

## How to Avoid an Outcome 5

**An outcome 5 is not an adverse outcome, it is a holding outcome.** We have put together a quick checklist that will help you avoid getting an Outcome 5 in the future:

### ARCP Checklist:

- Please have everything uploaded **at least** two weeks before your ARCP panel.
- Complete a full **Educational Supervisor's Report (ESR)** before the panel. iESR will not be accepted by panel.
- Panel will not be able to proceed if your ESR has not been signed off by your ES and DiT.
- **TIS Self Service & Form R Part B** your form r must be completed through the TIS self service. <https://tis-support.hee.nhs.uk/trainees/>
  - Section 2: Ensure dates are formatted fully, e.g. 01/02/2021
  - Ensure all TOOT days are filled in, especially in the total box!
    - Calculated as 1 week = 7 days, even if you're not on shift
    - Consistent with what you have on your E Portfolio
  - Ensure you've ticked or put an X next to all of the boxes in Section 3, 4, and 5
  - Signed and dated within 8 weeks of the panel
    - E.g. if your ARCP is on 11th March 2021, the window for this would be:  
Thursday 21st January 2021 – Thursday 11th March 2021
- **Clinical Supervisor Reviews** please ensure that you have obtained prior to panel for each placement. (Including both elements of GP Plus posts).
- **BLS/ALS Certificate** is up to date and uploaded. From August 2022, all courses must be attended in person and include AED. Trainees are required to exhibit proficiency in CPR and AED annually, encompassing both adult and paediatric scenarios unless paediatric exposure is absent for the given year. This proficiency must be demonstrated face-to-face, with a valid certificate uploaded and attached. CPR and AED certification should remain valid until CCT, while ALS certification is valid for four years, necessitating annual CPR/AED refreshers in the following years.
- **Adult Safe Guarding Certificate (Level 3)** is up to date and uploaded and includes a knowledge update every calendar year. For CCT, an in-date Level 3 certificate uploaded, plus evidence of a knowledge update in the last calendar year (if Level 3 not completed in that year) and a Clinical Case Review demonstrating the application of safeguarding knowledge in the ST3 year.
- **Child Safe Guarding Certificate (Level 3)** is up to date and uploaded and includes a knowledge update every calendar year. For CCT, an in-date Level 3 certificate uploaded, plus evidence of a knowledge update in the last calendar year (if Level 3 not completed in that year) and a Clinical Case Review demonstrating the application of safeguarding knowledge in the ST3 year.
  - Examples of knowledge updates can be found here - <https://www.rcgp.org.uk/mrcgp-exams/wpba/cpr-aed-safeguarding>

### Tips:

- Upload your Form R using this method: <https://support.fourteenfish.com/hc/en-gb/articles/360016671257-Uploading-Form-R>
- Ensure everything is uploaded before your Educational Supervisor signs off your ESR to avoid technical issues.
- It takes 14Fish (your programme) **24 hours** to back up to FishBase (the programme we use)
- Even if you're on maternity leave, you will need to upload a Form R and COVID-19 Self Declaration Form, but you don't need an ESR.
- RCGP WPBA requirements can be checked here: <https://www.rcgp.org.uk/mrcgp-exams/wpba>
- Access Forms here: <https://www.nwpgmd.nhs.uk/arcpc>

- FishBase Trouble Shooting Directory: <https://support.fourteenfish.com/hc/en-gb>
- FishBase Support Team: [support@fourteenfish.com](mailto:support@fourteenfish.com)
- GP Team [GPTraining.NW@hee.nhs.uk](mailto:GPTraining.NW@hee.nhs.uk)