

Collection of ARCP outcomes awarded in 2019/2020 – Briefing Note 1

Introduction

1. The GMC and COPMeD undertake an annual joint project to report on the Annual Review of Competence Progression (ARCP) outcomes of doctors in training as they progress through foundation and specialty, including GP, training programmes.
2. This technical briefing note is for Deans' teams who provide ARCP outcome data to the GMC each year.
3. This note covers:
 - ARCP 2019/20 project timetable
N.B. The ARCP data to be returned should cover all outcomes awarded between 7 August 2019 and the 4 August 2020
 - Introduction of new outcomes and supplementary codes – recording disruption to training caused by COVID-19
 - Proposed changes to the ARCP data validation tool (DVT)
 - Issues running the ARCP DVT – how to work around it
 - Run-through doctors on pilot programmes and Combined Infection Training
 - NTN reminder of requirements for full validation of programme specialty
 - ARCP data submission – what to include
 - Submission instructions
 - Transformations undertaken by the GMC for publication and reporting of ARCP data
 - GMC contact details
 - Table of fields required in the ARCP data validation tool and their validation checks
 - Table of COVID ARCP data validation tool field variations
4. Note that no RiTA outcomes should have been awarded after 31 December 2015.

Table of contents

Collection of ARCP outcomes awarded in 2019/2020 – Briefing Note 1	1
Introduction.....	1
ARCP 2019/20 project timetable	3
Introduction of new outcomes and supplementary codes.....	6
Proposed changes to the ARCP data validation.....	7
Issues running the ARCP DVT – how to work around it.....	9
Run-through doctors on pilot programmes and Combined Infection Training	10
NTN reminder of requirements for full validation of programme specialty	11
ARCP Data submission – what to include	12
Submission instructions.....	14
Transformations undertaken by the GMC for publication and reporting of ARCP data	18
GMC contact details.....	18
Table of fields required in the ARCP data validation tool and their validation checks.....	19
Table of COVID ARCP data validation tool field variations	34

ARCP 2019/20 project timetable

Deadline date	Who	Action
July 2020	Dean's teams	<p>Ensure that you have complete ARCP data to include in the ARCP data validation tools – for more information on the change in validation tools see the proposed changes section. Please check that you have ARCP events for all doctors in training including:</p> <ul style="list-style-type: none"> ▪ Foundation training ▪ Core training ▪ Specialty training ▪ GP training ▪ Academic training ▪ Locum appointments for training (applicable in NHS Education for Scotland (NES), Northern Ireland Medical & Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW)) ▪ Those who have not had an ARCP and the reasons for that e.g. OOPT, sick leave, maternity/paternity leave, not in post long enough, cancelled due to COVID-19.
28 August 2020	Dean's teams	<p>Confirm contact details of the people working on the project in your deanery/HEE region to educationdata@gmc-uk.org. For HEE, confirm if data will be submitted by region.</p> <p>These colleagues will receive:</p> <ul style="list-style-type: none"> ▪ all communications ▪ access to the required folders on GMC Connect ▪ access to reports in Tableau when they are still under password ▪ access to final raw data in GMC Connect <p>This is important for our Information Governance policies regarding access to GMC Connect.</p> <p>Access must be withdrawn for those who do not confirm.</p> <p>If you need access now, please request it.</p>
Mid-September 2020	GMC & volunteer dean's teams	<p>Test the ARCP data validation tools. Please contact the GMC educationdata@gmc-uk.org to be included in testing. If possible, we would like testers from all four nations and colleagues who are doing the ARCP return for the first time.</p>

Late September 2020	GMC	<p>Data validation tools to be made available to all deanery/HEE region contacts via GMC Connect.</p> <p>A zip file containing csv copies of the reference tables used will be circulated with the validation tool; these will detail the permitted values for each field.</p>
October 2020	Dean's teams	<p>Check that all outcomes awarded during the reporting period have been reported in the extract and transferred into the ARCP data validation tools.</p>
6 November 2020	Dean's teams	<p>Final deadline for Deans' teams to submit complete ARCP data sets via GMC Connect.</p> <p>Deaneries/HEE regions must confirm that all appeals will have been processed by this date and that the return will include the final values only – post the outcome of any appeals process. Any usual outcomes described in Gold Guide 8th edition still under appeal should not be returned. Instead return a 'No' ARCP with the code N13 Other reason (please specify) and specify "Outcome still under appeal" for any of the unchanged outcomes.</p> <p>For any COVID outcomes under appeal, return N13 Other reason and specify "COVID outcome still under appeal".</p> <p>The final outcome can be included in the 2021 return. Please see what should be included in the COVID ARCP data validation tool for information about returning No ARCPS.</p> <p><u>Please note:</u> to ensure outcomes under appeal are returned in the 2021 return, the final outcome, whether it is the same or has changed, should be given the date the appeal was finalised. This is to ensure it is included in the subsequent year's return as the extract is based on the date of the outcome.</p> <p><u>NOTE:</u> See pages 86 to 88 of the Gold Guide 8th edition for more information on the appeals process and timescales provided for resolution of them.</p> <p>Deaneries/HEE regions must confirm that any outcomes entered on systems (including the e-portfolio) in error are deleted prior to submission of the data to the GMC.</p>

Early December 2020	GMC	<p>Feedback to deaneries/HEE regions on GMC's validation checks on initial returns. These include:</p> <ul style="list-style-type: none"> ▪ Re-run the validation tools and query any errors not explained in the 'Readme' worksheet ▪ Re-run the duplicate checks ▪ Check against your deanery/HEE local office 2020 NTS demographic data returned in March
December 2020	Dean's teams	Deaneries/HEE regions to resolve issues from the initial validation checks within 3-weeks of GMC feedback
December 2020	GMC	Deliver preliminary report in conjunction with COPMeD, reviewing the impact of COVID-19 on training
December 2020 - January 2021	GMC	<p>Checks carried out across all ARCP data which includes:</p> <ul style="list-style-type: none"> ▪ Checks that an ARCP event has been provided for each specialty the doctor is training in, based on the programme specialty code(s) in the new NTN format ▪ Checks for duplicates across deaneries/HEE regions ▪ Checks against 2019 outcomes to ensure 2020 outcomes for the same person in the same specialty are plausible – i.e. validation across years ▪ Check the completeness of the return against other data sources including where available Royal College and Faculty data ▪ Perform a central NTS check against the March 2020 NTS demographic data
January 2021	Dean's teams	Deaneries/HEE regions to respond to any issues arising from central checks
Q1 2021	GMC	ARCP Stakeholder review briefing note sent out. Data quality reports provided to Deaneries/HEE regions for final checks
To be agreed	GMC	Public reports of ARCP outcomes to be decided, we may have a separate dashboard in the reporting too for the COVID outcomes.

Introduction of new outcomes and supplementary codes

Two new outcomes were introduced to record the ARCPs where COVID-19 has affected training progression. To read the full guidance please see the [COPMeD website](#).

In summary, the new outcomes include:

Outcome 10.1: Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. Trainee can progress.

Outcome 10.2: Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. Trainee is at critical point and additional training time is required.

Supplementary C codes have also been introduced and one or more must be recorded against all records with either outcome 10.1 or 10.2 to explain how COVID-19 affected training progression.

Not all C codes are applicable to the outcomes above, please see the table below with the C codes and the applicable outcomes:

Applicable outcome	New C code values	C code labels
10.1	C1	Trainee at critical training progression point (but NOT at CCT) and derogation provided for the required exam
10.1	C2	Trainee at critical training progression point (but NOT at CCT) and derogation provided for the applicable element of mandatory training
10.1 and 10.2	C3	Redeployment could not acquire required experience
10.1 and 10.2	C4	Prolonged self-isolation needed during COVID-19
10.1 and 10.2	C5	Inadequate progress in this training year prior to COVID-19
10.1 and 10.2	C6	Incomplete evidence due to COVID-19
10.2	C7	Foundation – extra time required to gain F1CC/FPCC
10.2	C8	Royal College or Faculty exam cancelled with trainee at CCT date
10.2	C9	Royal College or Faculty mandatory training course cancelled with trainee at CCT date
10.2	C10	Royal College or Faculty exam cancelled with trainee at critical progression point (not CCT) with no derogation

10.2	C11	Royal College or Faculty mandatory training course cancelled with trainee at critical progression point (not CCT) with no derogation
10.1 and 10.2	C12	Other issue related to COVID-19 (please describe)

Further to the guidance on the use of outcomes 10.1 and 10.2 for Foundation, Core and Higher specialty ARCPs affected by COVID-19, NES, NIMDTA and HEIW produced guidance on recording outcomes for those undertaking Locum appointments for training (LATs). The guidance, 'Management of ARCP Outcomes for Locum Appointments for Training' can also be found on the [COPMeD website](#).

The guidance for LATs states that the usual ARCP outcomes should still be used. Please see from page 72 in the [Gold Guide 8th Edition](#) for details on the LAT outcomes. For LATs where their training has been affected by COVID-19, an outcome 7.2 or 7.3 is being awarded with one or more of the supplementary C codes listed in the table below:

Applicable outcome for LAT	New C code values	C code labels
7.2 and 7.3	C3	Redeployment could not acquire required experience
7.2 and 7.3	C4	Prolonged self-isolation needed during COVID-19
7.2 and 7.3	C6	Incomplete evidence due to COVID-19
7.2 and 7.3	C12	Other issue related to COVID-19 (please describe)

ARCPs with a review date prior to the **17th March 2020** should not have the COVID outcomes detailed above.

Proposed changes to the ARCP data validation

In order to accommodate the new outcomes and supplementary C codes there will be two validation tools released:

- ARCP Data Validation Tool: Usual outcomes, U codes and No ARCP reasons
- COVID ARCP Data Validation Tool: COVID outcomes, C codes and No ARCP reasons

The Access database which is supplied with the data validation tools will validate both tools, so please save it in the same place as both Excel files.

Adapted NTS check

As you may be aware the National Training Survey 2020 was postponed in March. The postponement occurred after we received all the census data from deaneries/HEE local offices. To read more about the NTS data submission please see the [2020 data collection briefing note](#). The postponement of the NTS has an impact on the way we run the NTS check and we will not be able to provide the omissions in the data validation tools.

For this year's ARCP data return we will disable the NTS check on the 'Summary' sheet in the DVT. We will provide you with an Excel sheet via GMC Connect containing the training information received from deaneries/HEE local offices in March 2020, the information will include the GMC reference number, first name, surname, deanery/HEE local office, training level, GMC programme approval code and specialty name, and the recorded 'in training' status.

You will then be able to check the GMC reference numbers that you include in the ARCP data return against the NTS 2020 data to check if any ARCP records are missing from the return.

Please add to a 'Readme' worksheet any trainees who were in the NTS 2020 data but are missing from the ARCP data return with a reason why they have neither had an ARCP outcome nor a reason for no ARCP added to the ARCP Data sheet in one of the DVTs.

When your ARCP data have been returned we will perform the same check of the ARCP return and query any missing if they have not been reported in the 'Readme' worksheet.

Second DVT for COVID ARCPs

We will develop a separate data validation tool which is to be used only for COVID outcomes and no ARCPs with N13 other (please specify) and a specified reason related to COVID-19.

What should be included in the COVID ARCP data validation tool

- Outcomes 10.1 and 10.2 will be available to select from the ARCP outcome dropdown list – please do not include usual outcomes in this validation tool
- Outcomes 7.2 and 7.3 if they are COVID outcomes will be available to select from the ARCP outcome dropdown list and must be accompanied by supplementary C codes
- All outcomes will require one or more supplementary C codes, the following columns will be included in the tool:

Reason for COVID outcome	C1 Critical progression point (but NOT at CCT), derogation provided for exam	C2 Critical progression point (but NOT at CCT), derogation provided mandatory training	C3 Redeployment	C4 Prolonged self-isolation	C5 Inadequate progress prior to COVID-19	C6 Incomplete evidence	C7 Foundation extra time required to gain F1CC/FPCC	C8 Exam cancelled - trainee at CCT date	C9 Mandatory training cancelled - trainee at CCT date	C10 Exam cancelled at critical progression point (not CCT) no derogation	C11 Mandatory course cancelled at critical progression point (not CCT) no derogation	C12 Other issue related to COVID (please describe)	Reason for COVID outcome (C12) other
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- 'No' ARCP records with the code N13 other (please specify) which have reasons related to COVID-19. These include either when an ARCP could not be convened with an ARCP panel, the other reason should be specified as "COVID-19". Or where a COVID outcome (10.1, 10.2 or 7.2 and 7.3 with a C code) is still under appeal and a final outcome has not been determined, the other reason should be specified as "COVID outcome still under appeal"

The validation rules for COVID outcomes and C codes

- Reason for COVID outcome missing – this is an error produced when no C code is added to the Reason for COVID outcome column
- Reason for COVID outcome other is missing – this is an error produced when a 1 has been added to the column 'C12 – other issue related to COVID-19 (please describe)' but no reason has been described in the 'Reason for COVID outcome (C12) other' column
- Provide a reason for COVID outcome – this is a warning to add a '1' value in the columns for each C code listed in the Reason for COVID outcome column

What will be removed from the COVID ARCP data validation tool

- All the usual outcomes will be removed from the ARCP outcome dropdown list
- The following columns for the U codes will be removed

AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF
Reason(s) for unsatisfactory outcome	U1 Record keeping and evidence	U2 Inadequate experience	U3 No engagement with supervisor	U4 Trainer absence	U5 Single exam failure	U6 Continual exam failure	U7 Trainee requires Deanery support	U8 Other reason (please specify)	Reason for unsatisfactory outcome - other	U9 Inadequate attendance	U10 Assessment/Curriculum outcomes not achieved

- ARCP Event ID (column BH) will be removed and reused for the C codes
- Grade transitions worksheet – there will not be a table illustrating the grade transitions based on the training level assessed and outcome for COVID outcomes
- Omissions worksheet – as the NTS check has to be done outside of the validation tools, we will remove the omissions worksheet

The validation rules which will not apply to COVID ARCP records

- Reason for Unsatisfactory outcome missing
- Reason for Unsatisfactory outcome invalid
- Reason for Unsatisfactory outcome other is missing
- Provide a reason for unsatisfactory outcome (Check cells AV-BF)
- Grade/level at next rotation is an invalid transition
- Trainees identified as missing from ARCP data

All other validation rules will apply to COVID ARCP records and all errors are to be resolved before returning the final data validation tools to the GMC via GMC Connect.

Please ensure you run the duplicate check on the COVID ARCP validation tool

Issues running the ARCP DVT – how to work around it

We are aware that there may be issues running the ARCP data validation tools on newer operating systems and on cloud-based apps. Unfortunately, we are unable to offer an alternative to the tools and reference database.

If you are able to save the validation tools and the reference database in the same place, for example on a local drive like your desktop, you will be able to open the data validation tools and add your data to the ARCP Data sheets. The tools will not open unless they are saved in the same place as the reference database.

If you have not been able to find a solution with your IT teams to run the tools on a drive, the GMC are able to support you. When you have added your data to the ARCP Data sheets you can upload them to your GMC Connect folder. Email educationdata@gmc-uk.org to let us know that you require us to run the tools for you and we will then return the tools to you once the validation and duplicate checks have run. Please allow half a working day for us to validate and return the tools to you.

We hope that you're able to find a solution and run the tools so that you can validate the data at your convenience. But please get in touch as soon as possible to let us know if you will need us to run the tools for you so that we can plan our resources to manage this service efficiently.

Run-through doctors on pilot programmes and Combined Infection Training

In the 2018/19 ARCP return there were some inconsistencies in the way that programmes were recorded for doctors at ST1, ST2 (ST3 in psychiatry) run-through pilot programmes and those at ST3 and ST4 at the Combined Infection Training stage of their Infectious Diseases, Medical Microbiology, Medical Virology or Tropical Medicine programmes.

Run-through pilot programmes

Doctors in the core stages of run-through pilot programmes i.e. at training levels ST1, ST2 (ST3 in psychiatry specialties) should be reported against the run-through programme code in the ARCP return and not against core programmes. Please ensure that the NTN also only includes the run-through pilot programme specialty and not a core programme so that the programme can be validated correctly. For example, if a doctor is ST3 on the Child and Adolescent Psychiatry run-through programme their NTN should be: OXD/053/1234567/C and not OXD/CPT-053/1234567/C or OXD/CPT/1234567/C.

This applies to pilot run-throughs; academic run-throughs not on pilot programmes should be returned as they have in previous ARCP returns. A list of the [pilot programmes is on the GMC website](#).

Combined Infection Training

Doctors who are recruited on to Medical Microbiology, Medical Virology, Infectious Diseases or Tropical Medicine (and any combination of dual-CCT with one of these programmes) and are training at ST3 and ST4 should complete the Combined Infection Training (CIT) part of the curricula. Unless doctors are following a curricula prior to 2013, when CIT was introduced to programmes, there should be one ARCP record returned for the programme specialty Combined

Infection Training. If doctors are following a curricula prior to 2013 please let us know in the 'Readme' sheet.

NTNs for those at ST3 and ST4 should include only CIT in the specialty component (with or without the -ACA if they are an academic trainee), for example, OXF/CIT/1234567/C or OXF/CIT-ACA/1234567/C. The validation of the specialty name in the NTN will not work if there are additional specialty codes.

NTN reminder of requirements for full validation of programme specialty

Deaneries/HEE regions are required to return NTNs in the new format which includes all the specialties the trainee undertakes in the specialty component of the NTN.

The validation tool will accept the new NTNs as described in the [NTN Appendix](#).

We will not validate DRNs as for us the purpose of the new NTN is to ensure we have reporting for specialties for dual-CCT trainees and sub-specialties. This means that old format DRNs are acceptable. ARCPs for Foundation doctors should not have an NTN.

Please note: The NTN must be correct at the time of the ARCP review, please do not include ARCPs which are not related to the specialty programme(s).

New NTN format for Locum appointed training (applicable in NES, NIMDTA and HEIW)

In order to validate the programme specialty for LATs, the NTN should use the same methodology as described in the [NTN Appendix](#) for specialty trainees with the suffix /L. For example, a LAT doctor in Cardiology in Northern Ireland should have the NTN: NIR/007/1234567/L.

Sub-specialty NTNs

There were 295 doctors added to the specialty register with a sub-specialty since the 2nd August 2018 but no ARCP record was returned for the sub-specialty in the 2018/19 ARCP data return. Please ensure that doctors on a sub-specialty have this included in their NTN.

We performed analysis of the NTNs returned with the ARCP records for the 295 doctors to see how many of them had correct NTNs which included the sub-specialty in the specialty component. Deaneries/HEE regions are advised to ensure that trainees undertaking sub-specialty training have the sub-specialty curricula included in their programme and their NTN.

Number of ARCP records	% of total number of ARCP records	
48	10.5%	Number of records where a sub-specialty code is in the NTN
300	65.5%	Number of records with a new NTN and no sub-specialty code
90	19.7%	Number of records with an old NTN
19	4.1%	Number of records missing an NTN

1	0.2%	Number of records with no specialty codes in the new NTN
458	100%	Total number of ARCP records returned in 2018/19 return for the 295 doctors missing an ARCP for a sub-specialty

ARCP Data submission – what to include

1. We work on the assumption that deaneries and HEE local offices have implemented the latest version of the [ARCP outcome form](#) issued along with the [Gold Guide 8th edition](#). For this year, there are also additional outcomes to record the disruptions to ARCPs and training due to COVID-19, all guidance documents published regarding the changes are on the [COPMeD website](#).
2. The data submitted should cover:
 - All ARCP events and their outcomes (there may be multiple outcomes for one event) that occurred between 7 August 2019 and the 4 August 2020.
 - All doctors in training in an approved programme for any length of time between 7 August 2019 and the 4 August 2020.
3. All ARCP events and their outcomes should be included on the ARCP Data worksheet in one of the two ARCP data validation tools supplied by the GMC.
 - All the usual ARCP outcomes and No ARCPs should be included in the ARCP data validation tool
 - All COVID outcomes and COVID No ARCPs should be included in the COVID ARCP data validation tool
4. When the ARCP data have been input to the validation tools and errors resolved or explained, the file should be returned via GMC Connect.
5. Doctors who were in training during the reporting period should be included in the data submitted via the ARCP validation tools including doctors who are in:
 - Foundation training
 - Core training
 - Specialty training
 - General practice training
 - Locum appointed training (applicable in NES, NIMDTA and HEIW)
6. Doctors who are in training within the reporting period but did not have an ARCP within the reporting period for any reason not related to COVID-19 e.g. doctors who are on maternity/paternity leave, sick leave, post CCT, not in post long enough etc. should also be included in the ARCP data validation tool with the relevant N code.

7. Doctors who did not have an ARCP due to COVID-19 should be included in the COVID ARCP data validation tool with N13 other (please specify) and specify "COVID-19" as the reason.

8. Doctors with outcomes still under appeal or review should be included in the ARCP data submission with N13 other (please specify) and specify "Outcome still under appeal" as the reason. For those who have appealed a COVID outcome, the ARCP record should be included in the COVID ARCP data validation tool with N13 other (please specify) and specify "COVID outcome still under appeal" as the reason. Only final ARCP outcomes should be included in the return. Please ensure any appealed/reviewed outcomes, whether the same as the original or different are given the date the appeal was finalised so that it is included in next year's ARCP data return.

9. Each row of the dataset should consist of one ARCP event and outcome. Doctors may have more than one ARCP event and outcome and these must be reported on multiple rows.

- Dual-CCT doctors in training must have one outcome per specialty e.g. if a doctor is training in two specialties there should be separate outcomes recorded in the data return for each specialty.

Please note: if a doctor in training only had an ARCP for one of their dual specialties, the second specialty should be listed on a separate row with the reason for there being no ARCP for this specialty.

- Doctors in multiple programmes for a given ARCP event must have one outcome per programme. For example, if a doctor in training was in Programme A for part of the reporting period and Programme B for the second part of the reporting period an ARCP event and outcome must be included for both programmes.
- Doctors in training following a sub-specialty programme in addition to their main specialty must have a separate ARCP event and outcome recorded for the sub-specialty.

Please note: Please ensure that all sub-specialty programmes are GMC approved, you can [find out more about applying for approval of programmes on the GMC website.](#)

10. We will carry out additional central checks to make sure that all specialties and sub-specialties are provided for all doctors. We will feed back if our central checks identify discrepancies and if any specialties or sub-specialties a doctor is aiming to or has a CCT in appear to be missing. The central checks are likely to include:

- Checks against records from Royal College and Faculty e-portfolio records. We will request e-portfolio data directly from the colleges.
- Checks against CCT applications where the application to join the specialist register includes a 2nd specialty or a sub-specialty.

11. The specialty that the ARCP event refers to must be the doctor's programme specialty, as per their NTN or DRN. Please do not record a doctor's post specialty in the programme specialty field.

12. The data should NOT include dentists or non-medical public health trainees, as the GMC does not have a statutory responsibility for these trainees.

13. The GMC uses GMC Connect to share all documents relating to the collection of the ARCP data. When sharing ARCP data with the GMC please only use GMC Connect, we cannot guarantee the security of data you attach to an email.

Submission instructions

14. In order to run the ARCP validation tool please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2013 and Microsoft Access 2003 or Microsoft Access 2007.

15. Log in to [GMC Connect](#), in the deanery stakeholder group you will have access to the document folder 'ARCP 2020 data validation tools' (all Deaneries/HEE regions have access to this folder). If you cannot see the document folder, please email: educationdata@gmc-uk.org

16. The 'ARCP 2020 data validation tools' folder will contain a zip file with an Access database and two Excel files. Download this zip file and save it on your network.

17. Extract the three files (ARCP Data Validation Tool.xls, COVID ARCP Data Validation Tool.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder on your computer.

COVID ARCP data validation tool

18. Open the COVID ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved. If prompted, enable Macros.

19. The Tool contains the following worksheets:

- 'Summary': this page gives you a summary of your data validation progress, including the number of different errors you currently have in your data, and the total numbers of valid and invalid records. This page also contains the deanery/HEE region selection list, and the 'Validate Data' and 'Duplicate Check' buttons
- 'COVID ARCP data': this is where you need to paste your COVID ARCP events and outcome data for the 2020 ARCP return. It contains a column for most of the data variables outlined in the [Table of fields required in the ARCP data validation tool and their validation checks](#), and the additional columns added for the C codes listed in

the [Table of COVID ARCP data validation tool field variations](#). Once the 'Validate Data' button has been clicked and the validation has run, there is a separate column for any validation errors for each row to the right of those you pasted the data into

- 'LOVs': this worksheet lists permitted values for the fields in 'COVID ARCP data' worksheet. Check this sheet if you have any invalid values
- 'Area': lists the Deaneries/HEE local offices and the regions they are included in
- 'COVID Outcomes': this lists permitted COVID outcomes by post type
- 'Readme': please add any reasons or justifications as to why any errors, omissions or duplicates cannot be resolved or should be considered valid in this worksheet before you return the data to the GMC

20. Paste COVID outcomes and no ARCP data into the 'COVID ARCP Data' worksheet, making sure you paste all of the data into the correct columns (the order in which the data variables are listed in the data validation tool may not match your extract).

21. Please make sure there are no blank rows in the middle of these pasted data, as this will cause an error in the validation process.

22. Once you have placed all your data into the correct columns, go to the 'Summary' worksheet of the spreadsheet, select your deanery/HEE region from the dropdown list at the top of the worksheet and click the 'Validate Data' button. The validation process may take a couple of minutes to complete.

23. The validation tool will scan through all of the data in the 'COVID ARCP data' worksheet, and then present you with any errors that have been found in the 'Summary' worksheet.

24. Go back to the 'COVID ARCP data' worksheet and review columns to the left of column BJ 'Validation Status' to see detail of any errors that have been identified for each row. Each column identifies a different potential error in the data. Work to resolve the errors by checking them against your extract or database and amending the data in the 'COVID ARCP data' worksheet. When you have made changes go back to the 'Summary' worksheet and click the 'Validate Data' button again to see if the errors have been resolved.

25. If you are unable to resolve any errors, please add the details of the records affected and any reasons why the errors cannot be resolved on the 'Readme' worksheet before submitting to the GMC.

26. Finally, on the 'Summary' worksheet press the 'Duplicate Check' button to ensure there are no records which have the same values for GMC Number; Review Date; Period Start Date; Period End Date; Programme Specialty; Level Assessed, Outcome Type and Outcome. Any duplicate records will be identified in column EQ on the 'COVID ARCP Data' worksheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

ARCP Data validation tool

27. Open the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved. If prompted, enable Macros.

28. The Tool contains the following eight worksheets:

- 'Summary': this page gives you a summary of your data validation progress, including the number of different errors you currently have in your data, and the total numbers of valid and invalid records. This page also contains the deanery/HEE region selection list, and the 'Validate Data' and 'Duplicate Check' buttons
- 'ARCP data': this is where you need to paste the usual ARCP events and outcome data for the 2020 ARCP returns that were not affected COVID-19. It contains a column for each of the data variables outlined in the [Table of fields required in the ARCP data validation tool and their validation checks](#). Once the 'Validate Data' button has been clicked and the validation has run, there is a separate column for any validation errors for each row to the right of those you pasted the data into
- 'LOVs': this worksheet lists permitted values for the fields in 'ARCP data' worksheet. Check this sheet if you have any invalid values
- 'Area': lists the Deaneries/HEE regions and the regions they should be reported in
- 'Grade Transitions': lists permitted grade/level at next rotation
- 'Outcomes': this lists permitted outcomes by post type
- 'Readme': please add any reasons or justifications as to why any errors, omissions or duplicates cannot be resolved or should be considered valid in this worksheet before you return the data to the GMC

29. Paste usual outcomes and no ARCP data into the 'ARCP Data' worksheet, making sure you paste the data into the correct columns (the order in which the data variables are listed in the data validation tool may not match your extract).

30. Please make sure there are no blank rows in the middle of these pasted data, as this will cause an error in the validation process.

31. Once you have placed the data into the correct columns go to the 'Summary' worksheet, select your deanery/HEE region from the dropdown list at the top of the worksheet and click the 'Validate Data' button. The validation process may take a couple of minutes to complete.

32. The validation tool will scan through all of the data in the 'ARCP data' worksheet, and then present you with any errors that have been found in the 'Summary' worksheet.

33. Go back to the 'ARCP data' worksheet and review columns to the left of column BJ "Validation Status" to see detail of any errors that have been identified for each row. Each column identifies a different potential error in the data. Work to resolve the errors by checking them against your extract or database and amending the data in the 'ARCP data'

worksheet. When you have made changes go back to the 'Summary' worksheet and click the 'Validate Data' button again to see if the errors have been resolved.

34. If you are unable to resolve any errors, please add the details of the records affected and any reasons why the errors cannot be resolved on the 'Readme' worksheet before submitting to the GMC.

35. Finally, on the 'Summary' worksheet press the 'Duplicate Check' button to ensure there are no records which have the same values for GMC Number; Review Date; Period Start Date; Period End Date; Programme Specialty; Level Assessed, Outcome Type and Outcome. Any duplicate records will be identified in column EQ on the 'ARCP Data' worksheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

NTS check

36. Each deanery/HEE region has a '2020 ARCP data...' document folder where you will be able to download your deanery/HEE local office's 2020 NTS census data which was supplied to the GMC in March 2020. Download the Excel file called, 'Deanery 3 character code_2020_NTS_census'. Please see the section on the [Adapted NTS check](#) for more information about the data included in the Excel file.

37. Check the GMC reference numbers that you include in the ARCP data validation tool and the COVID data validation tool against the 2020 NTS census data to find any Doctors which are missing ARCP records in the return.

38. Add the ARCP events for those doctors to one of the data validation tools, depending on if the ARCP event was effected by COVID-19, and go through the validation steps to check the records for errors.

39. If there are any doctors who are legitimately missing from the ARCP return, for example they were listed in error in the 2020 census, please explain the reasons for their omissions in the 'Readme' worksheet in the 2020 NTS census Excel file and return to the GMC via your deanery/HEE region document folder in GMC Connect.

Returning the ARCP files via GMC Connect

40. When you have removed the errors, completed the duplicate checks, added any missing records from the 2020 NTS census check and updated the 'Readme' worksheets, please save the files using the following formats:

- 'ARCP validation tool_Deanery 3 character code_ddmmyyyy.xls' e.g. ARCP validation tool_LON_22102020.
- 'COVID ARCP validation tool_Deanery 3 character code_ddmmyyyy.xls' e.g. COVID ARCP data validation tool_LON_22102020

- 'Deanery 3 character code_2020_NTS_census_ddmmyyyy.xls' e.g. LON_2020_NTS_census_22102020

41. Please upload the Excel files to your deanery/HEE region document folder in GMC Connect and email educationdata@gmc-uk.org when you have submitted the files

42. Some initial validation checks will take place by the GMC on the individual returns from deaneries/HEE regions and you will receive feedback on these by early December.

43. Further checks across all ARCP data will be carried out when all the data has been returned.

Transformations undertaken by the GMC for publication and reporting of ARCP data

Equality and Diversity data

The GMC will link the ARCP data to the equality and diversity (E&D) data on the medical register.

Socio-economic status

We will also link the ARCP data to data obtained from the Higher Education Statistics Agency including data on socio-economic status.

Education Performance Measure

The ARCP data are linked to data from the foundation programme applications. We also report against Educational Performance Measure – decile for UK graduates¹.

GMC contact details

If you have any enquiries about the ARCP data collection process, please [email us](#).

Your contacts at the GMC regarding the ARCP data collection are:

- Jennifer Redman-Tootell² – Surveys Reporting Coordinator
- Nikita Vincent – Education Data Officer
- Haydn Dalton – Survey Analyst

All briefing notes from previous collections and this briefing note will be published on the [GMC website](#).

¹ <https://foundationprogramme.nhs.uk/faqs/educational-performance-measure-epm-faqs/>

² Jennifer will be on maternity leave from the end of October 2020

Table of fields required in the ARCP data validation tool and their validation checks

Below is a table of fields required in the data return and their validation checks.

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
1	GMC number		String 7 characters	As per GMC register.	All rows	The GMC number must match a GMC number in the doctor list within the validation database. The doctor's list includes all doctors who held full or provisional (for Foundation doctors only) registration within the reporting period
2	First name		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the first name for the given GMC number – warning only
3	Surname		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the surname for the given GMC number For cases where the surname doesn't match the LRMP, the validation tool will return the date of the request to change the name on the GMC register and the previous names

³ These are as per 2013 and so are not consecutive as number 6 has been removed.

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						If the GMC previous name matches the tool will return a warning only
4	ARCP	Did the trainee have one or more ARCP during the reporting period?		Yes No	All rows	Must be a 'Yes' or 'No', the value in this field determines which other fields and validation rules apply to the given row of data It is very important to complete this correctly or the tool will not work
5	Review Date	Date of ARCP Event	dd/mm/yyyy	Must be between 7 August 2019 and 4 August 2020	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be within the reporting period (07/08/2019 – 04/08/2020)
7	Period Start Date	Start of period that the assessment refers to	dd/mm/yyyy	Must be more recent than 07/08/2018	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be before the Review date
8	Period End Date	End of period that the assessment refers to	dd/mm/yyyy		ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be at most 180 days after the review date, to accommodate ARCP events that occur before the end of training period

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
9	Level assessed	Grade of trainee at the point of assessment or at the point of the missed assessment	String	F1, F2, CT1, CT2, CT3, ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8, ST9	All rows	<p>Must be one of the possible values (also listed on 'LOVs' worksheet)</p> <p>Must be a valid value listed for the programme specialty supplied, based on the table of valid programme specialty grade combinations – a zip file containing csv copies of the reference tables the validation tool checks will be made available in the 'ARCP 2020 Validation Tools' document folder in GMC Connect. This table is in the Access database.</p> <p>Only required for rows where an ARCP event took place.</p>
10	Post type	This is the type of post they are in, LATs should only be in NES, NIMDTA and HEIW	String	FTSTA LAT Foundation Core Specialty	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)
11	Military Trainee	At the time of the ARCP was the trainee a defence DPMD trainee	String	'Yes' 'No'	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
12	Academic Trainee	At the time of the ARCP was the trainee an academic trainee	String	Academic Clinical Fellow - England (other funding), Wales, Northern Ireland (ACF) Academic Clinical Lecturer - Northern Ireland (ACL) Academic Foundation Trainee (AFT) Academic Clinical Lecturer - England (other funding), Wales (ACL) Clinical Lecturer - Scotland Clinical Research Fellow - Scotland Clinical Teaching Fellow - Scotland	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet).

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				NIHR Academic Clinical Fellow - England (NIHR funding) (ACF) NIHR Clinical Lecturer - England (NIHR funding) (CL) Other No		
13	Remain on academic programme			Continue academic component Do not continue academic component Academic component completed	Academic trainees and ARCP = "Yes" only	Must be one of the possible values (also listed on 'LOVs' worksheet) These are to reflect recording requirements in The Academy of Medical Sciences Guidelines for monitoring academic training and progress (September 2011)
14	Programme start date		dd/mm/yyyy		All rows	Must be in the format dd/mm/yyyy Must be after doctor's full registration date (take the min date on the doctor's

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						first full registration (including FRAPS). Foundation doctors are not included in this check.
15	Programme end date	Estimated or where available actual CCT/ CESR/CEGPR (CP) date or programme end date for core or foundation programmes or programme end date if the doctor in training moved programmes	dd/mm/yyyy		All rows	<p>Must be in the format dd/mm/yyyy</p> <p>The rules for the “Minimum programme” validation checks are as follows:</p> <ul style="list-style-type: none"> a. Date must be 1064 days after the Programme Start Date if Post Type = “Specialty” b. Date must be 700 days after the Programme Start Date if Post Type = “Core” or “Foundation” <p>The minimum length will be a warning only. This is because we would need to collect information on Inter-Deanery Transfers (IDTs) and trainees appointed to a higher starting level due to previous experience. To make it a mandatory rule we would need to flag these cases and exclude them from the check</p>

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
16	GMC programme approval code	The GMC programme approval code. GMC programme approval code to which ARCP record refers	String	As per GMC data on GMC Connect	All rows	<p>Must be one of the Programme Approval Codes listed in the Programme Table</p> <p>Note that the approval code is required to enable us to report by Foundation school. It is the programme code that identifies the school.</p> <p>Sub-specialty programmes need to be approved and have approval codes</p>
17	NTN/DRN – new format	<p>National Training Number/Deanery Reference Number</p> <p>NTN or DRN at the point the ARCP was conducted (NOT at the point this report is generated)</p>	See NTN Appendix for format requirements		All rows	<p>Must be present, for all cases that are not Foundation doctors</p> <p>Must refer to the specialty of the ARCP event(s), Dual CCT must include all specialties in the specialty component</p> <p>Old NTN formats will not be validated, old DRN formats will not be validated</p> <p>See NTN reminder of requirements for full validation of programme specialty on specific issues in validation of NTNs</p>

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
18	2 nd programme specialty	To flag if the row refers to trainee's second specialty	String	Yes	2 nd specialty only	No validation rules – this helps if NTN is in the old format or is missing any additional programme specialities
19	Programme specialty	CCT programme list or core or foundation programme Specialty or sub-specialty to which the ARCP refers/would have referred	String		All rows	Specialty must match the specialty associated with the Programme Code and one of the specialty codes in the NTN specialty component The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty' column Sub-specialty values should be included
20	Grade/level at next rotation	This error relates to grades that are not possible for the specialty provided	String	F1 F2 CT1 CT2 CT3 ST1 ST2 ST3 ST4 ST5	All rows	Possible transitions listed in the 'grade transitions' worksheet of the validation tool. Invalid transitions are not validated in the COVID ARCP data validation tool

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				ST6 ST7 ST8 No grade applicable Not known from ARCP as trainee applies to specialty training Outcome cannot be linked to grade progression a further ARCP outcome is required Trainee completed training not applicable		
21	Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period	String	Yes No	All rows	Must be one of the possible values (also listed on 'LOVs' worksheet)

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
		Start and Period End dates)				
	TOOT	Time out of training				'TOOT' (i.e. number of days of Time out of Training since last review/commencing programme (from Form R Part B where it is self-reported by trainees). The field is mandatory for cases where the ARCP field = "Yes" and will accept integer values between 0 and 366
22	Outcome	ARCP outcome. Note for outcome 8 OOPC does NOT include Maternity leave	String	1, 2, 3, 4, 5, 6, 7.1, 7.2, 7.3, 7.4, 8, 9	ARCP = "Yes" only	Must be one of the outcome values defined as a valid value for the Post Type. See 'Outcomes' worksheet Not all outcomes are valid for F1 or F2 doctors in training As previously agreed, no RiTA outcomes should have been awarded after 31 December 2015
23	Outcome Type		String	Clinical Combined Clinical/Academic'	ARCP = "Yes" only	Must be one of the possible values (also listed on 'LOVs' worksheet)

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
24	Reason for no ARCP		String and a '1' in the relevant column for the N code listed in the Reason for no ARCP string	See GG8 Appendix 3 – ARCP outcome form for the full list of N codes and descriptions	ARCP = "No" only	<p>Must also be a '1' value in at least one of the following fields:</p> <p>N1 Trainee sick leave, N2 Trainee maternity/paternity leave, N3 Trainee not in post long enough, N4 Trainee fell outside annual reporting period, N5 Trainee post-CCT, N6 Trainee missed review, N7 Trainee inter-Deanery transfer, N8 Trainee reviewed in other Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N13 Other reason (please specify) N21 Resignation no remedial training undertaken</p>

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
						<p>N22 Resignation received remedial training</p> <p>Codes for Foundation only</p> <p>N14 LTFT achieving progress at the expected rate</p> <p>N15 LTFT not achieving progress at the expected rate</p> <p>N16 Dismissed</p> <p>N17 Dismissed no remedial training</p> <p>N18 Dismissed received remedial training</p> <p>N19 Dismissed no GMC referral</p> <p>N20 Dismissed – following GMC referral</p>
25	Reason for no ARCP – other		String	Free text	ARCP = "No" and N13 Other reason (please specify) = 1	Must be a valid other reason, please don't put N/A or other as reasons

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
26	Reason(s) for unsatisfactory outcome. List all that apply		String and a '1' in the relevant column for the U code listed in the Reason for unsatisfactory outcome string	See GG8 Appendix 3 – ARCP outcome form for the full list of U codes and descriptions	ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4	Must be a '1' value in at least one of the following fields: U1 Record keeping and evidence, U2 Inadequate experience, U3 No engagement with supervisor, U4 Trainer absence, U5 Single exam failure, U6 Continual exam failure, U7 Trainee requires Deanery support, U8 Other reason (please specify) Codes for Foundation only U9 Inadequate attendance U10 Assessment/Curriculum outcomes not achieved
27	Reason for unsatisfactory outcome - other		String	Free text	ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4, U8 Other reason	Must be a valid reason for unsatisfactory outcome, please don't put N/A or other as reasons

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					(specify) = 1	
28	LETB Region	Please use the correct value for the deanery/HEE local office in which the ARCP event occurred.		Health Education East Midlands Health Education East of England Health Education Yorkshire and the Humber Health Education Wessex Health Education Thames Valley Health Education North West London Health Education South London		Required for all HEE regions now that the return is by region. We understand that, with the exception of small specialties, ARCPs are still managed by local offices. Reporting in this way allows us to report over multiple years.

Field No ³	Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				Health Education North Central and East London Health Education Kent, Surrey and Sussex Health Education North East Health Education North West Health Education West Midlands Health Education South West		
29	ARCP Event ID	Optional				

Table of COVID ARCP data validation tool field variations

The table below refers to the Fields from the ARCP data validation tool which will be changed in the COVID ARCP data validation tool. The other fields remain the same and are as per the [Table of fields required in the data return and their validation checks](#)

Field No	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
20	Grade/level at next rotation	Optional	String	F1, F2 CT1, CT2, CT3 ST1 ST2 ST3 ST4 ST5 ST6 ST7 ST8 No grade applicable Outcome cannot be linked to grade progression a further ARCP outcome is required	All rows	Validation errors for grade/level of next rotation are not applicable for outcomes 7.2 and 7.3. If the panel has recorded this for outcomes 10.1 and 10.2 please include, but do not attempt to derive.	Invalid transition will not be flagged as a warning. Ignore errors for grade/level at next rotation if you do not have this information recorded.

Field No	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
22	Outcome	COVID outcomes	String	10.1 10.2 7.2 7.3	ARCP = 'Yes'	Validation on COVID outcomes only. Only include 7.2 and 7.3 outcomes if there are COVID-19 related reasons for the outcomes.	Outcomes 1, 2, 3, 4, 5, 6, 7.1, 7.4, 8, 9 have been removed.
24	Reason for no ARCP	Reason for no ARCP for COVID-19 related issues only include N13 other (please specify)	String and a '1' in N13 column	See what should be included in the COVID ARCP data validation tool for information on the COVID-19 no ARCP reasons	ARCP = "No" only	Must also be a '1' value in N13 other (please specify) column	N codes not required are hidden in the validation tool except for N13 other.
25	Reason for no ARCP – other		String	Free text – either "COVID-19" or "COVID outcome still under appeal"	ARCP = "No" and N13 Other reason (please specify) = 1	Should only include other reason for no ARCP referring to COVID-19. Either where an ARCP panel could not be convened for the ARCP to take place or the COVID outcome is still under appeal and a final outcome is not available.	No change
26 and 28	Reason for COVID outcome. List all	Indicate the supplementary C code(s) accompanying the COVID outcome	String and a '1' value in the relevant column for all C codes	See Introduction of new outcomes and supplementary codes in this	ARCP = 'Yes'	Must also be a '1' value in the column for each C code applied to the outcome. Multiple C codes are possible, please use all that apply.	Replaces the U code columns and ARCP Event ID column to include all C codes.

Field No	Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
	that apply		listed in the Reason for COVID ARCP string	document for a list of C codes		Not all C codes are applicable to all outcomes, please see the Introduction of new outcomes and supplementary codes in this document for a table of C codes and the applicable COVID outcome.	
27	Reason for COVID outcome (C12) other		String	Free text	ARCP = "No" and C12 Other (please specify) = 1	Must be a reason related to COVID-19 disruption not covered by the other C codes.	Replaces U code other free text column.