

LondonDeanery

GP Assessment

A SHORT GUIDE TO GP ASSESSMENT

November 2010
www.londondeanery.ac.uk



This guide sets out the process of GP Assessment (MRCGP). Further guidance and information is available to be downloaded from:
www.londondeanery.ac.uk/general-practice and www.rcgp.org.uk

Important contacts: the GP Assessment Team

For general queries regarding Workplace Based Assessments; ARCP panels and ePortfolio:
eportfolio@londondeanery.ac.uk

Cathy Juta, GP Assessment Officer catherine.juta@londondeanery.ac.uk

Eleanor Lear, GP Assessment Administrator eleanor.lear@londondeanery.ac.uk

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Telephone: 0207 866 3190/3243/3172

For queries regarding Panel Member training & ARCP panels:
Dr Nigel de Kare-Silver, Associate Director for Assessment
nigel.dekare-silver@londondeanery.ac.uk

For queries regarding Educational Supervisor training:
Dr Sarah Bruml, Assessment Facilitator
sarah.bruml@londondeanery.ac.uk

For queries regarding further support for Trainees in Difficulty (via the relevant Patch Associate Director):
Dr Penny Trafford, Associate Director for Trainees in Difficulty
penny.trafford@londondeanery.ac.uk

For queries regarding technical issues related to ePortfolio, the RCGP Helpdesk:
nmrcgp@rcgp.org.uk or 020 3188 7655

In some cases it can be difficult to work out evidence and review requirements. In such instances, please do not hesitate to contact the GP Assessment Team for assistance:
eportfolio@londondeanery.ac.uk

What is the MRCGP and GP Assessment?

The MRCGP process helps trainees to provide objective evidence that they have achieved a level of competence which allows them to practice as independent General Practitioners in the NHS. The MRCGP has 3 main elements and **trainees must pass all three**. These are:

- Workplace Based Assessment (WpBA)
- Applied Knowledge Test (AKT)
- Clinical Skills Assessment (CSA).

Once all three components have been successfully completed and the final ARCP (Annual Review of Competence Progression) form has been signed off, the trainee will then be able to apply for Certification of Completion of Training (CCT) by clicking a button within ePortfolio. Trainees are also required to apply to the GMC as part of the process.

Further details are explained on the RCGP website:

www.rcgp.org.uk/gp_training/certification.aspx

If any of the posts that count towards training have been done prior to August 2007, trainees will be required to complete and submit VTR/2 forms. For further information, please contact the GP Assessment Team at eportfolio@londondeanery.ac.uk.

Getting started: ePortfolio and Workplace Based Assessment

The most important initial step is to register with the RCGP www.rcgp.org.uk as an **Associate in Training**. This allows access to ePortfolio. It is vital that every trainee registers as an Associate in Training and has an ePortfolio by the time training starts.

Annual Review Of Competence Progression (ARCP) Panels

Trainees are required to have a panel review every year. Most ePortfolios are reviewed remotely and the trainee is not required to attend – this is known as a screen review. In some cases a trainee is called to interview due to concerns about their progress. The panel will discuss these concerns with the trainee and issue an outcome on the day. Interview panels consist of four panel members including a Patch Associate Director, Programme Director, Trainer and Lay person. ARCP panels are required annually *and* at the point of transition (moving from one ST year to another).

ARCP panels take place 4-6 weeks prior to the end of specialty training year. The *final* ARCP panel will take place 6-8 weeks prior to the last day in training to allow time for the certification process.

Workplace Based Assessments

The minimum requirements of Workplace Based Assessments for each ST training year are available on the [RCGP website](#).

Please remember this is a minimum requirement and trainees are encouraged to do more.

Educational Supervisors have access to the ePortfolio and can enter these assessments. Other senior clinical colleagues can enter assessments by using a ticket code issued from within ePortfolio or the trainees GMC number. They can do this by using the Assessment Forms website – the link for this is below the ePortfolio login fields.

Full and part time trainees are expected to gather Workplace Based Assessments at the same rate:

ST1 and 2 year: 1 CBD and 1 mini-CEX/COT every two months of training

ST3 year: 1 CBD and 1 mini-CEX/COT every month of training

The Workplace Based Assessments tools are:

- Educational Supervisor Review (ESR) – one due every 6 months – ‘end of year’ ESR due prior to ARCP panel
- Case-based Discussion (CbD)
- mini-Clinical Examination (mini-CEX)
- Consultation Observation Tool (COT)

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- Direct Observation of Procedural Skills (DOPS) – the mandatory DOPS required prior to final ST3 panel
 - Multi-Source Feedback (MSF)
 - Patient Satisfaction Questionnaire (PSQ - also required in ITP posts)
 - Clinical Supervisor Review (CSR) - one due for every hospital post and Integrated Training Post. To be completed by a hospital consultant.

Learning Log

Learning log entries for both full and part-time trainees are expected to be done at the rate of at least 2 per week (1 clinical encounter and 1 other). At the point of an annual ARCP the panel expects to see at least 100 entries in the Learning Log in total for that year. These entries must be reflective and show evidence of learning and the Educational Supervisor is expected to comment on the majority of the Learning Log entries.

Learning log entries must be linked to the curriculum coverage appropriately. Most entries will require no more than 3 links to the Curriculum Statement Headings. Over-linking will raise concerns at a panel. Educational Supervisors link Learning Log entries to Professional Competences as appropriate.

Other essential log entries include

- At least one Significant Event Analysis each year*.
- OOH sessions at the rate of 1 per whole time equivalent GP training month (including ITP posts) e.g. 18 in total if 12 months GP training and a 6 month ITP post have been completed. Evidence needs to be confirmed in the Educational Supervisor Review.

Prior to the final ST3 ARCP Panel

- At least one audit related to Primary Care over the three years – reviewed by the Educational Supervisor and uploaded into the Learning Log*.
- CPR/AED Certificate.
- Child Health/Safeguarding Children course – e-Learning module levels 1 and 2*.

**London Deanery specific*

Personal Development Plan (PDP)

It is important to update the PDP frequently (every three months) and include Specific, Measurable, Achievable, Realistic and Timed (SMART) goals. PDP entries are also expected prior to the final panel with a particular focus on transition into independent practice.

Further guidance regarding PDPs can be found on the Deanery website – please click [here](#).

Clinical Skills Assessment (CSA)

This exam can be taken in the ST3 year. The application dates and deadlines are available on the RCGP website.

Applied Knowledge Test (AKT)

This exam can be taken during ST2 training year or later. Application dates and deadlines are available on the RCGP website.

Both the CSA and the AKT exam can be taken a maximum of four times (for trainees who start training from August 2009).

Getting results

Both exam results and ARCP Panel outcomes appear within ePortfolio. In the event that Educational Supervisor Reviews and ARCP forms are available to sign, a notification will appear on the main page of ePortfolio. This will only disappear when the relevant Educational Supervisor Review/ARCP form has been electronically signed by the trainee.

We aim to complete ARCP forms on the day of the panel. There may be an administrative delay due to high volume, in which case we aim to complete this within the following week at the latest.

Failing GP Training

The vast majority of GP Trainees pass MRCGP, but in the event of failure, additional training time within the Deanery – up to a maximum of six months – can be made available. Trainees who encounter problems along the way should discuss any issues as early as possible with their Trainer, Educational Supervisor and Programme Director. They are there to provide help and support.

Trainees In Difficulty

For trainees who are on extended training due to failure there are further resources set up to offer support. This includes

- Language, Culture and Communication Skills Course (for trainees who have failed the CSA).
- Learning for the AKT (for trainees who have failed the AKT two times or more).
- One to One interviews with Dr Penny Trafford (for trainees who have failed all three elements).

Further documentation and guidance available on the London Deanery website:
www.londondeanery.ac.uk/general-practice