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Medical Foundation

Release Notes

April 2023

ARCP Panel Members Viewing Summary Narrative and ES Ratings - As an ARCP Panel Member of a Foundation Trainee on the new curriculum, when the Curriculum tab for a trainee is accessed, you can view whether the Trainee has completed a summary narrative for each HLO including the last modified date and view any ES Progress ratings for each HLO including last modified date**.** Details are held within the summary table on the Curriculum page. If a Trainee has not created a Summary Narrative or ES Progress Rating, 'Not Created Yet' will show in the Actions column of the summary table **Page 2-4**

For Wales and Northern Ireland ONLY
ARCP Panel Members Viewing 'R' Forms - As an ARCP Panel Member of a Foundation Trainee, you can access a Progress tab for a Trainee and view any completed R Forms in a separate table **Page 5-7**

Curriculum Guidelines New Tab - Medical Foundation Curriculum guidelines now open in a new tab for all roles **Page 8-9**

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ARCP Panel Members Viewing Summary Narrative and ES Ratings

Step 1. Login as a Panel Member, select the relevant student and then select the Curriculum tab

Step 2. In the Summary table, select the Actions dropdown against Summary Narrative or ES Progress Rating to view the detail as shown below.

*The Last Modified column show the date when any changes were last made.

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Step 3. You will be directed to the ES Progress Rating page to view the details as shown below. Select 'Go Back' to return to the summary table

Example View: Summary Narrative and ES Progress Rating not Created by Trainee

Step 4. If a Trainee has not yet created a Summary Narrative or ES Progress Rating, the Actions column will populate to read 'Not Created Yet' against each type as shown in the example below

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Step 5. Once the Trainee creates a Summary Narrative or ES Progress Rating this will show in the Summary table for the Panel Member. The example below shows that the Trainee has created a Summary Narrative. The Panel Member now has the option to select the Actions dropdown to view.

Example of the Summary Narrative Details page once 'View' is selected from the Actions dropdown. Select Go back to return to the summary table.

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ARCP Panel Members Viewing 'R' Forms

Step 1. Select the relevant Trainee and then select the Progress tab on the Trainee's Profile Page as shown below.

Step 2. Scroll down to the Form R's table. Select the Actions dropdown within the Form R summary table and then select View

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The Chair of the Panel will also have the option to Delete, this option can be accessed through the Actions dropdown on the Form R's summary table as shown below

Continued from Step 2

Step 3. Once View is selected, as a Panel Member, you will be able to view all details of the R Form (scroll down to view all sections 1 to 6)

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Step 4. A Trainee can submit an additional Form R. This will also show in the Form R's Summary table and can be viewed by Panel Members as shown below.

Trainee Profile - testtrainee Newfyonecurric

Form Rs

Submitter	Sign Off Date	Status	Actions
testtrainee Newfyonecurric	06/07/2021	Signed	Actions ▾
testtrainee Newfyonecurric	30/03/2023	Signed	Actions ▾

Core Mandatory Learning Log (5 hrs 15 mins)

Learning Date	Learning Title	Teaching Setting	Number Of Hours	Actions

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<u>Curriculum Guidelines New Tab</u>

Step 1. As a Panel Member, select the relevant Trainee and then Select the Curriculum tab on the Trainee's Profile page.

Step 2. Scroll down and select the View Guidelines option as highlighted below

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Step 3. A new tab will open displaying the Curriculum Guidelines. Click onto the arrow against each section to expand and view, as highlighted below.