How to Avoid an Outcome 5

==An outcome 5 is not an adverse outcome==, it's a ==holding outcome==, meaning you get a little extra time to update your portfolio, but we understand that it can be frustrating and disheartening to receive an Outcome 5. We've 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** a week before your ARCP panel, at the **latest** 2 days before your panel.
- Complete a full **Educational Supervisor's Report** (ESR) before the panel
- **Form R Part B**
    - Section 2: Ensure dates are formatted fully, e.g. 1/1/21
    - 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
- **COVID-19 Self Declaration Form**
    - Signed and dated within 8 weeks of panel
    - Please note if COVID-19 has affected your training, especially if it's affected gaining some competencies
- **BLS/ALS Certificate** is up to date and uploaded
- **Adult Safe Guarding Certificate** is up to date and uploaded
- **Child Safe Guarding Certificate** is up to date and uploaded

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.
- 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 Support Team: gprotations@hee.nhs.uk