WOSSA ARCP GUIDE

"How to avoid an outcome 5 after working hard all year"

ARCP ON LLP

- In WoSSA, Anaesthesia ARCPs are now done entirely via the LLP

- In order to make the process manageable, some supplementary documentation is still required

- Some of the documentation required is set at deanery level (NES)

- Further guides to the ARCP submission and logbooks can be found on the School website under the ARCP section
  - www.jet5.com/wossa

ARCP ON LLP

- An accurate ESSR is the key to a LLP ARCP submission

- All required information should be available through the ESSR. This is how the panel will primarily see your portfolio and individual panel members may not have access to your document store

- If your portfolio is up to date, most required information should be pulled automatically into the ESSR
  - It is important that any uploaded documents/personal activities are dated correctly and assigned to the correct category in LLP

ARCP ON LLP

- There were many initial problems with LLP, many of these have now been corrected

HOWEVER

- Please try to follow these steps carefully and in order to reduce the risk of LLP errors

STEP 1– CHECK LLP DETAILS

- Make sure your LLP portfolio is up to date
  - Check personal details including school, deanery, current placement, Educational Supervisor are all correct
  - Update dates of any exam passes
  - Check logbook is accurate and up to date
  - Make sure any MSF has been checked and released by Educational Supervisor
  - You may wish to chase any outstanding CUT forms/assessments before proceeding with ESSR

IMPORTANT

LLP is very particular with dates when creating an ESSR. Correct dates are important to pull in any associated documents. Any uploaded evidence must be given a date that falls within the ESSR period.

Example

- If ESSR period was 1/4/2019 to 5/5/2020, any relevant document must have a date between 2/4/2019 and 4/5/2020

- Whilst there is an option for a start/end date, just use a single date and not the optional end date. Single dates seem to work better than a range.

STEP 2- UPLOAD DOCUMENTS

- Complete required WoSSA ARCP supplementary documentation
  - **1. Structured CV**
    - Make sure using current version
    - Check all placement dates are accurate, correct format and listed in chronological order
    - Make sure individual units of training (obstetrics/ICM/chronic pain) and that higher/advanced general time are correctly identified
    - **Structured CV should be uploaded to CV section in LLP (found in user details section)**

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STEP 2- UPLOAD DOCUMENTS

- **2. Create and upload logbook summaries**

  - you will need to upload an annual (since last ARCP) and Cumulative (from start of anaesthetic training) logbook summary

  - See WoSSA logbook guide for further details, especially if not using LLP logbook

  - Summaries should be saved as PDF and then uploaded as personal activity to LLP

  - When uploading, use a single date that is within the ESSR period, do not use a date range. Do not use end date of ESSR (must be at least day before)

  - Assign document as **ARCP document/Form R** and make sure "visible on ESSR" is checked

STEP 2- UPLOAD DOCUMENTS

- **3**. **upload any other associated documentation**
  - Consultant feedback forms from all relevant attachments
  - Any non LLP MSF (ie FICM format MSF summary)
  - Trainee evaluation of post document

  - Upload documents as personal activities
    - **Consultant feedback/MSF- Personal activity- Consultant feedback**
    - **Any other documents- Personal activity- ARCP documentation/FormR**

STEP 3- CREATE ESSR

- **Create ESSR in LLP**

- Date ESSR from date of last ARCP submission until current date

- (Make sure any uploaded documents are within this range)

- Title ESSR with ESSR – ARCP (month/year)

- If previous steps have been followed, all required documents/information should be viewable by your ES. If they cannot access a document then it is unlikely the ARCP panel will be able to either. Most likely cause is not following order of steps given above, or incorrect dates

STEP 3- CREATE ESSR

- When complete, your ESSR will be sent to your Educational Supervisor for review

- If documentation was missing/incorrect format then your ES may ask you to resubmit your ESSR. If you need to add new documents/change dates etc then you should start a new ESSR so that the correct documents are added

- Once the ES has reviewed it, it is then sent to the College Tutor for review

  - Please ensure enough time for this to occur

OTHER NOTES

- To avoid the ESSR getting too crowded, it is only necessary to make the requested WoSSA documentation "Visible on the ESSR"

- It is not necessary to make any other personal activities as visible on ESSR. All information required to review non-clinical progress will be obtained from the structured CV

- For SOAR and Absence Declarations please follow the instructions from the programme administrators.

- Remember to check school website (www.jet5.com/wossa) for most recent documents and guidance material.