Annual Review of Progression (ARP) – what does this involve?

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Purpose of ARP – facilitative and supportive

- To give confidence to trainees, supervisors, employers, regulators and commissioners that training is being monitored and supported.

- Formal opportunity to reflect on and evaluate progress on programme:

- Opportunity for you (and your trainee) to identify and address issues and barriers – with trainee engagement and/or training provision.

- Formal hurdle to determine suitability of trainee to continue on programme (commissioned!)

Two types of review – mandatory participation

1. **Progress on programme**

- For trainees completing 1, 2, 3 years on programme

- Training plan and regular reviews

- Multisource feedback exercise

- Engagement with workplace training and development towards CCS status (HSS SoPs)

- Engagement and progress on relevant academic components

- Issues, barriers, concerns

- Satisfaction with programme

2. **Readiness to exit**

- For trainees in their final year on programme

- Anticipated exit date (month/year)

- On track for:
  - meeting the HSS SoPs
  - achieving the pathway academic components and/or FRCPath

- Issues, barriers, concerns that may hold back anticipated exit date

- Satisfaction with programme

Evidence used in progress review

- Trainee's self-evaluation of progress expected at that stage or readiness to exit.

- Workplace supervisor evaluation of their trainee's expected progress to stage or readiness to exit.

- Achievement against the HSS Standards of Proficiency (SoPs).

- Progress (or completion) on the relevant academic components (MAHSE input).

- Evidence of completion of multi-source feedback (MSF) exercise/360 appraisal

Outcomes from progress review (year 1-4)

Outcome	Outcome statement
1	Progress satisfactory
2	Progress mostly satisfactory
3	Evidence shows that progress is not as anticipated
4	Evaluation report missing from trainee and/or supervisor – review cannot be completed
5	No evidence expected; to be rescheduled
6	Progress outcome not definable; in discussion

ARP Timeline – October – January – April/May

- Opens in October each year to reflect back on the previous stage of training.

- 4 weeks to submit your evaluation of your trainee/s progress on programme
    - *(similarly trainee must submit an self-evaluation of their progress)*

- Evidence reviewed/moderated by senior staff at School to arrive at [outcome](#) – ratified by Head of School

- Outcome released by Dec/Jan

- Follow up as appropriate e.g. panel meeting where risks identified

- Non-participation requires justification – if necessary, reported to HEE Quality team and NSHCS accreditation team for follow up

What you need to do…..

- A pre-ARP meeting to discuss progress.

- With your trainee, reflect on their development towards future CCS role.

- Your judgement of your trainee's progress.
  - How does progress map to the HSS SoPs? – gap analysis on OneFile
  - How are they doing with their academic components?

- What do you need to let us know?
  - Any difficulties, concerns, issues or barriers?
  - What have you resolved locally?
  - How can the School help to resolve?

- A post-ARP meeting to discuss outcome, review training plan, other actions.

2018 ARP outcomes – 210 trainees

2018 - outcome	1	2	3	4	5	6	
Trainees, year 2-4 - initially	99	43	5	18*	9	1	175 + 35 exiters
After late submissions	108	48	6	0	9	1	172 + 38 exiters
Trainees - year 5	38 expected to exit 2019/20						

*converted into other outcomes after late submissions including 3 exiters

Non-compliance

- Extra work for you and your trainee
- Huge amount of follow up for the School leading to:
  - Delay or no review for your trainee and support that may be required
  - Delay in support for other trainees as time is taken up to deal with non-compliers
  - **Put at risk your trainee's progression on programme and the accreditation of your department**
- So don't do it! – please!

Help for you to help your trainee……

Use available contacts:

- Lead Scientist in Trust

- Trust Learning Leads

- Local HEE office

- HCS Regional and Trainee Networks

- Your trainee's HEI

- Professional body

- NSHCS

Use available resources:

- NSHCS website
    - Curriculum
    - Competency evidence examples
    - Common ARP issues and responses
    - Training planning resources

- AHCS Good Scientific Practice

- AHCS HSS Standards of Proficiency

- Professional body website