

ARCP DATES 2011

	Due dates for Educational Structured Reports	ARCP Meeting Panel	ARCP Feedback Interviews
Core Trainees (CT1 and CT2)	July 8 Friday	July 19 Tuesday	July 21 Thursday
Intermediate and Higher Trainees - All ST Trainees (ST3 – 7)	July 15 Friday	July 26 Tuesday	July 28 Thursday

1. All trainees must arrange final meetings with their educational supervisors in good time to enable their educational supervisors structured report, ESR, to be completed.
2. All trainees must ensure they have all the necessary documentation to accompany their ESR (check the final page of the relevant ESR).
3. **Three copies** of the ESR and one copy of required other documentation should be forwarded to June Prior at EMHWD, Kings Meadow Campus, Lenton Lane, University of Nottingham, NG7 2NA. All ESRs and associated documentation must be signed and submitted **before Friday July 15 for Intermediate/Higher and Friday July 8 for Core trainees.**
4. **It is the responsibility of the trainee to organise to meet their educational supervisor and prepare and produce all relevant paperwork.** I am aware that educational supervisors are being asked at unreasonably short notice to meet and sign off paperwork. This is unprofessional and unacceptable. Failure to produce the appropriate paperwork on time could result in an unsatisfactory ARCP outcome.