# Summary

This document provides guidance on completion of the Annual Review of Competency Progression (ARCP) as required by NHS Education for Scotland Healthcare Science team to ensure compliance with their quality monitoring processes. The NES Healthcare Science (HCS) team invites completion of an ARCP report for all trainees with a National Training Number (NTN) on a yearly basis. The ARCP is a minimum ‘light-touch’ standard and is not intended to replace other training scheme or departmental arrangements for monitoring trainee progression. The NES HCS team requests completion of the ARCP form in order to warrant that trainees are receiving a yearly appraisal and their progression through the training scheme is being monitored. Our ARCP process also includes a voluntary confidential return from the trainee to give direct feedback on their training experience.

# Why Complete an Annual Review of Competency Progression?

The purpose of the ARCP is to inform NES HCS team of trainee progress and highlight any issues that may have been encountered. It allows us to evaluate the progression of all trainees across Scotland and offer assistance where needed. It is imperative that the HCS team is aware of any issues that may prevent or delay the trainee from timely completion of their programme. This process also gives the trainees and supervisors a voice out-with their department, should any issues be perceived by them.

# What constitutes an ARCP?

NES HCS team will not dictate the format of an ARCP since all disciplines should have built in progression checks within their training programmes. This progression check may take the form of a one-to-one annual appraisal, a panel-based assessment of progress, an assessment of written portfolio work, a viva voce, a written examination or a combination of two or more of these options. We ask that any progression check that is carried out with the trainee answers the following questions:

* How would you rate the trainees progress during the past year?
* Has the trainee had any time out-with training?
* Do you anticipate any time out-with training in the future?
* Is the trainee predicted to be on track with their training and therefore expected to complete on time?

If the current method of progression assessment answers these questions, there is no need for a separate process to take place prior to return of the ARCP form.

# What would be regarded as best practice?

Although there are many ways to complete a review of progression, as listed above, there are some suggestions of good practice which should be incorporated into any method.

* Clearly define the trainee’s responsibilities and performance goals.
* Perform a full review of the trainee’s progress and the status of all required elements. If the information is not readily available, consider asking the trainee to produce written evidence.
* Review the previous year’s performance and development; what was done well and what could have been done better?
* Review the trainee’s progression through their scheme, competency and assessment completion, and knowledge gained. Are they at an appropriate stage in training and are they predicted to complete on time?
* Discuss whether appropriate training and support was given and if not, why not.
* Discuss the individual with colleagues and any other supervisors to gain further insight into their performance.
* Consider a SWOT Analysis;
  + What are their strengths?
  + What are their weaknesses?
  + What opportunities do you see that would be of benefit to the trainee and the department?
  + What threats do you see with regard to their performance?
* Set and agree objectives/ tasks/ goals for the coming year. Explore whether there are any skills, knowledge, support or resource gaps which need addressed to support their training (and if appropriate for their future career).
* Ask for feedback and suggestions from the trainee – welcome suggestions and remain open to feedback on your own behaviour as a trainer/ supervisor.
* Give the trainee an opportunity to raise concerns to someone other than their direct supervisor or training officer.
* Provide written evidence of their training progress after the review process has been completed.

This yearly review should be considered supplementary to regular meetings with the supervisor and/ or training officer.

# Completion of the Annual Review of Competency Progression

The ARCP request will be sent out by the HCS Team to all trainees and supervisors in September. We request that supervisors return this form to us before the end of November to allow us to assess the information received from all Scottish trainees and take any appropriate action.

The outcome of the ARCP is entered directly into the TURAS Training Programme Management (TPM) system. If the outcome from the ARCP or the confidential trainee return raises concerns this allows the NES HCS team the opportunity to liaise directly with the trainee or department to help with the resolution of any issues raised in line with our [Special Measures guide](http://www.knowledge.scot.nhs.uk/media/CLT/ResourceUploads/4087753/32505997-94f0-432a-ac4a-2ae05b944dd5.pdf).

# Key Contacts

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