**Advice to trainees and trainers completing ACCS CT2 (anaesthesia)**

**ARCP portfolio**

1) When the **new** ACCS CT2s join you in August, they should come with a partially completed and signed ACCS Curriculum Coverage Checklist that shows you what they have signed off so far and what they need to get signed off by end of CT2 year.  This list should be fully completed and signed by the end of ACCS CT2. If this is not completed, they cannot obtain an outcome 1 at their ARCP.

2) ALL ACCS anaes stream trainees must generate an ESSR (Educational Supervisor’s Structured report) on their LLLP for their ARCP. All the evidence for their ARCP should be linked to this ESSR.

3) The completed ACCS Curriculum checklist should be uploaded to LLLP and preferably attached to ESSR.

4) IAC and IAOC certificates should be completed on LLLP and stored in ‘Milestones’

5) If you have passed any part of the Primary exam, proof of this (ie letter from RCOA) should be uploaded to LLLP and stored in ‘Milestones and Certificates’

6) When completing your ICM module, please ensure all the specific ACCS WPAs for ICM (ie ICM1-11 Practical Procedures and 2x CMP) are labelled and attached to the module/CUT form. Also ensure the FICM basic matrix is linked to the ICM module/CUT form.

7) The 8 ‘Introduction to Anaesthesia’ modules, Sedation and Transfer are mandatory for ALL ACCS CT2 trainees. If incomplete, an outcome 1 at ARCP cannot be issued. These modules can be found by clicking on the blue ‘REVIEW CURRICULUM’ tab and then on the ‘CORE’ tab along the top. (NB they will not appear under ACCS tab even though it is part of your curriculum)

8) ALL trainees must have evidence of reflection on their LLLP. Ideally this should be stored in the Personal Reflections found under the ‘Unlinked Activities’ tab on LLLP.

9) All ACCS CT2 ANAES STREAM trainees should aim to complete minimum another TWO anaesthetic modules in addition to the basic ACCS requirements otherwise it leaves a lot to do in ACCS CT 3

10) There should be some CPD and at least one QI project/audit per year evidenced on LLLP for the ARCP.

11) 50% of the Common Competency Log domains should be completed by end of ACCS CT2. The evidence for many of these domains can be taken from work the trainee has done throughout the year as part of their WPAs, audit, MSF etc. The Common Competency Log must be uploaded to LLLP and attached to the ESSR for ARCP.

***Common Competencies*** *(ACCS Curriculum pages 26-73)*

*These are competencies that should be acquired by all doctors during their training period starting within the undergraduate career and developed throughout postgraduate training. For ACCS trainees, competence to at least* ***level 2*** *descriptors will be expected prior to progression into further specialty training.*

*Many of these competencies are an integral part of clinical practice and as such will be assessed concurrently with the clinical presentations and procedures assessments. Trainees should use these assessments to provide evidence that they have achieved the appropriate level. Descriptors of the required performance at each level can be found in the curriculum.*

*At least 50% of the common competencies must be signed off at level 2 or above by the end of the CT2 ACCS year. For a few common competencies alternative evidence should be used e.g. assessments of audit and teaching, completion of courses, management portfolio, which can be used to record management and leadership competencies.*