**CT3/ACCS CT4 ARCP Checklist 2025/6**

All evidence will be reviewed on the Lifelong Learning Platform only. Please check evidence submission date on WSA website.

**The following evidence is mandatory:**

* **Educational Supervisors Structured Report (ESSR)** completed by ES and College Tutor. An ESSR must be completed for each health board placement.
* **For the ES** - Please ensure the following is accurately documented on the ESSR :
	+ Confirmation that outstanding HALOs are progressing and will be completed by the end of the training year
	+ What outcome would you expect the trainee to achieve at this ARCP?

 **Stage 1 certificate evidence**

* + Completion of 14 Stage 1 HALOs
	+ Engagement in QI and an AQIPAT is mandatory by the end of Stage 1
	+ Primary FRCA pass (RCoA letter must be uploaded and labelled)
	+ EPA 1/2, EPA 3/4 (IAC, IAOC) uploaded with date of completion
	+ Annual general MTR
	+ ICM HALO with accompanying MTR
	+ CCC form in obstetrics
	+ Stage 1 certificate can be generated and signed by ES and CT after successful ARCP
	+ **Form R -** [Please read the form R guidance carefully](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fheiw.nhs.wales%2Ffiles%2Fguidance-for-completing-form-r-part-b%2F&wdOrigin=BROWSELINK) and submit to HEIW 2 weeks prior to ARCP. You must upload to library of evidence for current ARCP year. You should evidence any sick leave/time out of training/locum work. Form R details/dates must be consistent with details on the ESSR.

* + **Wider scope of practice form –** [WSOP form](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://heiw.nhs.wales/files/wsop-form1/&ved=2ahUKEwjtiqrJzrWIAxWZW0EAHTVaAiIQFnoECBYQAQ&usg=AOvVaw1n_xmL02f3JMqkpv4DEz0K) must be completed for work undertaken outside of your health board (including external locums).
* Time out of training **(TOOT)** needs to be calculated as a whole i.e. count 7 days a week for all trainees regardless of whether you are full time or less than full time. The following date calculator is helpful for getting accurate dates [Calculate Duration Between Two Dates – Results](https://www.timeanddate.com/date/durationresult.html?d1=4&m1=8&y1=2022&d2=26&m2=1&y2=2023&ti=on)
	+ Detailed and accurate **Less than Full-Time (LTFT) Training Timeline**. Please download and use this calculator [Completion date calculator - January 2015.xls](https://www.thefederation.uk/sites/default/files/uploads/Completion%20date%20calculator%20-%20January%202015.xls) uploading a completed version to your LLP.
	+ Multi Source Feedback (WSoA minimum requirement of 12 respondents/6 of whom consultants)
	+ Up to date Annual Logbook Summary on LLP
	+ A reflective portfolio of attendances at local departmental meetings and teaching. Please label and present this as one complete summary reflective portfolio document.
	+ Study leave summary with reflection on attendance at educational meetings/courses. Please label and present this as one complete summary reflective study leave document.
	+ EDT diary detailing dates/activities/reflections.
	+ Up to date Curriculum vitae