

How to Complete a Form R for ARCP

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

The Form R comprises of 2 parts (Part A and Part B) and is not considered complete unless both parts are submitted.

If one part of the Form R is missing, you will be given an Outcome 5. If your Form R is completed incorrectly in any way (ie incorrect TOOT, missing information/declarations etc) you will be given an Outcome 5.

The purpose of this document is to guide you through how to correctly complete your Form R.

Please note that some information from your TIS (Trainee Information System) account will pull through automatically when you create a Form R.

Please see below for details of what information is required to complete your Form R correctly.

Completing Part A of the Form:

Most of this part of the form will automatically be populated with the information already held on TIS.

If anything needs updating, please contact your Education Programme Manager (EPM) as any changes you make will not pull through to the TIS system.

Fields on Part A	Action (if any needed)
Forename	Check that this is correct
Surname (GMC Registered)	Check this is listed as your GMC registered surname
Email	Check that this is your personal email
GMC	Check that this is correct
Deanery/HEE Local Office	Check this is Thames Valley
Date of Birth	Check that this is correct
Gender	Check that this is correct
Immigration Status	Check that this is correct
Primary Qualification (most recent)	Check that this is correct
Date Awarded	Check that this is correct
Medical School Awarding Primary Qualification	Check that this is correct
Address	Check that this is your correct address
Telephone	Check that this is your correct number
Mobile phone	Check that this is your correct number
I can confirm that	Check that this is correct

CCT Specialty 1	Check that this is correct
CCT Specialty 2	Check that this is correct
Anticipated Completion date of Current Programme (if known)	Check that this is correct
Training Grade	Check that this is correct

Key Points:

- If your home address/contact details are wrong – contact your Education Programme Manager to correct – you are unable to change it yourself on TIS!
- Use your personal email address on TIS rather than a hospital one (otherwise you will have to update your EPM every time you move hospitals) because you may miss important communications (as we use the email address we have on TIS).

Completing Part B of the Form:

Fields on Part A	Action (if any needed)
Forename(S)	Check that this is correct
Surname (GMC-Registered)	Check that this is correct
Email	Check that this is correct
Current Deanery/HEE Local Team	Check that this is correct
Previous Designated Revalidation Body	If you were with another Deanery or Hospital Trust before you joined the Deanery – list it here
Current Revalidation Date	Check that this is correct
Programme/Training Specialty	Check that this is correct
Types of work	<p>All your training posts listed on TIS will pull through automatically – you only need to include your current post – so delete all other historical training posts.</p> <p>You also need to list any other outside posts that you hold (paid and voluntary) that you need to be registered as a medical doctor for here – this also needs a Whole Scope of Practice form completing for each post. Please refer to the WSOP Guidance that you have been sent.</p>
Reason for Time Out of Training (TOOT)	TOOT is calculated from the date of your last ARCP (even if you received an N code) to the date of this upcoming ARCP.

	<p>It includes strike days, sick days, parental leave, and OOPE / C / P days.</p> <p>It does not include OOPT days (as you are training) and does not include OOPR time.</p> <p>It is very important to put correct TOOT in – please refer to the guidance on how to complete TOOT on the Form R that has been sent to you.</p>
Declarations	Complete as applicable
Previous Resolved Declarations	Enter any complaints/investigations that you declared on your last Form R which have now been considered closed.
Summary of Previous Unresolved Declarations	Enter any complaints/investigations which you declared on your last Form R but are still ongoing.
New Resolved Declarations	Enter any new complaints/investigations that you have been named in that have occurred since your last Form R but are now considered resolved.
Summary of New Unresolved Declarations	Enter any new complaints/investigations that you have been named in that have occurred since your last Form R and are still open/ongoing.
Compliments	To complete it you wish
COVID Declarations	To complete it you wish

Key Points:

- It is better to “over declare” any incidents/complaints/investigations that you have been named in – the panel will need to know this information and will inform you whether you need to declare them or not on your next Form R. Failure to correctly declare incidents can result in an Outcome 5 at ARCP.
- Complete your TOOT correctly – (it must match the TOOT declared on your ESSR). Failure to declare your TOOT correctly will result in an Outcome 5 at ARCP. Please refer to the TOOT guidance sent to you with your ARCP invite.

REMEMBER - IMPORTANT

YOU NEED TO COMPLETE BOTH PARTS OF THE FORM R (A & B) IN ORDER FOR IT TO BE CONSIDERED COMPLETE