

Credential in Breast Disease Management for Breast Clinicians

Process for the review of trainee performance and progression

Introduction

The process for reviewing trainees' performance and making decisions on their progression through the credential training programme will be very similar to the Annual Review of Competence Progression (ARCP) process that trainees in specialty training programmes undergo. Unlike ARCPs in radiology training however, the reviews will not be carried out by the local training programme but rather by a national panel constituted by the Credential Project Board. It will be in addition to the local annual appraisal process.

A national review panel will ensure that a consistent standard is applied to all trainees across all training sites in this small pilot programme. It will be wholly independent of any of the pilot sites thereby ensuring impartiality and avoiding decisions on progression being made by the same people responsible for the training of any individual trainee.

Panel membership

At a minimum the national review panel will consist of the following four representatives:

- A practising breast radiologist, unconnected to any of the pilot sites, who has experience of training and supervising radiology trainees, knowledge of the NHS Breast Screening Programme (NHSBSP) and the role of breast clinicians within it.
- A practising breast clinician, unconnected to any of the pilot sites, who has experience of training and/or supervising other health professionals.
- A representative of the RCR
- A lay representative

The breast radiologist and the lay representative will be sought and appointed by the RCR. The breast clinician will be nominated by the Association of Breast Clinicians (ABC).

Additional expertise relating to the non-imaging elements of training may be sought for the panel if required.

All panel members will be given any necessary training and will be fully briefed on the curriculum and the requirements within it.

The panel will be organised and hosted by the RCR and administrative support will be provided by a member of RCR staff.

Frequency of meetings

The panel will meet at the following intervals from the start of the pilot programme in August 2019 (exact dates to be decided):

- February 2020 (6 months into training)
- July 2020 (1 year into training)
- July 2021 (2 years into training)
- July 2022 (3 years into training – completion of the pilot)

Additional review panels may become necessary as the pilot progresses. This will be decided by the Credential Project Board

Operation of the panel

The review panel will be convened at the RCR in London. Trainees will not generally be expected to attend in person unless there is a specific reason for doing so. Reasons might include trainees experiencing difficulties with their progression. Trainees will normally be expected to attend the final review either in person or virtually.

The panel will integrate and systematically review evidence about a doctor's performance and progress in a holistic way to facilitate decisions regarding progression through training, as well as identifying any requirements for targeted or additional training where necessary.

Trainee's preparation for the review

All necessary evidence for the panel to review must be collected in the Kaizen e-portfolio and will include the following:

- Educational supervisor's structured report
- Workplace based assessments
- First FRCR Physics Examination result
- Logbooks

We strongly recommend that trainees have an informal e-portfolio review with their educational supervisor prior to the review panel meeting. These provide opportunities for early detection of trainees who are failing to gather the required evidence.

Requirements for a satisfactory outcome

The requirements for a satisfactory outcome at the end of each training year are detailed in Tables 10-14 in the curriculum. These tables should be used to guide trainees, supervisors and the review panel. For ease of reference the five tables have been extracted into a separate document which is available to download from the [RCR website](#).

Satisfactory progression across all domains will lead to progress into the next stage of training.

Unsatisfactory progression will be informed by some or all of the following (the decision being undertaken by the review panel):

- failure to reach the expected level of entrustment by the end of the stage of training;
- inadequate or poor outcomes in workplace based assessments and/or examinations;
- any areas of concern within the educational supervisor's report.

This will result in one of two outcomes:

- **Conditional progress into the next stage of training:** The review panel will make specific recommendations to the trainee and their educational supervisor who should then work together to formulate an action plan to redress deficiencies in performance. The action plan should be shared with the review panel and progress will be re-assessed as appropriate within the next year of training.
- **Directed training without progression:** If the trainee is so far short of the objectives for their stage of training such as to prevent them continuing into the next stage of training, the panel may recommend directed training to achieve those objectives. Specific recommendations will be made to the trainee and their educational supervisor who should then work together to formulate an action plan. The action plan should be shared with the review panel and progress will be re-assessed as appropriate within the next stage of training. The Review Panel recommends that repetition of a period of training should only be recommended for exceptional reasons and only when the trainee is

demonstrating full engagement in training and at the discretion of the employer. The maximum additional time allowable above and beyond completion of three years whole time equivalent training is 12 months whole time equivalent.

If progression has been unsatisfactory and progress into the next stage of training is conditional this would normally be reviewed at the next set review date (e.g. after another six months or one year depending on stage of training). Any additional interim review will only be expected in exceptional circumstances.

End of credential review

The review that takes place at the end of the indicative three year training period will follow exactly the same process as that undertaken during training with the exception that the trainee will be expected to attend either in person or virtually. The panel will consider evidence in the Kaizen e-portfolio and make a decision on whether to award the credential to the trainee or whether to recommend further training.

Appeals

If a trainee wishes to appeal against a decision of the review panel or against failure to award the credential a separate, independent panel will be convened to review the evidence. The appeal panel will have a similar constitution to the review panel but with different individuals and the addition of the Lead Dean for radiology. At a minimum membership will be made up of the following four individuals:

- A breast radiologist not sitting on the credential project board or from a pilot site
- A breast clinician not from a pilot site
- A representative of the RCR
- A lay representative
- The Lead Dean for radiology

Decisions will be made solely on the outcomes of competency progression.