

## CSRH Guidance Note 4

### Bringing forward a Certificate of Completion of Training (CCT) date.

There is a formal system in place via the Annual Review of Competence Progression (ARCP) process to reflect if a doctor in training is acquiring competencies more slowly than anticipated, which is by the issuing of an ARCP outcome 3 which signifies a requirement for additional training time.

The situation for doctors in training who are acquiring their competency more rapidly than anticipated is less clear cut and this position paper sets out the expectations of FSRH in relation to bringing forward the CCT date of a doctor in training.

### Process for considering an earlier CCT date

It is anticipated that a doctor in training and their educational supervisor would have discussed early completion at an educational meeting before it is raised more formally during an ARCP.

In order for an early CCT to be recommended, the following conditions would need to be met:

1. The doctor in training has had satisfactory ARCP outcomes throughout their period of training and there have been no irregularities in their training to date.
2. The doctor in training and their educational supervisor must agree that it is in the doctor in training's educational interests to attain an early CCT and this recommendation must be supported by the training programme director (TPD).
3. The ARCP panel relating to the ST4 to ST5 transition must agree that the doctor in training is performing exceptionally and is ahead of the expected competency progression and make comment on the ARCP paperwork that this is the case.
4. The final CCT date must be agreed and documented at the penultimate ARCP. If it is expected that such a consideration will be given, then it is essential that the ARCP includes externality.
5. At the final ARCP where the outcome 6 is awarded:
  - a. The CCT date on the ARCP form would be updated to the new date
  - b. The previous completion date would be recorded in the 'detailed reasons for recommended outcome' with text to confirm that on review of progression an earlier completion date is supported.
6. **Once the final CCT date has been recommended at the penultimate ARCP no further alterations to make it earlier would be acceptable.** In the unlikely event that the doctor in training failed to meet any mandatory targets including examinations/ assessment or if for any other reason the panel at the final ARCP felt that additional training was required then it would need to issue an ARCP outcome 3 detailing the need for a further period of training and a further ARCP review.
7. Should there be an agreement from the Postgraduate Dean, a **"grace period"** would be linked to the amended CCT date.

### Implementation

1. This guidance is effective is effective March 5th, 2018.
2. Any ARCP panel where the ST4/5 transition fell before the distribution of this guidance will apply the principles of the guidance but with discretion for a fair transition phase.
3. Supervisors should please discuss the option with any trainees identified as making unusually rapid progress as soon as possible. If the trainee expresses an interest in an earlier CCT date the this should then be followed-up with their TPD.