FAQ For Website – Trainee Edition

Question List:

- **Why does it say that I'm still on my old placement on my portfolio?**

- **Why does my portfolio (review period) still have my old Clinical Supervisor on?**

Incoming new trainees:

- **National Performers List**

- **What will my training structure be?**

- **I would like to do *insert specialty here* in my training. Is that okay?**

- **I would not like to do *insert specialty here* in my training. Is that okay?**

- **My portfolio says I'm at *insert hospital name* but I'm not. Can you change it?**
- **How many sick days can I have until it affects my training timeline?**
- **When will my sick leave be added onto my training?**

Portfolio Questions

- **Links to guides that tackle common portfolio issues**
- **Why can't you see my Form R?**
- **Who pays for the trainee portfolio?**
- **My trainer can't see my portfolio**
- **I'm having trouble with Educational Supervisor Reports (ESR)**
- **My Clinical/Educational Supervisor/placement/anything else is wrong on my portfolio, please can you fix it?**
- **My review period is registered under the wrong stage of training. Can you change this?**

ARCP

When is my ARCP?

ARCP panels occur annually, from your first date in programme. Your ARCP date will be listed on your Fourteen Fish Timeline once we have allocated it to you. They are held annually, usually in Summer and Winter months

If you are a ARC Trainee (Shortened programme) your first ARCP will take place upon your first 6 months in programme. Then afterwards they will be held annually.

Other exceptions to the rule are if you are planning to go out of programme or planning parental leave, then a panel should take place before the start date of this period. If you should be on sick leave then your ARCP should be deferred to a later date, once you are back in programme.

We will notify you of your ARCP by email or by updating Fourteen Fish. If you are unsure, or do not have a ARCP date in your portfolio, please email us at gptraining.nw@hee.nhs.uk.

Further information on the ARCP process is here: https://nwpgmd.nhs.uk/arcp

What did I get for my ARCP?

Your ARCP Outcome will be available on Fourteen Fish once the ARCP panel has been completed, and available for your review and sign off by the end of the same day.

We will usually go through the next day to check if your ARCP Form has been signed off by the panel chair. If you haven't heard anything by the Friday of that week, please email us at gptraining.nw@hee.nhs.uk where we can chase the sign off from the Panel Chair. If you've received an adverse outcome then we will need to deliver this face to face (with Covid still present, we will be doing this via Microsoft Teams) and someone from the GP Support Team will be in touch via email regarding this appointment.

Further information on the ARCP process available here: https://nwpgmd.nhs.uk/arcp

What do the ARCP Outcomes mean?

Outcome 1 - Satisfactory progress – Achieving progress and the development of competences/ capabilities at the expected rate

Outcome 2 - Development of specific competences/capabilities required – Additional training time not required

Outcome 3 - Inadequate progress – Additional training time required

Outcome 4 - Released from training programme – With or without specified competences/ capabilities

Outcome 5 - Holding outcome - Incomplete evidence presented – Additional training time may be required. This is NOT an adverse outcome and CANNOT be appealed.

Outcome 6 - Gained all required competences/capabilities – Will be recommended as having completed the training programme.

Outcome 7 - Fixed-term posts (e.g. LATs)

Outcome 8 - Out of programme for clinical experience, research or a career break (OOPE/OOPR/OOPC). N Codes are often used in conjunction with this, further details will be on your portfolio if you receive an OOP Outcome.

There is no Outcome 9.

Outcome 10.1 - Progress is satisfactory but the acquisition of competencies/capabilities by the trainee has been delayed by COVID-19 disruption. The trainee is not at a critical progression point in their programme and can progress to the next stage of their training. Any additional training time will be reviewed at the next ARCP.

Outcome 10.2 - Progress is satisfactory but the acquisition of competences/capabilities by the trainee has been delayed by COVID-19 disruption. The trainee is at a critical progression point in their programme and additional training time is required.

Further details can be found in the gold guide here: https://www.copmed.org.uk/gold-guide-8th-edition/

ESR

When do I need to submit my ESR?

Please submit your ESR 8 weeks before your ARCP panel, or by the date that has been stated in the correspondence hat is sent to you regarding your ARCP date, then please submit it by the date on the email.

What should my ESR period be?

Your ESR should cover a 6 month period, the first date should be your first date in programme or it should begin a day after your last ESR.

Do I need to submit a full ESR or an interim ESR?

You should submit a full ESR for your annual ARCP panel, and an interim ESR (iESR) should be submitted within the first 6 months of each training phase (ST1, ST2 & ST3)

Can I have an extension to my ESR?

If you have mitigating circumstances, (e.g. sickness, annual leave, technical issues etc.) please email the team at gptraining.nw@hee.nhs.uk with your request.

Can you edit my review periods on FishBase?

You can do this yourself, please follow these handy links:

- Editing Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360005726837-How-are-Review-period-dates-edited-

- Adding TOOT: https://support.fourteenfish.com/hc/en-gb/articles/360016666417-Time-out-of-training
- Generic Help Link: https://support.fourteenfish.com/hc/en-gb

Form R

When do I need to submit my Form R?

Within 8 weeks of your ARCP Panel.

Why is it so important that the Form R Part B is spot on?

The Form R fills in the gaps that would normally be filled in by your appraisal meeting with your Educational Supervisor. It is imperative that the Form R is filled in correctly so that the GMC can keep you as a valid doctor on the GMC register.

We've created some handy guides to help you fill in your Form R Correctly:
https://www.nwpgmd.nhs.uk/arcp

A video from our fellow deanery in the East of England:
https://www.youtube.com/watch?v=8CTYBJcXoBM

How do I fill in a Form R?

Please follow this link for our helpful guide on it: https://www.nwpgmd.nhs.uk/arcp

I can't upload my Form R/evidence onto Fourteen Fish – help!

Please try using this method: https://support.fourteenfish.com/hc/en-gb/articles/360016671257-Uploading-Form-R

If that doesn't work, then you may need to have your educational supervisor view it and sign it off.

Your Compliance Passport may be full with previous entries in the available Form R and Covid Self Declaration Form slots, therefore you may need to remove the previous forms saved to your learning logs and start again.

You can also upload your Form R to the learning logs, just make sure it is labelled it clearly

Evidence

How do I avoid an Outcome 5?
Please follow this link for our helpful guide:
https://nwpgmd.nhs.uk/sites/default/files/How%20to%20avoid%20an%20Outcome%205.pdf

Can I use this piece of evidence?
Please discuss your evidence that you wish to submit with your Educational Supervisor. If they don't know, then please ask your Training Programme Director or Associate Dean for further advice.

All requirements are here: https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba.aspx

How many WPBA/CBAs/SOX/CEPS (etc.) do I need on my portfolio?/What's required at ARCP?
Please visit https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba.aspx for the requirements at ARCP.

Am I on the old or new requirements?
Please check the links below and if you have any questions, please contact your Educational Supervisor regarding this. If your ES doesn't know, then please contact your TPD and/or AD.

- https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/transition-arrangements.aspx

- https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba/transition-arrangements.aspx#faqs

I can't get my evidence onto the right ESR period
You will need to create a new review period and link the evidence to it. If you are trying to upload your evidence to a review period that's been signed off, the portfolio will not allow you to do so. .

Please try using these links to trouble shoot:

- How to add unreviewed evidence to current review period: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-unreviewed-Learning-Log-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence
- Using Previous Evidence: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-entry-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence

If you have time, you can ask the Support Team at FourteenFish to 'roll back' your ESR and then you can add on the evidence. Please contact the Support Team at: support@fourteenfish.com

I can't do an ALS/BLS Course in time for ARCP, what do I do?
Please let us know (preferably a week or so in advance) and we can let the panel know. They can either defer your ARCP until a later date when you have completed the course, or they may issue an Outcome 5 which is a holding outcome which will then be reviewed against a later panel for your satisfactory outcome to be awarded. (As long as there are no other training concerns on your portfolio).

Why won't you accept my certificates?

The ARCP panel needs to see a formal certificate for your course which clearly states your full name, the date you have completed the course and/or how long it is valid for, plus the logo of the company that completed the training with you. In some cases, we have accepted a formal letter confirming all this information only **if** the course providers do not issue certificates.

LTFT/OOP

I'm Out Of Programme (OOP), what do I submit for an ARCP?

You will need to submit a Form R Part B and a Covid Self Declaration Form. If you are OOP then you don't need to submit an ESR.

I'm on long term sick leave, what do I submit for an ARCP?

You will need to submit a Form R Part B and a Covid Self Declaration Form. Depending on how long you have been out of programme it would be useful to have an ESR, however with assistance from the GP Support Team we can help plan when you should complete your next ESR once you return to the programme.

Covid has affected my training, what can I do about this? Who do I talk to?

Please state this information on your Covid Self Declaration Form so that the ARCP panel are aware. You should also get in touch with your Educational Supervisor, they will then be able to point you in the right direction, either to your Training Programme Director or Associate Dean who should be able to arrange something to fill in the gaps in your training.

Link to Covid Self Declaration Form: https://nwpgmd.nhs.uk/arcp

I would like some educational guidance, who do I talk to?

Please ask your Educational Supervisor about your educational requirements. You can also look up your requirements here: https://www.rcgp.org.uk/training-exams/training/mrcgp-workplace-based-assessment-wpba.aspx

My Educational Supervisor doesn't know what to do, who do I talk to?

You can ask your Training Programme Director and/or Associate Dean.

How do I go on OOP?

Please visit our page here: https://www.nwpgmd.nhs.uk/policies-guidance

https://nwpgmd.nhs.uk/sites/default/files/3.%20OOP-P%20Phase%203%20FAQs%20September%202020%20-%20on%20website_0.pdf

How do I go Less Than Full Time (LTFT)?

Please visit our page here: https://www.nwpgmd.nhs.uk/policies-guidance

I need some mental health support, what can I do?

Please visit our page here for further information: https://www.nwpgmd.nhs.uk/TSN

Rotations/Placements

Who is my Clinical Supervisor?

If this information is not already available to you on Fourteen Fish, then please contact your Training Programme Director or local programme support team.

If you are unsure who your Training Programme Director is, please visit this link: https://www.nwpgmd.nhs.uk/general-practice/contacts

Why does it say that I'm still on my old placement on my portfolio?

If your ESR covers more than one placement, it will only show the first placement on Fourteen Fish. Once your ESR review period switches, your new placement/the first placement undertaken during this new review period will be visible.

Why does my portfolio (review period) still have my old Clinical Supervisor on?

If your ESR covers more than one placement, it will only show the Clinical Supervisor from the first placement on Fourteen Fish. Once your ESR review period switches, your new Clinical Supervisor will be visible once you switch ESR periods.

Your Clinical Supervisor should be able to access your portfolio, if they cannot, you can add them using this method: https://support.fourteenfish.com/hc/en-gb/articles/360012204837-My-trainee-is-not-appearing-on-my-account

Incoming New Trainees

National Performers List

For all updates on the NPL (National Performers list) Please see link below:

https://pcse.england.nhs.uk/services/performers-lists/gp-performers-list-for-england/new-performers/

What will my training structure be?

The majority of trainees joining GP Training from August 2021 and beyond will do 12 months hospital and 18 months GP (not necessarily in that order), however, in some areas, the original structure of 18 months GP is still in place. Your Training Programme Director will let you know what structure they are able to offer.

I would like to do *insert specialty here* in my training. Is that okay?

Please ask your Training Programme Director – programmes may not be able to guarantee certain specialities, but they can take it into account.

I would not like to do *insert specialty here* in my training. Is that okay?

Please ask your Training Programme Director – programmes may not be able to guarantee certain specialities, but they can take it into account.

My portfolio says I'm at *insert hospital name* but I'm not. Can you change it?

Please get in touch with the GP Support Team at gprotations.nw@hee.nhs.uk and we will be happy to change this for you.

How many sick days can I have until it affects my training timeline?

Trainees are allowed 14 days TOOT, anything above 14 days will impact training time.

When will my sick leave be added onto my training?

Sick leave is added onto the end of your current stage of training. For example, if you have 2 months sick leave during your ST1 year, you will have 2 months added onto your ST1 year. The only exception is if sick leave is overlooked and then added onto the end of your ST3 training.

Portfolio Questions

Here are all of our usual trouble shooting links:

Basics

- Generic Help Link: https://support.fourteenfish.com/hc/en-gb
- Signing up to Fourteen Fish: https://support.fourteenfish.com/hc/en-gb/articles/360011478777-Logging-in
- Logging In: https://support.fourteenfish.com/hc/en-gb/articles/360004188977-Logging-in
- Adding TOOT(time out of training): https://support.fourteenfish.com/hc/en-gb/articles/360016666417-Time-out-of-training
- Uploading Form R: https://support.fourteenfish.com/hc/en-gb/articles/360016671257-Uploading-Form-R
- Adding a trainer/Educational Supervisor: https://support.fourteenfish.com/hc/en-gb/articles/360007012758-My-supervisor-can-t-see-my-portfolio-Changing-my-supervisor
- Trainee not appearing on account: https://support.fourteenfish.com/hc/en-gb/articles/360012204837-My-trainee-is-not-appearing-on-my-account

Review Periods – Basics

- Creating Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360011395117-Review-Periods-what-are-these-who-creates-them-and-which-dates-
- Editing Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360005726837-How-are-Review-period-dates-edited-
- Sign off ESR: https://support.fourteenfish.com/hc/en-gb/articles/360006624458-How-do-I-sign-off-my-Trainee-s-ESR-
- Can't find trainee after signed off ESR: https://support.fourteenfish.com/hc/en-gb/articles/360016333458-I-can-t-see-my-trainee-after-their-ESR-was-signed-off-

Review Periods – Unusual

- Switch to open review period: https://support.fourteenfish.com/hc/en-gb/articles/360017745917-How-do-I-switch-to-another-open-review-period-

- How to add unreviewed evidence to current review period: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-unreviewed-Learning-Log-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence
- Signing off historical ESR: https://support.fourteenfish.com/hc/en-gb/articles/360016897357-Signing-off-a-historical-ESR
- Using Previous Evidence: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-entry-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence

Why can't you see my Form R?

Your Form R may be visible to you on Fourteen Fish, however, as we use a slightly different system, FishBase, and may not be able to see it/there may be a delay when this is available for us to see.

- Please follow this method of uploading Form R so that we can see it: https://support.fourteenfish.com/hc/en-gb/articles/360016671257-Uploading-Form-R
- Please note that when you upload documents to Fourteen Fish there is a 24 hour delay before it appears on FishBase.

- Please ensure that your Form R is uploaded in either **word format (.doc, .docx) or PDF (.pdf)** as we do not have the software to support any other file formats.
- Please ensure that you have put a cross in the boxes and that it is clear to read, this reduces the risk of having to re-do your Form R and receiving an outcome 5. Your ARCP Form is a vital part of the ARCP Process and Revalidation Process.
- Your Educational Supervisor may need to view your Form R once you have reuploaded it
- You may need to create another ESR review period: https://support.fourteenfish.com/hc/en-gb/articles/360011395117-Review-Periods-what-are-these-who-creates-them-and-which-dates-
- Help Guide Directory: https://support.fourteenfish.com/hc/en-gb

Sometimes we don't know why it hasn't worked, and in those cases, we would have to refer you to the Support Team at Fourteen Fish - support@fourteenfish.com .

What's the difference between Fourteen Fish and FishBase?

Fourteen Fish is the live app that you can see on your mobile device, and it will update your portfolio instantly. FishBase is what the GP Support Team and ARCP Panel Members use, and it's technically a different website. This is why there can be a 24 hour delay between things being uploaded from Fourteen Fish and then backed up to FishBase, so please be aware of this when making last minute changes to your portfolio!

Who pays for the trainee portfolio?

Trainees are expected to pay for their Fourteen Fish Portfolio.

My trainer can't see my portfolio

Please try using these trouble shooting links, if you are still unable to see your trainee/s then contact the GP Support Team - gptraining.nw@hee.nhs.uk . if we are unable to resolve this issue then we will refer you on to the Fourteen Fish support team - support@fourteenfish.com .

- Can't find trainee after signed off ESR: https://support.fourteenfish.com/hc/en-gb/articles/360016333458-I-can-t-see-my-trainee-after-their-ESR-was-signed-off-

- Adding a trainer: https://support.fourteenfish.com/hc/en-gb/articles/360007012758-My-supervisor-can-t-see-my-portfolio-Changing-my-supervisor
- Trainee not appearing on account: https://support.fourteenfish.com/hc/en-gb/articles/360012204837-My-trainee-is-not-appearing-on-my-account

I'm having trouble with Educational Supervisor Reports (ESR)

Please try these trouble shooting links below, but if you're still having issues let us know and we'll do our best to help or refer you to support@fourteenfish.com .

Review Periods – Basics
- Creating Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360011395117-Review-Periods-what-are-these-who-creates-them-and-which-dates-
- Editing Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360005726837-How-are-Review-period-dates-edited-
- Sign off ESR: https://support.fourteenfish.com/hc/en-gb/articles/360006624458-How-do-I-sign-off-my-Trainee-s-ESR-
- Can't find trainee after signed off ESR: https://support.fourteenfish.com/hc/en-gb/articles/360016333458-I-can-t-see-my-trainee-after-their-ESR-was-signed-off-

Review Periods – Unusual
- Switch to open review period: https://support.fourteenfish.com/hc/en-gb/articles/360017745917-How-do-I-switch-to-another-open-review-period-
- How to add unreviewed evidence to current review period: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-unreviewed-Learning-Log-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence
- Signing off historical ESR: https://support.fourteenfish.com/hc/en-gb/articles/360016897357-Signing-off-a-historical-ESR
- Using Previous Evidence: https://support.fourteenfish.com/hc/en-gb/articles/360005540057-I-have-an-entry-in-a-previous-Review-Period-that-I-want-to-now-use-as-evidence

My Clinical/Educational Supervisor/placement/anything else is wrong on my portfolio, please can you fix it?

Trainees have the facilities within their own portfolio to amend details of their Educational/Clinical Supervisors and or placements details by following the links below:

- Adding a trainer: https://support.fourteenfish.com/hc/en-gb/articles/360007012758-My-supervisor-can-t-see-my-portfolio-Changing-my-supervisor
- Adding TOOT: https://support.fourteenfish.com/hc/en-gb/articles/360016666417-Time-out-of-training
- Trainee not appearing on account: https://support.fourteenfish.com/hc/en-gb/articles/360012204837-My-trainee-is-not-appearing-on-my-account
- Creating Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360011395117-Review-Periods-what-are-these-who-creates-them-and-which-dates-

- o Please see our 'review periods' section of the FAQ for further helpful links on this.

If you need us to amend your placement details, please let the GP Support team know on gptraining.nw@hee.nhs.uk

My review period is registered under the wrong stage of training. Can you change this?

Your Educational Supervisor can amend this for you, please follow the links below:

- Switch to open review period: https://support.fourteenfish.com/hc/en-gb/articles/360017745917-How-do-I-switch-to-another-open-review-period-
- Editing Review Periods: https://support.fourteenfish.com/hc/en-gb/articles/360005726837-How-are-Review-period-dates-edited-