Palliative Medicine ARCP Decision Aid – REVISED SEPTEMBER 2015

The guidance below documents the targets that have to be achieved for a satisfactory ARCP outcome at the end of each training year. This decision aid has been revised to give clearer guidance on the DOPS requirement for the management of spinal lines and the number of topics that require evidence of engagement (mini-CEX/CbDs) in the expected competence section. This document replaces all previous versions from September 205.

Assessment/ supporting evidence		ARCP year 3 (End of ST3)	ARCP year 4 (End of ST4)	ARCP year 5 (End of ST5 = PYA)	ARCP year 6 (End of ST6 = CCT)
Expected competence		ES to confirm trainee has gained experience in the initial assessment and management of patients presenting with common palliative care problems and common palliative care emergencies Evidence of engagement in 3-4 of 1-7 of the top 10 topics for mini-CEX* Evidence of engagement in 4 of 1-11 top topics for CbD*	ES to confirm trainee is competent in the assessment and management of patients presenting with any of the common palliative care problems and common palliative care emergencies Evidence of engagement in all of 1-7 of the top 10 topics for mini-CEX* Evidence of engagement in 8 of 1-11 top topics for CbD*	ES to confirm trainee is autonomously competent in the assessment and management of patients presenting with all common palliative care problems/emergencies Evidence of engagement with at least 8 of the top 10 topics for mini-CEX* Evidence of engagement in 12 of top 20 topics for CbD*	ES to confirm trainee is autonomously competent in the assessment and management of patients presenting with all palliative care problems/emergencies Evidence of engagement with 100% of the top 10 topics for mini-CEX* Evidence of engagement in 16 of top 20 topics for CbD*
SCE				Attempted SCE	Passed SCE to obtain CCT
SLEs	**mini-CEX***	6	6	4	2
	CbD*	4	4	4	4
	ACAT	Optional – can be used to receive feedback and improve learning on acute medical take or ward round. It is recommended that at least five cases have been managed during ward round or session			
Supervised learning events (SLEs) should be performed proportionately throughout the training year by a number of different assessors with structured feedback and action plans to aid the trainee's personal development. Top topics for CbD and mini-CEX are listed in the supplementary guidance below					

Assessment/ supporting evidence	ARCP year 3 (End of ST3)	ARCP year 4 (End of ST4)	ARCP year 5 (End of ST5 = PYA)	ARCP year 6 (End of ST6 = CCT)
MSF	1 satisfactory	1 satisfactory	1 satisfactory	1 satisfactory
DOPS*	Minimum 2	Minimum 2	Minimum 2	Minimum 2
BLS	Must have valid BLS	Must have valid BLS	Must have valid BLS	Must have valid BLS
Audit Assessment (AA)	Evidence of participation in an audit	Evidence of completion of an audit with major involvement in design, implementation, analysis and presentation of results and recommendations 1 audit assessment	Evidence of participation in supervision of a second audit with major involvement in supervising a clinician in the design, implementation, analysis and presentation of results and recommendations	Evidence of satisfactory completion of portfolio/record of audit involvement, 1 audit assessment
Teaching Observation (TO)	Evidence of participation in teaching of medical students, junior doctors and other AHPs 1 teaching observation	Evidence of participation in teaching of medical students, junior doctors and other AHPs 1 teaching observation	Evidence of participation in teaching with results of students' evaluation of teaching. Evidence of understanding of the principles of adult education 1 teaching observation	Portfolio evidence of ongoing evaluated participation in teaching. Evidence of implementation of the principles of adult education 1 teaching observation
Research	Evidence of critical thinking around relevant clinical questions	Evidence of satisfactory preparation for a project based on sound research principles	Evidence of developing research awareness and competence. Evidence might include participation in research studies, critical reviews, presentation at relevant research meetings or participation in (assessed) courses	Satisfactory academic portfolio / record with evidence of research awareness and competence. Evidence might include a completed research study / guideline / protocol with presentations/publication. Research project educational supervisor report satisfactorily completed

Assessment/ supporting evidence	ARCP year 3 (End of ST3)	ARCP year 4 (End of ST4)	ARCP year 5 (End of ST5 = PYA)	ARCP year 6 (End of ST6 = CCT)
Management	Evidence of participation in and awareness of some aspect of management – e.g. responsibility for organising on call rotas, organise and manage own workload effectively and flexibly, supervision of junior medical staff	Evidence of participation in and awareness of some aspect of management – examples might include preparing rotas; delegating; organising and leading teams. Organising teaching sessions or journal clubs Evidence of leading MDT meetings.	Evidence of awareness of managerial structures and functions within the NHS. Such evidence might include attendance at relevant courses, participation in relevant local management meetings with defined responsibilities. Evidence of leading MDT, involvement in induction of junior doctors	Evidence of understanding of managerial structures e.g. by reflective portfolio entries around relevant NHS and voluntary sector management activities. Evidence of contribution to senior management meetings, recruitment process, handling of critical incidents
Record of Reflective Practice (RRP)	2 satisfactorily completed RRPs	2 satisfactorily completed RRPs	2 satisfactorily completed RRPs	2 satisfactorily completed RRPs
Educational supervisor's report	Satisfactory – to include summary of MCR and any actions resulting	Satisfactory – to include summary of MCR and any actions resulting	Satisfactory – to include summary of MCR and any actions resulting	Satisfactory – to include summary of MCR and any actions resulting
Multiple Consultant Report	2	2	2	2
Events giving concern: The following events occurring at any time may trigger review of trainee's progress and possible remedial training: issues of professional behaviour; poor performance in work-place based assessments; poor MSF performance; issues arising from supervisor report; issues of patient safety				

See supplementary guidance below

Supplementary guidance for Palliative Medicine ARCP decision aid – September 2015

Top 10 topics for mini-CEX [with references to curriculum topics]:

1. Communication with patients and families [3.1, 3.2, 3.3, 3.4]
2. Clinical evaluation/examination for symptom management [2.2, 2.3, 2.4, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13]
3. Clinical evaluation of concurrent clinical problems [2.5]
4. Clinical evaluation of emergencies [2.14]
5. Managing family conflict in relation to unrealistic goals [2.20]
6. Assessing the dying patient [2.22]
7. Clinical evaluation and ongoing care of the dying patient [2.22]
8. Prescribing in organ failure [2.18]
9. Evaluation of psychological response of patient & relatives and to illness [4.1, 4.2, 4.3]
10. Evaluating spiritual and religious needs [6.2]

Top 20 topics for CbD [with references to curriculum topics]:

1. Communication with colleagues and between services [1.3, 1.4]
2. Recognition, assessment and management of critical change in patient pathway [2.4]
3. Shared care in different settings [2.4]
4. Management of concurrent clinical problems [2.5]
5. Management of symptoms/clinical problems (including intractable symptoms) [2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13]
6. Symptoms as sensory, psychological and social experience for patients and impact on carers [2.6]
7. Therapeutic options & appropriate choice of treatment/non-treatment [2.6]
8. Opioid use (including opioid switching) [2.7]
9. Other interventions in pain management [2.7]
10. Management of emergencies [2.14]
11. Pharmacology/therapeutics [2.17, 2.18]
12. Psychosocial care [2.22, 4.1]

13. Psychological responses of patients and carers to life-threatening illness and loss [4.2]
14. Self-awareness and insight [5.1]
15. Grief and bereavement [4.5]
16. Patient and family finances [4.6]
17. Culture, ethnicity, religion, spirituality [6.1, 6.2]
18. Ethics [7.1, 7.2]
19. Doctor/patient relationship [7.2, 8.1, 8.2, 8.3]
20. Teamwork & leadership [9.1, 12.2, 12.6]

DOPS requirement

Amendments made to the 2010 curriculum in 2013 include changes to the requirement for DOPS (please see appendix 1 for a summary of DOPS requirements for each curriculum). The principles behind the introduction of the new DOPS are that trainees should be able to manage patients with a tracheostomy, central line or NIV in a specialist palliative care setting. The guidelines in each area will be different and the trainees should be assessed according to the local guidelines and governance in place in their area. There are no specific forms for these DOPS and the generic forms on eportfolio can be used.

- **Management of spinal lines:** The management of spinal lines DOPS allows a trainee to be assessed on any one of a range of different systems in order to facilitate the acquisition of this practical experience. The assessor's role is to ensure that whatever system is in use locally, the trainee has a solid understanding both of the indications and background for use of intrathecal/epidural drug delivery systems in the immediate clinical setting. Assessors should also take the opportunity of the Spinal Line DOPS to explore the use of intrathecal/epidural drug delivery systems in palliative medicine overall. This is particularly relevant if the only opportunity for the trainee to achieve these DOPs is in a non-palliative care setting. Examples of relevant opportunities include, but are not limited to:
    - Fully implanted ITDD systems- implanted pump refill, implanted pump bolus injection, implanted pump CSF sampling, implanted pump programme change
    - External epidural/Intrathecal drug delivery systems- external pump refill, external pump line change, external pump filter change, external pump bolus injection, external pump programme change , external pump CSF sampling

- **Management of a tracheostomy**: The rationale behind this is that a trainee would be able to look after a patient with a tracheostomy in situ in a specialist palliative care setting. Trainees should therefore be able to manage common complications e.g. secretions and a simple tracheostomy change.

- **Care of peripherally inserted central catheters and Hickman lines:** The trainee in palliative medicine should be able to manage patients with a PICC or Hickman line in situ in a specialist palliative care setting. Trainees should be able to maintain the patency of these lines and to use the lines appropriately as required and in accordance with local policies.

- **Management of non-invasive ventilation:** The palliative medicine trainee would be expected to manage a patient who required non invasive ventilation in a specialist palliative care setting. Trainees should be able to set up and check non-invasive ventilation on a patient who has already been established on NIV and work with local guidelines within the local governance framework covering these devices.

DOPS are separated into two categories of ***routine*** and ***potentially life-threatening*** procedures, with a clear differentiation of formative and summative sign off. Formative DOPS for routine and potentially life threatening procedures should be undertaken before doing a summative DOPS and can be undertake as many times as the trainee and their supervisor feel is necessary.

The following procedures are categorised as *routine* and require summative sign off on **one occasion with one assessor to confirm clinical independence.** The relevant syllabus section is given in brackets for reference:

- **TENS application** [2.7]
- **Management of spinal lines** [2.7]
- **Passing the nasogastric tube**[2.8]
- **Management of tracheostomy**[2.9]
- **Management of non-invasive ventilation**[2.9]
- **Syringe driver set up** [2.13]
- **Care of peripherally inserted central catheters and Hickman lines** [2.13]

The following procedure is potentially life threatening and therefore requires DOPS summative sign off on **two occasions with two different assessors (one assessor per occasion):**

- **Paracentesis** [2.8]

Appendix 1: Summary of Changes to DOPS in Palliative Medicine

	List of Mandatory DOPS (no of times during training)	Type of Assessment form to be used on E-Portfolio	Routine (R) or Potentially Life Threatening (PLT) Procedure	Number of Assessors Required	Additional Comments
2010 Curriculum with 2013 amendments	TENS application (1)	Summative	R	1	
	Paracentesis (2)	Summative	PLT	2	Potentially life threatening procedure – requires summative DOPS by two different assessors on two different occasions
	Syringe driver set up (1)	Summative	R	1	
	Passing a nasogastric tube (1)	Summative	R	1	
	Management of spinal lines (1)	Summative	R	1	
	Management of NIV (1)	Summative	R	1	
	Assessment of tracheostomy(1)	Summative	R	1	
	Care of PICC/Hickman lines (1)	Summative	R	1	
2010 Curriculum	TENS application (1)	Summative	R	1	
	Paracentesis (4)	Summative	PLT	2	There is no requirement to increase the number of DOPS to above four times during training. Will need two different assessors over course of training.
	Pleural aspiration (2)	Summative	PLT	2	Two different assessors
	Male urethral catheterisation (1)	Summative	R	1	
	Female catheterisation (1)	Summative	R	1	
	Syringe driver set up (4)	Summative	PLT	2	There is no requirement to increase the number of DOPS to above four times during training. Will need two different assessors over course of training
	Nebuliser set up (1)	Summative	R	1	
	Passing a nasogastric tube (1)	Summative	R	1	
	Death certification and cremation form procedure (1)	Summative	R	1	

	Management of spinal lines (2)	Summative	PLT	2	Two different assessors
2007 Curriculum	TENS application (1)	Summative	R	1	
	Paracentesis (4)	Summative	PLT	2	There is no requirement to increase the number of DOPS to above four times during training. Will need two different assessors over course of training.
	Pleural aspiration (2)	Summative	PLT	2	
	Urethral catheterisation male/female(1)	Summative	R	1	
	Syringe driver set up(4)	Summative	R	1	
	Nebuliser set up (1)	Summative	R	1	
	Passing a nasogastric tube (1)	Summative	R	1	
	Controlled drugs storage	Summative	R	1	
	Death certification and cremation form procedure (1)	Summative	R	1	
	Use of NCPC Minimum Dataset(1)	Summative	R	1	