

## **RCEM EM-ACP curriculum (2022) - important information for ACPs and current or future ACP Educational Supervisors**

As you will be aware, the 2022 ACP curriculum was implemented in September 2022. If you are an ACP working towards the RCEM EM-ACP credential, or you are an RCEM Fellow who is either currently the Educational Supervisor of an ACP or will be undertaking this role in the future, please ensure you read the following information and guidance carefully.

### **Who needs to transition?**

Since September 2022, all ACPs registering for an RCEM ePortfolio have automatically been placed on the 2022 curriculum. However, for those ACPs who had already commenced their portfolios on the 2017 curriculum prior to September 2022, a decision will need to be made as to whether they may remain on the 2017 curriculum or will need to transition to the 2022 curriculum. If this has not yet been agreed, ACPs and their supervisors should arrange a meeting as soon as possible. For detailed guidance on who should transition, please click [here](#). In general, the following principles will apply:

- ACPs who, by September 2022, had been collecting evidence for credentialing for more than 18 months, had already accumulated a considerable volume of evidence (i.e. approx. 60% or more of the presentations had evidence within the portfolio), and expect to complete by Autumn 2024, may remain on the 2017 curriculum.
- ACPs who began collecting evidence for credentialing between September 2021 and August 2022 must move to the 2022 curriculum regardless of their experience and volume of evidence.
- ACPs who, by September 2022, had been collecting evidence for credentialing for approx. 12 to 18 months and, consequently, had limited evidence within their portfolio at that time, should strongly consider switching to the 2022 curriculum.

The last opportunity to credential against the 2017 curriculum will be Autumn 2024. Therefore, if there is any doubt as to whether an ACP should transition, or will be ready to submit on the 2017 curriculum by Autumn 2024, it is strongly recommended that they move to the 2022 curriculum now, as this will future-proof against having to transition at a more critical time, for example if they need to delay their submission due to unforeseen circumstances, such as extended sickness absence, parental leave or becoming LTFT.

### **Transition process**

To transition to the 2022 ACP curriculum, ACPs must complete a **Curriculum Migration** form which can be accessed via **Create a new event** on the ePortfolio dashboard. At the same time, the ACP should also email [ePortfolio@rcem.ac.uk](mailto:ePortfolio@rcem.ac.uk) to advise the ePortfolio team that this form has been submitted. The College aims to complete the transition to the new curriculum within 10 working days.

**Please note:** ACPs *must* ensure that all open tickets have been closed (incl. MSF) prior to submitting the Curriculum Migration form. ACPs and supervisors must also ensure that the FECS and STR have been completed for the period prior to transition as supervisors will no longer have access to the 2017 FECS and STR forms once migration has been completed.

Transition to the 2022 ACP curriculum should not result in more work for either ACPs or their supervisors. The only potential duplication will be for mandated consultant assessments which must be on the 2022 ACP curriculum-specific forms confirming the level of entrustment. All

other existing evidence can be re-linked to the 2022 curriculum, most usefully to the clinical syllabus but may also be used against specific Key Capabilities (KCs) in the Specialty Learning Outcomes (SLOs), and to demonstrate progression over the period of training. Further detailed transition guidance can be found [here](#).

### **Educational Supervision**

Eligibility criteria for who can be an ACP Educational Supervisor remains the same as for the 2017 curriculum. However, ACPs who will be credentialing in the children's curriculum only, can now have a PEM Consultant as their named Educational Supervisor (with the authority to sign-off the portfolio), providing they:

- are a member of the RCPCH in good standing
- are on the GMC specialist register in Paediatrics
- are employed as a substantive consultant
- have completed RCEM ACP supervisor training
- are recognised by the GMC as a supervisor.

### **RCEM ACP Educational Supervisor training**

All Educational Supervisors of ACPs on the 2022 curriculum **must** complete RCEM ACP Supervisor training (2022 curriculum) regardless of whether they have previously completed 2017 curriculum supervisor training. The 2022 ACP curriculum is considerably different to the 2017 curriculum and Supervisors will need to be familiar with the new Specialty Learning Outcomes (SLOs), Key Capabilities, clinical syllabus and entrustment levels. All ACP Educational Supervisors are required to complete this training within the first 12 months of an ACP commencing, or transitioning to, the 2022 curriculum. RCEM ACP Supervisor training will take place on the following dates in 2023:

- 20 February 2023, 13:00-16:30 (fully booked)
- 03 May 2023, 13:00-16:30
- 06 September 2023, 13:00-16:30
- 08 November 2023, 09:00-13:30

To book a place on any of the above dates, please click [here](#). Please note, spaces fill up fast and therefore we recommend that you register for a place as soon as possible to guarantee the date of your choice.

Once the 2022 curriculum ACP Supervisor training has been successfully completed, the role of **ACP Educational Supervisor** will be assigned to the supervisor's ePortfolio account. **Only** Supervisors with this role will be able to access and complete the FECS, ESR and Foundation Sign-off form and, therefore, it is imperative that supervisors attend this training as soon as possible. Supervisors must remember to inform the ACP once they have been assigned the ACP Educational Supervisor role as the ACP will need to add the supervisor to their ePortfolio as their **ACP Educational Supervisor**, rather than the generic Educational Supervisor. If the supervisor is not added to the ACP's ePortfolio as their ACP Educational Supervisor, they will not be able to access the 2022 curriculum forms even if they are still added as their ES or CS. ACPs cannot create the FECS, ESR or Foundation Sign-off forms themselves.

### **Faculty Educational Governance Statement (FECS) and Supervisor Report (STR/ESR)**

ACPs will still require a Faculty Educational Governance Statement (FECS) and Supervisor Report (STR/ESR) for each year of training (min. of 3 of each) to credential. Depending on the

date of transition to the 2022 curriculum, it may be necessary to include FEGS and STRs completed prior to transition. However, as a minimum for credentialing on the 2022 ACP curriculum, the last Faculty Educational Governance Statement prior to submission must be completed using the new **Final FEGS for Credential - ACP Adult [or Children]**, and the last supervisor report must be completed as an **Educational Supervisor Report (ESR)** confirming syllabus coverage.

If an ACP has already transitioned to the 2022 ACP curriculum without the STR and FEGS having been completed for the period prior to transition, the ES will need to complete these reports using the templates provided below. These should be saved as a PDF file and uploaded to the ACP's document library within their ePortfolio.

[Structured Training Report \(2017 curriculum\)](#)

[Faculty Educational Governance Statement \(2017 curriculum\)](#)

### **Foundation Sign-off form**

Foundation skills are procedures in which an ACP would be expected to demonstrate capability at entrustment level 4 early in their training, ideally within the first three months of commencing or transitioning to the 2022 RCEM ACP curriculum. It is likely that many trainee ACPs will already be proficient in these, for example if they were previously an emergency nurse. However, those from other backgrounds, such as ambulance paramedics, may not have trained in all of these procedures in their previous role and hence may need additional focused time to acquire these skills before moving to core procedural skills in the curriculum. Educational Supervisors should meet with the ACP early in their programme to discuss the foundation procedures.

- For those who are competent in all foundation procedures listed within the curriculum and can demonstrate ongoing utilisation of these procedures (which may involve teaching others, for example), the **ACP Adult [or Children] Foundation Sign-off** form available within the ePortfolio should be completed by the **RCEM ACP Educational Supervisor** and signed off at entrustment level 4 for all procedures
- For those ACPs who are not independently competent in the foundation procedures at the start of training, a plan should be formulated to address the additional skills required. This may involve shop floor teaching, formal clinical skills courses within the workplace or a blended approach of e-learning, supervision, and formative and summative assessment. Some Trusts will have local sign-off processes for these procedures that may be used. Alternatively, for procedures which are new to the ACP, it is recommended that ePortfolio **Foundation DOPS** forms are utilised to demonstrate progression in any new procedure and, subsequently, an **ACP Adult [or Children] Foundation Sign-off** form should be completed for the ACP signed off at entrustment level 4 for all procedures.

**Please note:** Educational Supervisors will not be able to complete the Foundation Sign-off form until they have completed the 2022 curriculum ACP Supervisor training, have the RCEM ACP Educational Supervisor role assigned to their ePortfolio account, and the ACP has added them to their ePortfolio as their ACP Educational Supervisor. Therefore, it may not be possible to complete the Foundation Sign-off form within the first 3 months, but it should be completed as soon as it is possible to do so.

For further information on the 2022 ACP curriculum, credentialing regulations or transition guidance, please visit the [ACP Curriculum webpage](#) on the RCEM website. We will also shortly be publishing a series of help sheets on the website which will provide further guidance on specific areas of the curriculum and credentialing.

If you have any questions regarding the 2022 ACP curriculum that have not been answered here or on the website, please email [ACP@rcem.ac.uk](mailto:ACP@rcem.ac.uk).