

DATE: February 2024

To: All Foundation Year 1 Doctors in UHL

Dear Doctor

As you approach the end of your F1 year, we must turn our attention to the sign-off process - known as the Annual Review of Competence Progression (ARCP).

The last submission date for your evidence is Friday, 14th June 2024. The accompanying ARCP checklist will be the checklist that the ARCP Panels will be using on the day.

You will need to ensure your Mandatory Training log on Horus is up to date.

Please Note:

- Horus portfolio submissions after **14th June** may not be taken into account
- Some of your clinical and educational supervisors *may be on leave or busy with other commitments* so allow good time to meet with them to ensure all forms are completed by **14th June**. Half term is 27th May – 31st May 2024
- Please ensure you upload evidence onto Horus for more information please click here [FAQs - Horus Support \(hee.nhs.uk\)](https://www.hee.nhs.uk/faq/horus-support)

FY1 Doctors who fail to meet this deadline

- may not be able to commence their FY2 post on 2nd August 2024 and therefore will not be paid
- will have their GMC Registration delayed

The ARCP Panel will meet on the 28th June 2024 and complete the necessary documentation which will include an eportfolio ARCP document. This will be an electronic form found on your e-Portfolio in the Forms section.

We will write to you, by email, if you have **not** satisfactorily been signed off (Outcome 5) highlighting the area(s) of concern. You will need to submit any appeal (and presumably provide additional evidence) before Monday 8th July 2024.

The Foundation Programme Guide to the Foundation Annual Review of Competence Progression (ARCP) Process can be accessed via the Foundation Programme website ([Annual Review of Competence Progression \(ARCP\) - UK Foundation Programme](#)) This provides additional information regarding this process. However, if you are concerned that you are unable to provide any of this evidence please contact your Educational Supervisor. Also we would be happy to answer any general questions that you have.

Kind regards



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