Meeting 08-06-18

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|  | Annual Review of Competence Progression (ARCP) - **Paper 4** | Andrew Davie |

**Summary**

In 2017 NES began a ARCP process for Healthcare Science trainees. The aim of the ARCP process is to provide a once-for-Scotland quality monitoring framework for Healthcare Science staff in training. We contacted all holders of a NES National Training Number (NTN) rather than just those in receipt of NES funding this year. The ARCP form (Appendix I) is designed to provide ‘light-touch’ assurance of training progression.

Trainees were asked to meet with their supervisor to review the 12-month training period ending 30th September 2017. Each ARCP return was processed with the aim of providing as complete a picture of training as possible. The ARCP outcome was added to the Trainees TURAS record.

The trainee was also provided with an optional direct feedback form (Appendix II).

**2017 Results**

We received 80 responses from the 101 requests that were sent out (79%). Overall, 94% of supervisors rated trainees progress as ‘Good’. No trainee’s progress was rated as ‘Poor’. Comments such as ‘Achieving excellent progress’ and ‘performing well’ very common.

In only 1 case, the trainee was not expected to complete the programme as planned due to missed deadlines during training.

**Advice Sought**

**How can we improve uptake / compliance?**

**Next steps for ARCP**

The ARCP process will continue this year with the same questions to allow comparison. The cohort of trainees will be extended to include Practitioners. NES HCS team will audit a sample of ARCPs.

Supervisors will be asked to complete a Spreadsheet return to facilitate data transfer to TURAS. In future, returns may be via electronic return or direct TURAS update.

Some training centres have indicated that they would like to conduct ARPCs with a panel of Supervisors rather than a 1-2-1 process. This option will be explored.

**Advice Sought**

**What are your views on asking a sample of trainees to conduct their ARCP using video-conferencing (GoToMeeting). This would allow NES to audit the process**

**Appendix I**

**Notification to NES HCS of trainee progression Supervisor’s Assessment**

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| Trainee’s Name: |  | | | | | |
| National Training Number (if known) | |  | | | | |
| Training programme |  | | | Centre: | | |
| Date training commenced: |  | | Anticipated completion date: | |  | |
| Supervisor reporting |  | | | Date of this report | |  |

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| So far, how would you rate the trainee’s overall progress for this reporting period?  (Scale: Progress has been Poor / Acceptable / Good) | P/A/G |

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| Have there been periods of out-of-programme during this reporting phase for this trainee? | Y / N |

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| Do you anticipate periods of out-of-programme in the next phase for this trainee? | Y / N |

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| --- | --- |
| Are you confident that the trainee will complete the programme as planned?  (Scale: My confidence is Poor / Acceptable / Good) | P/A/G |

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| General comment on overall progress / qualification of above responses. |

**Appendix II**

Notification to NES HCS of trainee progression

Trainee direct feedback. Trainee-eyes-only

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| --- | --- | --- | --- | --- | --- |
| Trainee’s Name: | | | | Email: | |
| National Training Number (if known) | | |  | | |
| Training programme |  | | | Centre: | |
| Date training  commenced: | | Anticipated  completion date: | | | Date of this report: |

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| --- | --- |
| Are you confident about your overall progress for this reporting period?  (Scale: I think my progress has been Poor / Acceptable / Good) | P/A/G |

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| --- | --- |
| Do you feel your training centre is supportive of your development? | Y/N |

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| --- | --- |
| Are you confident that you complete the programme as planned?  (Scale: My confidence is Poor / Acceptable / Good) | P/A/G |

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| --- | --- |
| Would you recommend your training to others?  (Scale: No / Maybe / Yes) | N/M/Y |

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| May we contact you if we feel your responses need to be explored further? | Y/N |

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| General comment on you overall progress / qualification of above responses. |