Trainee ARCP Survival Kit 2020-2021

	Evidence	Specifications	E-Portfolio Nomenclature*
1.	**ESR and Training summary**	One per rotation/placement	e-portfolio form
2.	**PDP model form**	One per rotation/placement with final version upload	**PDPfinal_YYMMDD**
3.	**CSRs**	All clinical supervisors	e-portfolio form
4.	**Revalidation Form R**		
5.	**WBAs**	All should be complete for stage of training	e-portfolio
6.	**MSF**	At least 1 per annual ARCP	e-portfolio
7.	**Surgical Log Book**	Eye logbook	**EyeLogbook_YYMMDD**
8.	**Continuous cataract complications log**	Cataract complications log excelsheet from ST1 to current date	**Complications-log_YYMMDD**
9.	**Attendance at Regional PG/Feedback**	Must be >70%: Upload attendance data (provided by Jas Sandhu), and supply excelsheet of personal log	**PostgradAttend-data_YYMMDD** **PostgradAttend-log_YYMMDD**
10.	**Reflection**	At least 1 per annual ARCP	**Reflection_YYMMDD-Shortdescription**
11.	**RSTA Score**	Minimum score achieved per section. One per annum.	**RSTA_YYMMDD**
12.	**Audits**	At least 1 complete audit per annum Must be audit lead, project should have standards, recommendations etc.	**Audit_YYMMDD_Title-Unit** e.g. Audit_200326_Outpatient waiting times BMEC
13.	**Presentations**	Regional, National or International	**Presentation-Type_YYMMDD_Title-meeting** e.g. Presentation-Poster200326 _Using Hoffer Q in Short eyes ESCRS Or. Presentation-Paper_200326 _Using Hoffer Q in Short eyes ESCRS
14.	**Publications**	Letters, Reviews, Original articles	**Publication_YYMMDD_Title-Journal** e.g. Publication_200326_UV light & dry eyes - BJO
15.	**List all exams attempted and exams passed**	<ST2, Part 1; <ST3, Refn; >ST5, Part 2	**Exam_YYMMDD_ExamName-Outcome** e.g. Exam_200326_Part1-fail or Exam_200326_Part1-pass
16.	**Use of Study Leave, Reflections/Feedback**	From 1st April 2019, it is a HEEWM requirement to provide a reflection/feedback for every leave taken (other than exam leave). Use SL recording log excelsheet	**StudyLeave-Record_YYMMDD**
17.	**Curriculum Vitae**	ST5-7	**CV_YYMMDD**
18.	**Good Clinical Practice**	All – every 2 years certificate	**GCP_YYMMDD**
19.	**Training the Trainers**	ST5-7	**TTT_YYMMDD**
20.	**Cataract Audit** (within last calendar year)	For CCT	**CataractAudit_YYMMDD**
21.	**Simulation**	Cataract <ST2, VR, Laser, wet lab. Cadaveric, Model Eyes for strabismus & cataract surgery and corneal gluing etc	
22.	**Management/ Leadership**	ST5-7	**Management_YYMMDD**
23.	**Comments not covered**	Concerns, mitigating circumstance etc, OOPL-CCT calculator, Academic Trainees CATOps report, Trainee, OTG rep etc.	**AcademicESR_YYMMDD** **OOPL-CCT calculator_YYMMDD**

* Trainees must upload documents using standard nomenclature to assist the ARCP panel navigation through the portfolio evidence. **Failure to do so will result in an outcome 5.**