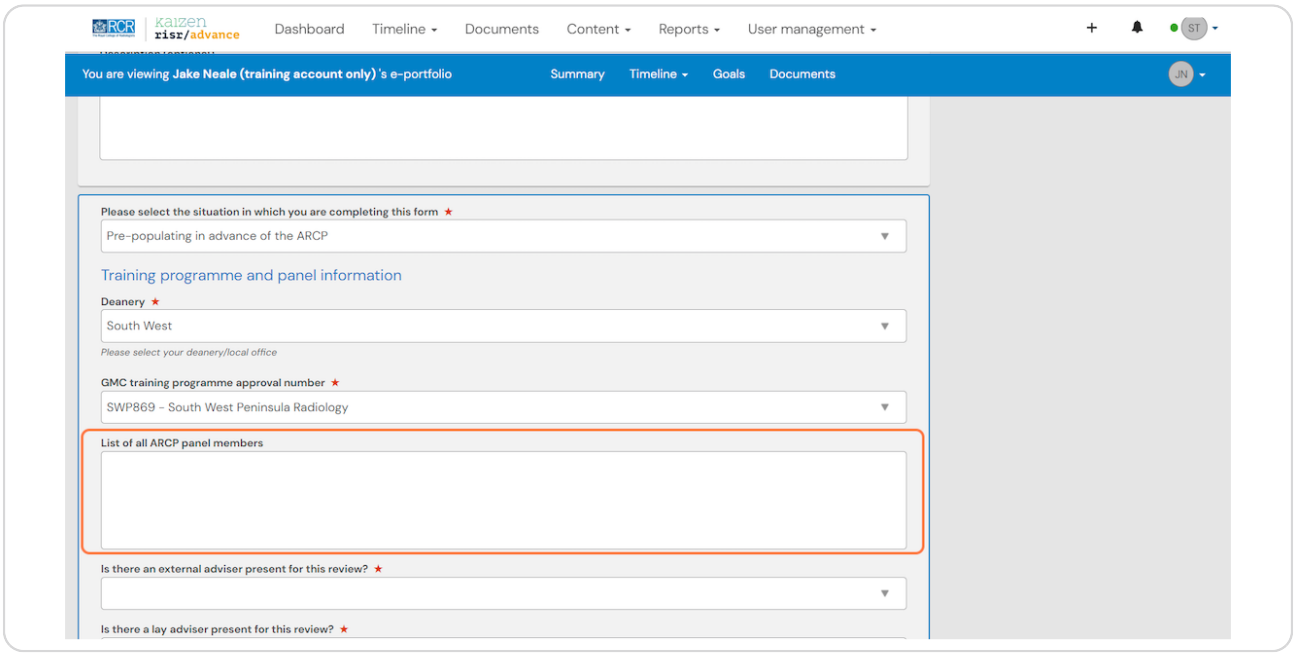
STEP 8

Select your GMC training programme approval number from the dropdown menu



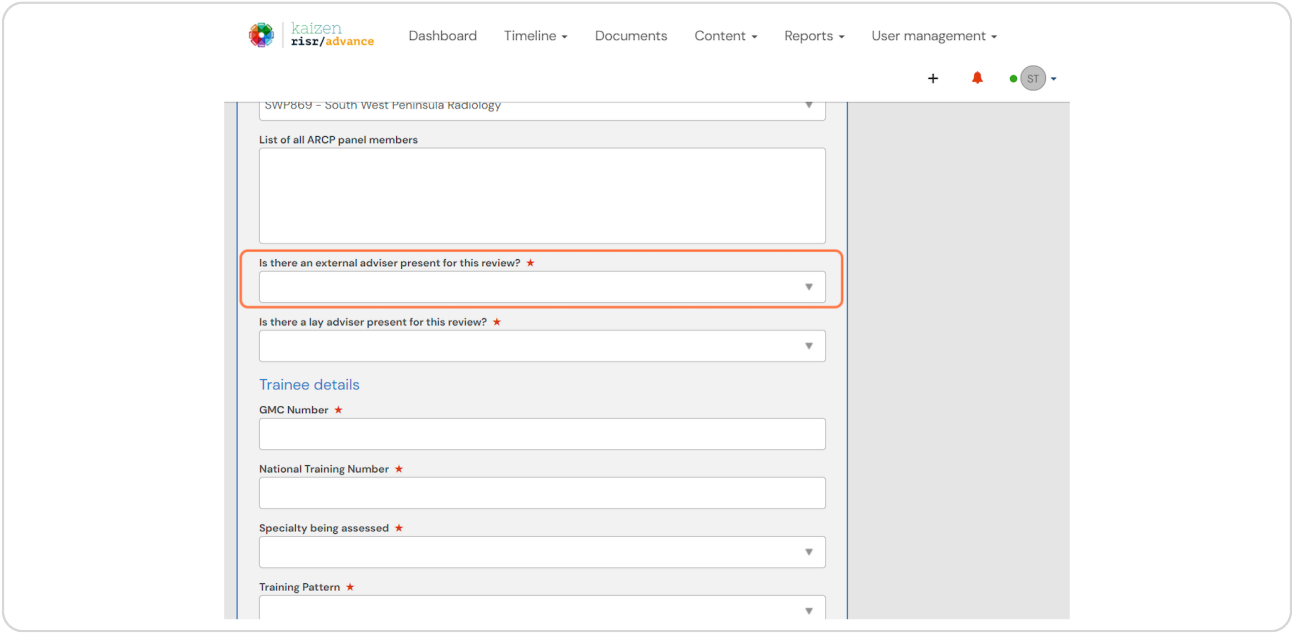
STEP 9

Type a list of panel members and their roles in the text box



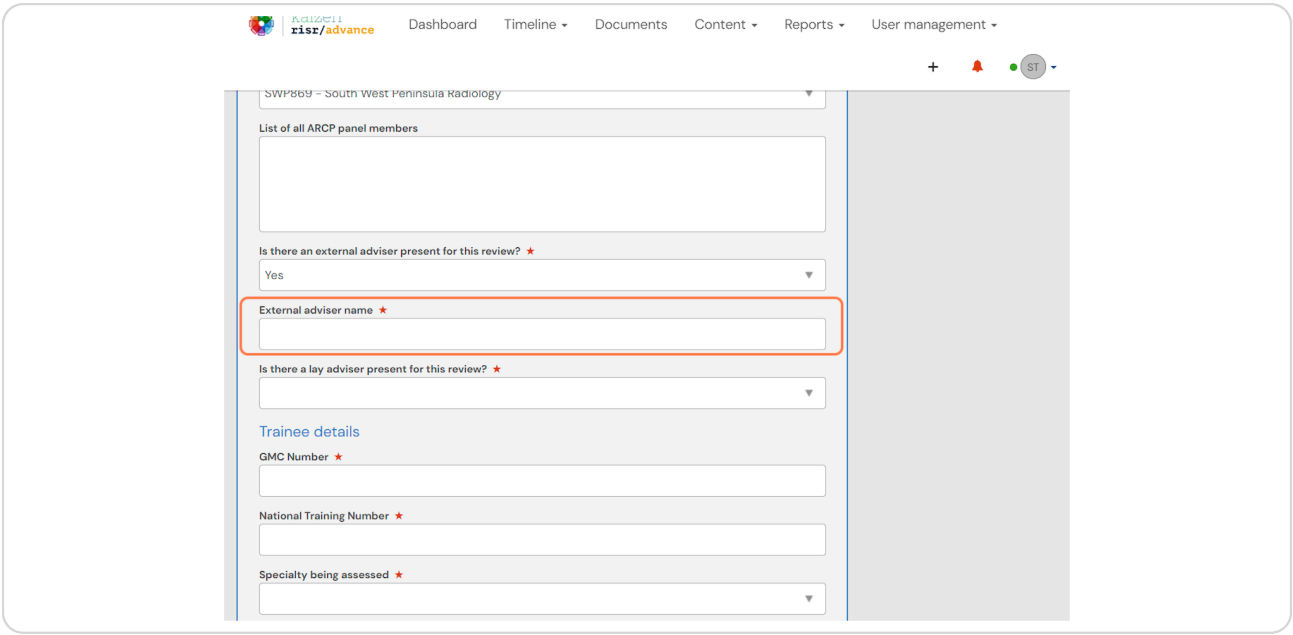
STEP 10

Use the dropdown menu to indicate whether an external adviser was present for this review



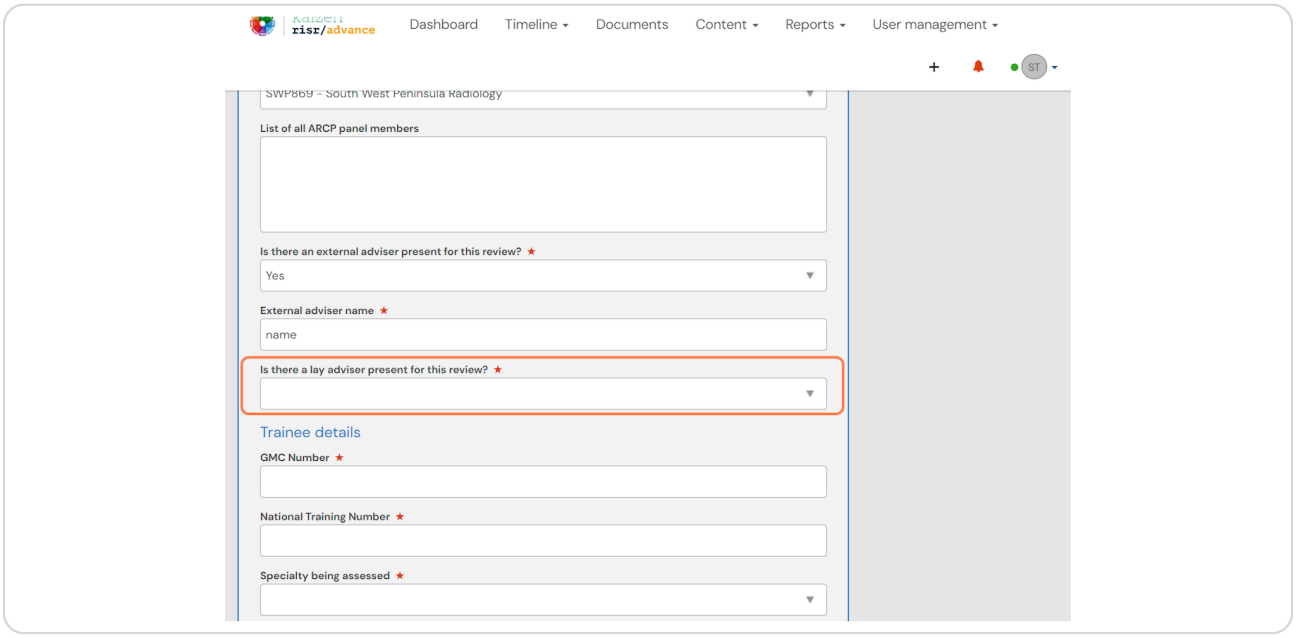
STEP 11

If you select "Yes" a text box will appear where you can record the external adviser's name



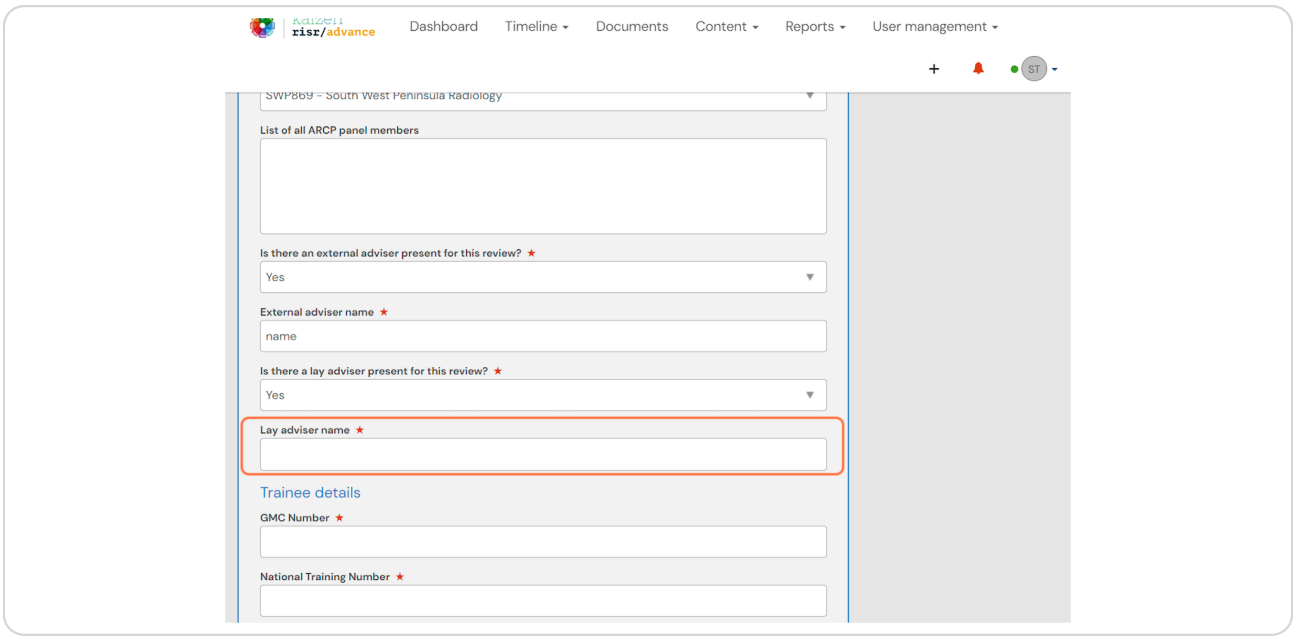
STEP 12

Use the dropdown menu to indicate whether a lay adviser was present for this review



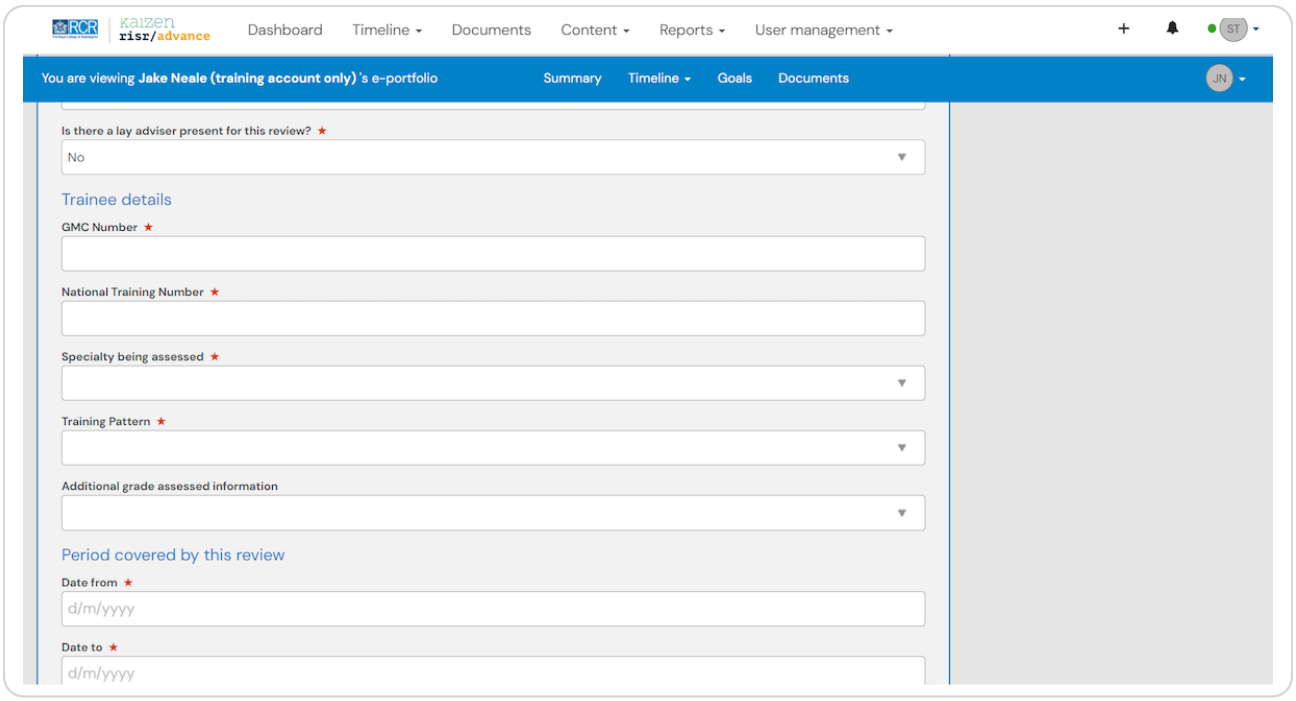
STEP 13

If you select "Yes" a text box will appear where you can record the lay adviser's name



STEP 14

Complete the remaining trainee details



STEP 15

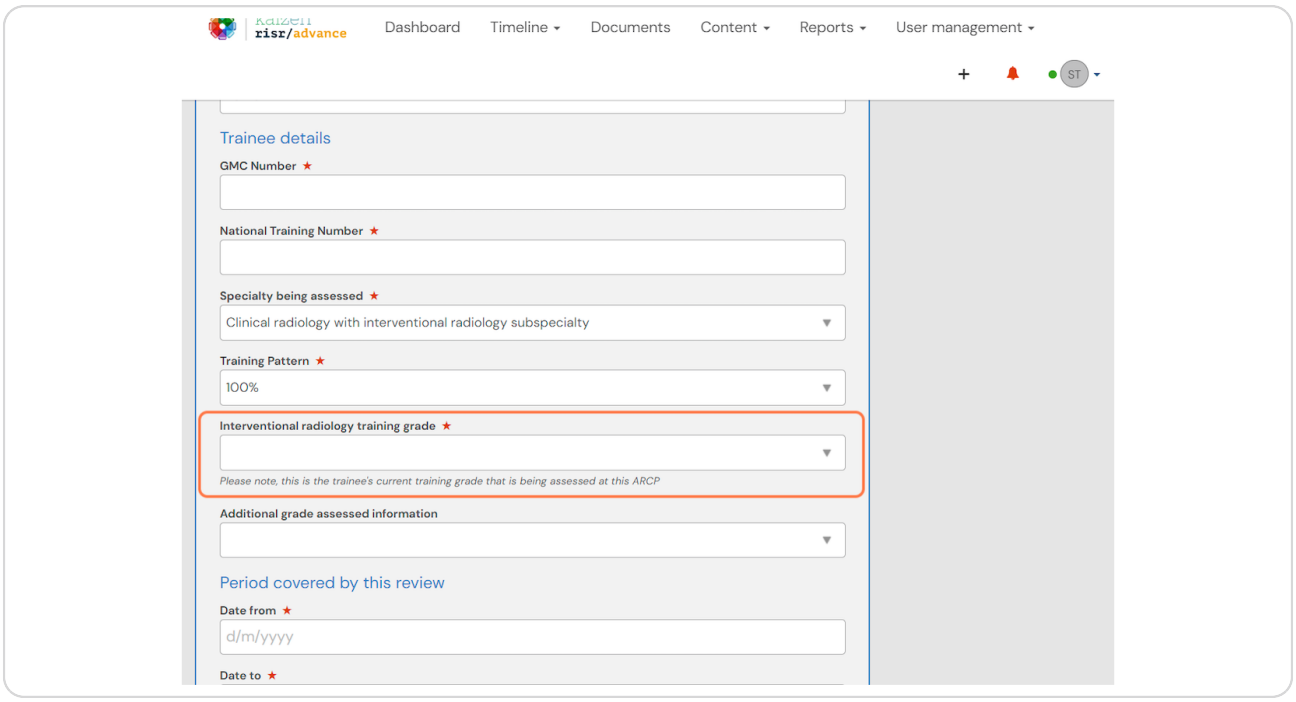
Ensure that you select the correct specialty from the "specialty being assessed" dropdown menu

This will determine the options available in later dropdown menus

STEP 16

Once a specialty has been selected, a dropdown menu will appear to record the trainee's grade

You should record the trainee's training grade for the period under review (normally their current training grade)



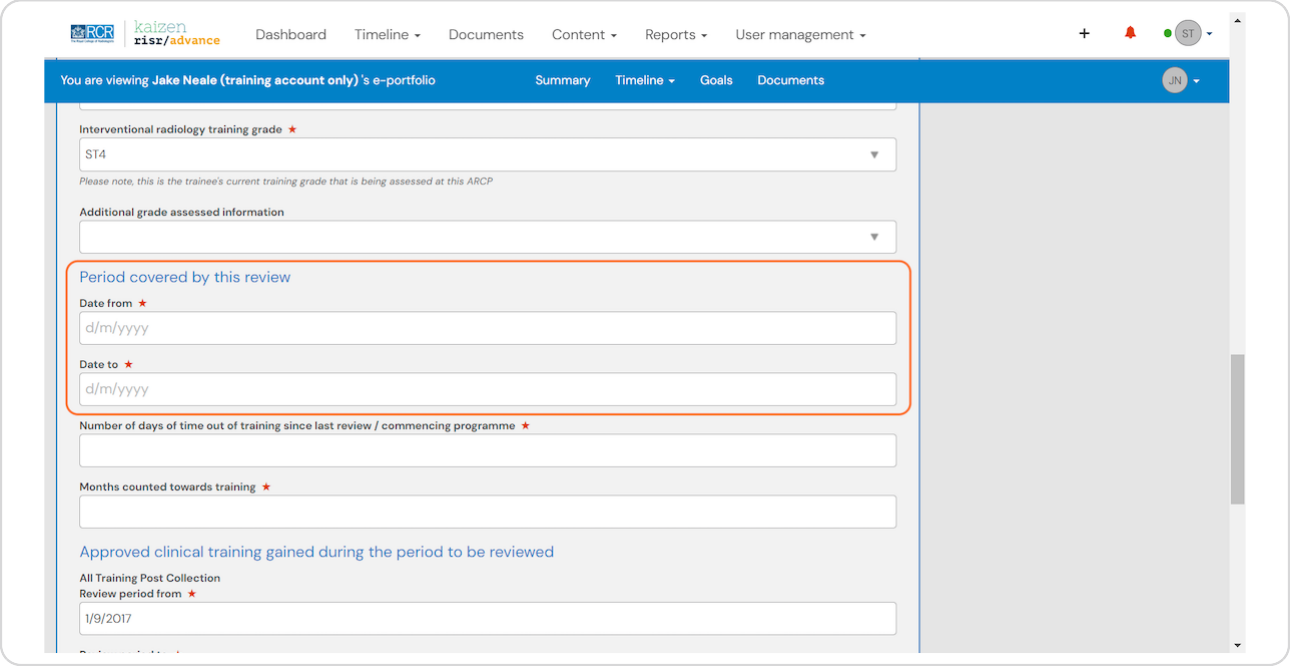
STEP 17

Only training grade options relevant to the specialty/combination of specialties selected will appear.

STEP 18

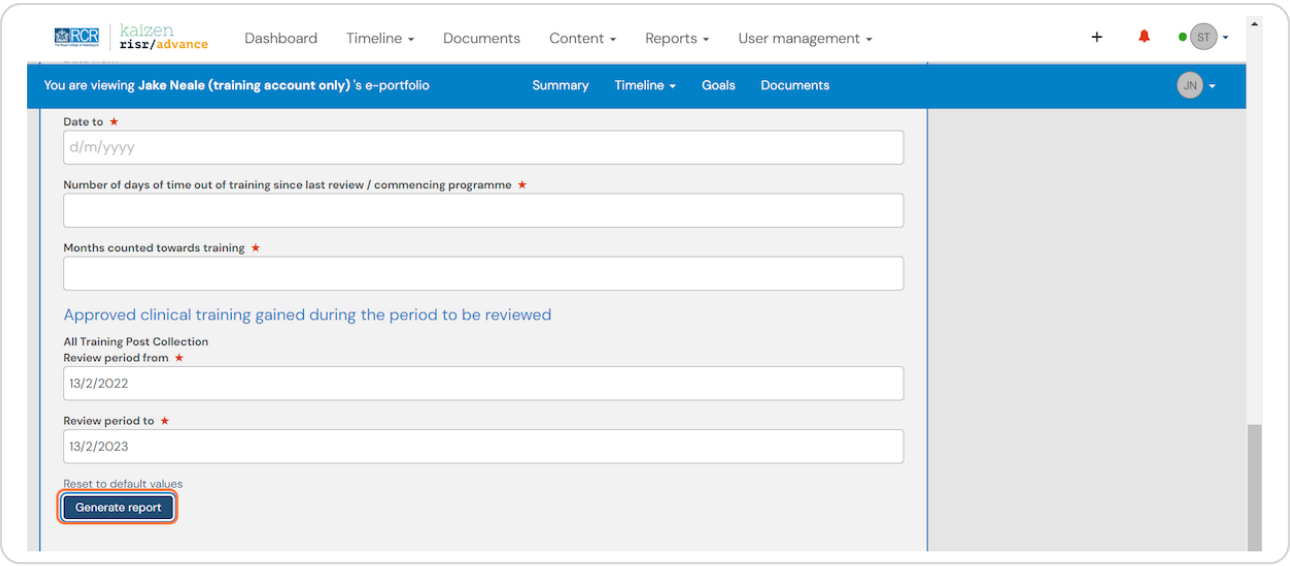
Enter the date range under review

You can type the dates or use the date picker that appears when you click in the date box



STEP 19

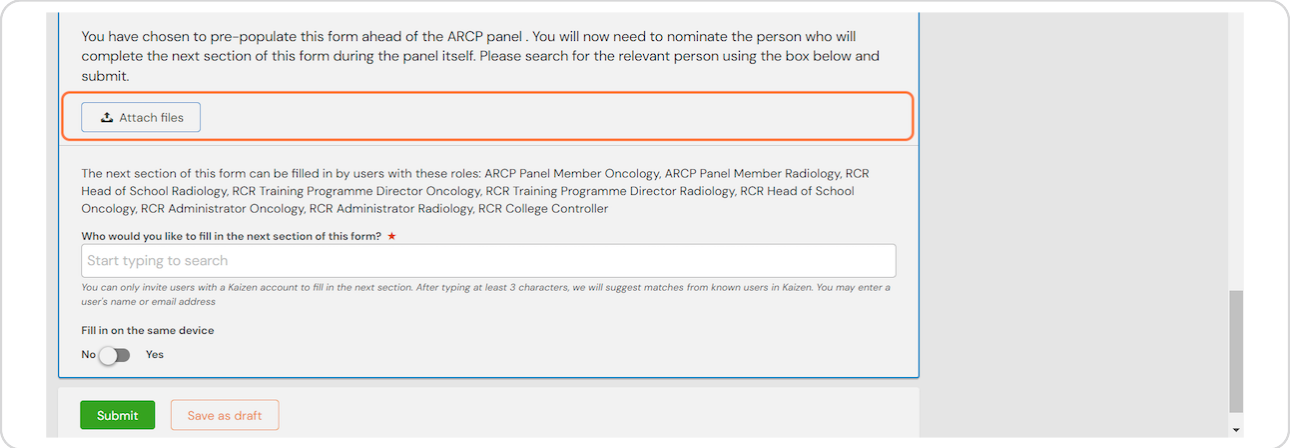
To create a summary of the trainee's clinical attachments, select the required date range and click on "Generate report"



STEP 20

You can attach any relevant documents to the form by clicking on "Attach files"

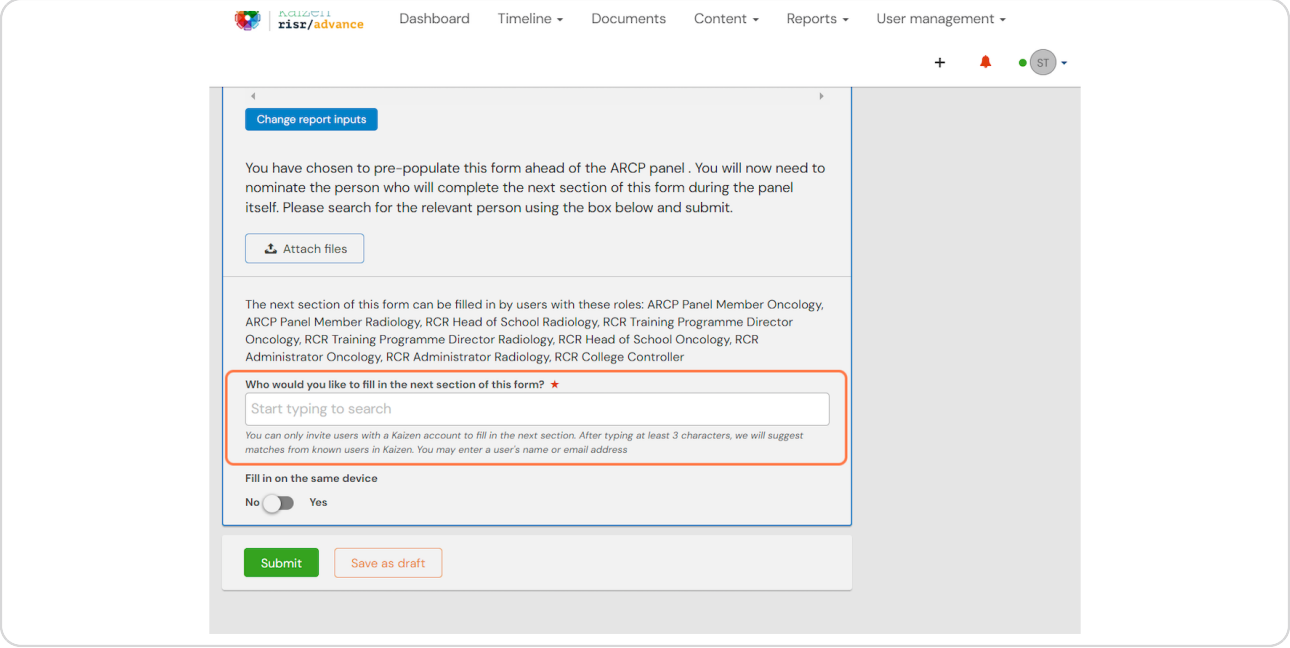
Files must be saved on your device in order to be uploaded



STEP 21

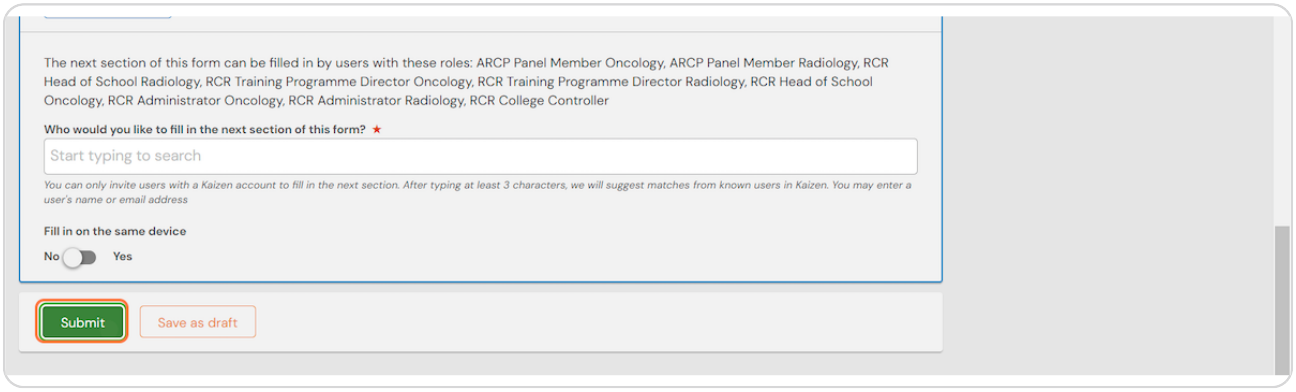
If someone else will complete the form during the ARCP, you should type their name in the search box

The e-portfolio will automatically search for them. Only users with an e-portfolio account and the required permissions will be able to complete the next section of the ARCP form



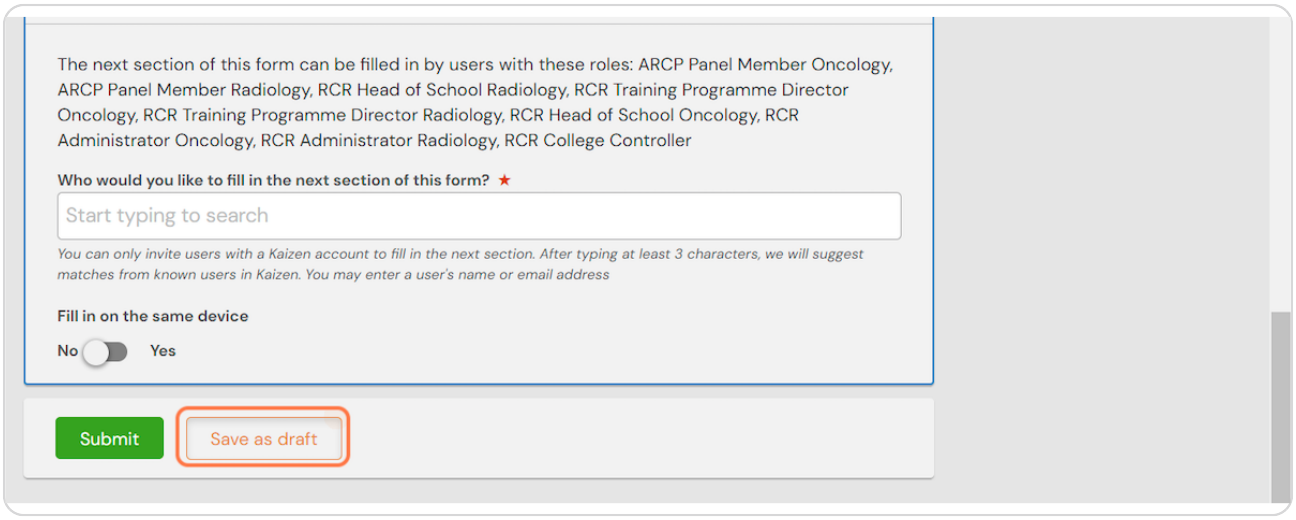
STEP 22

Click submit to send the form to the person who will complete it during the ARCP



STEP 23

If you will be completing the form during the ARCP, you can skip steps 21 and 22 and click "Save as draft" instead



RCR
The Royal College of Radiologists