

GUIDANCE ON HOW TO COMPLETE TOOT SECTION OF FORM R FOR ARCP

You have been asked to complete a Form R as part of your ARCP (Annual Review of Competency Progression).

The Form R comprises 2 separate parts (Part A and Part B). The Form R is not considered complete unless **both** parts are completed and submitted on the TIS (Trainee Information System).

Part B of the Form R asks you to complete a section on TOOT (Time Out of Training), it is important to get this information correct as this information is used by the ARCP panel to assess if any extra time needs to be added to your training and if so, to calculate your new CCT date.

The important thing to note is that TOOT is worked out from the date of your last ARCP to the date of the ARCP you are currently preparing for. Every trainee is given an outcome yearly (sometimes more frequently) even if you have been on maternity/sick leave (for which will be given an N “Not assessed code) or OOP. If you are not sure of the date of your last ARCP – please check on your eportfolio as every ARCP outcome will be recorded there (even if you have been on long term sick or maternity/paternity leave or on OOP).

There should be no more (except in extreme circumstances) than 365 days TOOT taken in any year as there are only 365 days in a year (unless it is a leap year) – it may be that if you have been on maternity leave which spanned 2 ARCP years that some of your maternity leave TOOT should have been declared in a previous year’s ARCP.

TOOT is broken down into several categories:

Type of TOOT	Description
Short and Long-term sickness	As described – please declare ANY sickness taken in the ARCP year.
Parental leave (including maternity/paternity)	Declare any maternity leave/paternity leave/shared parental leave taken in ARCP year
Career breaks within a programme (OOPC) non-training placements for experience (OOPE)	Only declare OOPC and OOPE placements here. DO NOT INCLUDE OOPT OR OOPR TIME
Unpaid/unauthorised leave	Declare any industrial action days or days that you have taken that will be unpaid.
Other	Any other leave that you have taken (i.e. Jury Service etc) that has not been covered by the above categories

If the ARCP panel feel your TOOT has been calculated incorrectly, your Form R will be unsubmitted and you will be given an Outcome 5 and asked to amend and re-submit your Form R before the ARCP outcome can be converted.

If you are unsure of how to work out your TOOT or the dates the TOOT should be worked out from (i.e. date of last ARCP to date of upcoming ARCP) please contact your Education Programme Manager for clarification before submitting your Form R.

Important Things to Know when completing your Form R:

- When was the date of your last ARCP (you would have been given an outcome even if you were off last year)? If you don't know, check your eportfolio or ask your Education Programme Manager.
- When is the date of your upcoming ARCP?
- TOOT is calculated from the date of your last ARCP to the date of your upcoming ARCP.
- Record/categorise your TOOT correctly – check the table above for descriptions of the different types of TOOT – if you get it wrong you could end up being given an Outcome 5 at your ARCP.
- In most cases your TOOT will not exceed 365 – (as ARCPs happen yearly). Your TOOT may cover 2 different ARCP years.
- If you have any questions – contact your Education Programme Manager for clarification.