**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:** o 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/> o Section 2: Ensure dates are formatted fully, e.g. 01/02/2021 o 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 o 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. o **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/mrcgpexams/wpba/cpr-aed-safeguarding](https://www.rcgp.org.uk/mrcgp-exams/wpba/cpr-aed-safeguarding)

**Tips:**

* Upload your Form R using this method: [https://support.fourteenfish.com/hc/engb/articles/360016671257-Uploading-Form-R](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) o 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> o Access Forms here: <https://www.nwpgmd.nhs.uk/arcp> o FishBase Trouble Shooting Directory: <https://support.fourteenfish.com/hc/en-gb> o FishBase Support Team: support@fourteenfish.com o GP Team GPTraining.NW@hee.nhs.uk