

25 March 2024

Timeframe for completion of workplace-based assessments (WPBAs)

The ACP Credentialing Panel has seen a recent increase in the number of WPBAs submitted as evidence that were completed by the assessor a significant period of time after the case event, sometimes up to 2 years after the patient was seen.

The Panel believes that the assessor's capacity to recall in detail the ACP's performance will significantly diminish after such a period of time has elapsed and therefore, as from 01 April 2024, the Panel will require all DOPS and MiniCEX for patients seen after that date to be created by the ACP and sent to the assessor within one week of the event, and for the assessor to complete the form within 4-6 weeks of receipt.

A limited number of DOPS/MiniCEX that exceed this timescale will be accepted for patients seen prior to 01 April, but ACPs should select tickets that were completed within a short time of the event occurring whenever possible.

CbDs should also be created and sent to the assessor within one week, but completion will be permitted up to 6 months following receipt.

Posts/locations on ePortfolio

ACPs should ensure that all posts (ACP1, ACP2, ACP3) completed on the credentialing pathway have been added to their ePortfolio dashboard. This provides a visual representation for the Panel of the ACP's training history, including points in training where an ACP may have changed locations or Educational Supervisor. This can be done retrospectively for any posts that have not yet been added:

- From the dashboard, click on the green '**Create**' button.
- Select '**Add a Post**' and enter the start and end dates of the post.
- When selecting the location, you will need to click on the **name** (not the down arrow or check box) of your NHS Trust to expand the list of hospitals. Select the hospital by clicking in the 'check box' to the left of the name, e.g.

Adding a Post

- When adding your Post **please select the date range at the top of this page, and ensure the DATES DO NOT OVERLAP.**
- **Select the top level trust name to EXPAND the list, and then CHECK the correct training site.**

Locations ★

Search...

- ☐ ▾ Chesterfield Royal Hospital NHS Foundation Trust
 - ☐ – Chesterfield Royal Hospital
- ☐ ▾ **Derby Hospitals NHS Foundation Trust** ← **1. Click on name of Trust to expand**
 - ☐ – Derbyshire Children's Hospital
 - ☐ – Derbyshire Royal Infirmary
 - ☒ – Royal Derby Hospital ← **2. Select hospital**

- To add the grade, click on **ACP - (If you are an ACP click here to expand and select your grade)** (not the down arrow or check box) to expand the list and then select the grade, e.g. ACP1, ACP2, or ACP3

Select the top Grade structure to EXPAND the list, then CHECK the correct grade.

- If all the options do not appear please check your post dates do not overlap.

Grade Structure ★

Search...

- ☐ > Training Grade – (If you are an EM trainee click here to expand and select your grade, e.g. ST1 – ST6)
- ☐ > LAT – (If you are an EM trainee click here to expand and select your LAT grade)
- ☐ > OOP – (If you are an EM trainee click here to expand and select your out of programme type)
- ☐ ▾ **ACP – (If you are an ACP click here to expand and select your grade)** ← **1**
 - ☐ – ACP 1
 - ☐ – ACP 2
 - ☒ – ACP 3 ← **2**

Do not worry if you cannot recall the exact dates you progressed – the main purpose of adding the posts is to enable the Panel to see where you trained (and for how long) and/or changed locations.

If you have any questions, please email ACP@rcem.ac.uk.