

# South West Foundation Schools – ARCP checklist for Foundation Doctors

The school checklist has been written in accordance with the UKFPO published checklist. It sets out the criteria that must be reached to get a satisfactory ARCP outcome (1 or 6).

Below are aide memoirs for portfolio checks in preparation for ARCP panels.

## Curriculum assessment

- **ALS** (*ILS if unable to do ALS*) certificate **or equivalent evidence linked to FPC2** (see [curriculum page 93](#) for requirements).
- **PSA** certificate should be linked to FPC 4 (F1s)
- **FPC 9** should have evidence of QI activity F1s (e.g., data collection) and a full QIP F2s (e.g. upload presentation given of QIP) (see [the Curriculum Page 101](#) for requirements)
- **FPC 10** should have evidence of delivering a teaching session during FY1 and FY2 – e.g., DCT or LEADER assessment
- **FPC 11** Evidence of engagement with quality assurance activity (you could upload evidence of the completion of GMC survey or end of post survey or participant in Foundation Quality panel)

## Other portfolio evidence

- Teaching log – minimum 30 hours core teaching; minimum 60 hours total (please see the [UKFP guidance](#) on what counts as Core and Non-Core)
- **The school does not specify any e-learning that can count towards Core teaching.** Also, whilst there is no national cap on the amount of e-Learning we would expect to see a variety of opportunities utilized for non-Core teaching.
- SIM [The Curriculum page 83](#) recommends 3 x SIM sessions over the 2 levels of Foundation Training. 1 session could include life support in a simulated session (for example ALS or ILS would count as 1 session)
- Three summary narratives
- Evidence of regular reflection
- Evidence of contemporaneous portfolio activity demonstrating competence in both physical and mental health across, acute, non-acute and community settings
- **Form R** All Time Out of Training (TOOT) e.g. Compassionate Leave, Parental Leave, Sickness Absence, Jury Service, Industrial Action and any other statutory reason should be recorded on your form R.
- Study Leave record form

## Notes:

The following continue to be recommended as good professional practice but are no longer a mandatory requirement in the curriculum for ARCP evidence (HORUS has not yet been fully updated):

- Initial CS and ES meeting records
- PDPs (please remember, a PDP is required for study leave requests)