

How to Avoid an Outcome 5

An outcome 5 is not an adverse outcome, it is a **holding outcome**, meaning you get a little extra time to update your portfolio. 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.
- **Adult Safe Guarding Certificate (Level 3)** is up to date and uploaded and includes an annual knowledge update.
- **Child Safe Guarding Certificate (Level 3)** is up to date and uploaded and includes an annual knowledge update.
 - 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/arcp>
- FishBase Trouble Shooting Directory: <https://support.fourteenfish.com/hc/en-gb>
- FishBase Support Team: support@fourteenfish.com
- GP Team GPTraining.NW@hee.nhs.uk