



Royal College of
General Practitioners

Version 1

Introduction to Fishbase

In partnership with

FourteenFish



Fishbase

Designed for administrators,
programme directors, associate deans,
panel members and panel chairs.



Trainee and user administration

Manage all users in one area.

Search tools allow you to quickly find specific users.

Click the user's name to access their record.



- People
- Organisations
- Contact records
- Entries
- Calendar
- Files
- Panel meetings
- Reports
- Changes

People

New person
 Add all to mailing
 Remove from mailing
 Clear filters
 Export to CSV
 Search menu
 Merge menu

Person to merge: **None yet** Clear merge

Name:

Email:

Job type:

GMC:

Post title:

CCT: -

AKT:

CSA:

Search for people with a role in...

Type of organisation:

Nat. Training No.:

Stage of training:

Organisation name:

Training programme:

Show results:

Run search





4 people were found.

Recipients in current mailing: 0

Name	Email	Job title	Organisation	County	Roles	Mailing
Mr Louis Iqbal-Jarvis	louisiqbal@superrito.com	GP Trainee	Z RCGP Test		1	Add Merge
Dr Test: Trainee RCGP	trainee.rcgp@gmail.com	GP Trainee	Z RCGP Test		2	Add Merge
Mr Luke Thompson-Jarvis	lukethompson@jourrapide.com	GP Trainee	Amphill Practice - Uclh		1	Add Merge

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Dr Example Example

 Edit
  Create a task
  Show their mailing label
  Audit log


Demographic details

ID: 150717	Phone:	Deanery: Z RCGP Test
Title: Dr	Mobile: 07777777777	Training prog.: Jilltest
First name: Example	Org. phone:	
Surname: Example	Address: 1 Example Road	
Gender: Female	Example	
Main email: example@rcgptestmail.co.uk	Example	
Other email:	OOH tel. comp.: No	
GMC: Example	Face to face: No	
Nat. Training No.:	Certificate type:	
Start of training : 26/02/2020	Certificate subtype:	
End of training: 02/12/2023		
Enable portfolio: Yes		

Jobs for Dr Example Example (2)

 New job

You can reorder Example's jobs by dragging them up and down. The **top post** should be the job that Example does most often (their primary job).

Job	Organisation	Dates	Current
GP Trainee 	Z RCGP Test	26/02/20 - 30/06/20	
Regional Admin Example	Z RCGP Test	01/10/19 - 30/06/20	

Contact records (0)

Trainee and user administration

Assign jobs and relationships.





FourteenFish	02/07/2020 15:55:12
FourteenFish	02/07/2020 15:21:58
FourteenFish	02/07/2020 15:20:50
FourteenFish	02/07/2020 15:18:47
FourteenFish	02/07/2020 15:17:53

Only the first 6 out of 51 website logins are shown. [Show all...](#)

Jobs for Dr Test: Three Supervisor (2)

 New job

You can reorder Test: Three's jobs by dragging them up and down. The **top post** should be the job that Test: Three does most often (their primary job).

Job	Organisation	Dates	Current
Educational supervisor 	Z RCGP Test	01/10/19 - 30/06/21	

Contact records (0)

 New record

No contact records found.


Educational supervisor: Dr Test: Three Supervisor


 Edit  Person details  Organisation details

Job category	Educational supervisor
Official title	Educational supervisor
Grade	Post CCT
Discipline	General practice
Organisation	Z RCGP Test GP Surgery 1
Sessions / week	5
Dates	01/10/2019 - 30/06/2021
Description	

Related people

This section can display if there are related jobs to this one (for example trainees / trainers).

Person:  [Add relationship](#)

Name	Job title		
Mr Luke Thompson-Jarvis	Trainee	Person view	

Audit log

New job for Dr Panel Chair

You can select a PA once the post has been saved *(if the relevant job can have PA)*.

Person:	<input type="text" value="Dr Panel Chair"/>	Add new
Job category:	<input type="text"/>	
Official title:	<ul style="list-style-type: none">Administrator - DeaneryAdministrator - PatchARCP Panel ChairARCP Panel Lay RepresentativeARCP Panel MemberAssociate Dean - DeaneryAssociate Dean - PatchCertification Unit - RCGPClinical supervisorDeanEducational supervisorExaminerExaminer: Calibration facilitatorExaminer: MarshalExaminer: Senior MarshalExaminer: TrainerGP TraineeHead of School/GP Dean/PG DeanOut of post	
Grade:		
Discipline:		
Organisation:		
Sessions / week:		

Dates: -
(leave the start or end date empty if unknown)

Description:
(the description will be included on the ARCP forms)

[Cancel](#)

Training programme management







Manage training programmes, hospitals and practices within your deanery.





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Organisations

 New organisation  Add all to mailing  Remove from mailing  Clear filters  Export to CSV  Merge menu

 Organisation groups  Practice email

Type: Name: (Max 2 words)

Deanery:

Archived filter: Show results:

9 organisations were found.





Organisations in current mailing: 0

Name	Main Contact	Type	Email	Phone	Address	County	Mailing
London		Training Programme					
Z Auckland		Training Programme					
Z Hastings		Training Programme					
Z Nelson		Training Programme					
Z Palmerston North		Training Programme					
Z RCGP Test Region 1		Training Programme					
Z RCGP Test Region 2		Training Programme					
Z RCGP Test Region 3		Training Programme					
Z Wellington		Training Programme					

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Practice: Z RCGP Test GP Surgery 1

 Edit  Organisations  Link to other organisation(s)  Create a task

Organisation details

Name: **Z RCGP Test GP Surgery 1**
 Type: **Practice**
 Practice mngnr:
 Website:





Generic Email:
 Address:
 Phone:

Deanery: **Z RCGP Test**
 Training Programme: **Z RCGP Test Region 1**

Notes:
 Added: **01/02/2020 13:40:55**
 Last modified: **02/07/2020 11:24:25**
 Modified by: **Test: Regional Admin**

People with jobs at Z RCGP Test GP Surgery 1 (3)

 Add a person  Add all to mailing

Name	Email	Phone	Job at Z RCGP Test GP Surgery 1	Mailing
Dr Educational Supervisor Not Specified	EdSupNoReply@rcgp.org.uk	-	Educational supervisor	Add 
Dr Test: GP Trainee3	fftrainee3@rcgptestmail.co.uk	0123456789	GP 	Add 
Dr User54 User54	user54@rcgp.org.uk		Educational supervisor 	Add 

To add a person to this list, [find their record](#) in the system first and then give them a new jobs here.

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Practice: Z RCGP Test GP Surgery 1

Name:	<input type="text" value="Z RCGP Test GP Surgery :"/>	Generic Email:	<input type="text"/>	Deanery:	Z RCGP Test
Type:	<input type="text" value="Practice"/>	Address:	<input type="text" value="30 Euston Square"/>	Training Programme:	<input type="text" value="Z Auckland"/>
Practice mngr:	<input type="text" value="None"/>		<input type="text"/>	Notes:	<input type="text"/>
Website:	<input type="text"/>	City:	<input type="text" value="London"/>	Added:	01/02/2020 13:40:55
		County:	<input type="text" value="None"/>	Last modified:	02/07/2020 11:24:25
		Postcode:	<input type="text" value="NW1 2FB"/>	Modified by:	Test: Regional Admin
		Phone:	<input type="text" value="02031887400"/>		
		Fax:	<input type="text"/>		

[Save](#)[Cancel edit](#) [Delete this organisation](#)

Access to trainees' data

Use the 'trainee page' to view trainee's record.
Set up trainee's stages of training, posts, review periods
and panel meetings easily.



Trainee: Dr Test: GP Trainee3

[Trainee details](#)
[Educator notes](#)
[Requirements](#)
[Spread of entries](#)
[Progress](#)
[Search their entries](#)
[Exams](#)

GPSA view

Trainee: **Dr Test: GP Trainee3**

GMC: **75265262**

Training number: **476466**

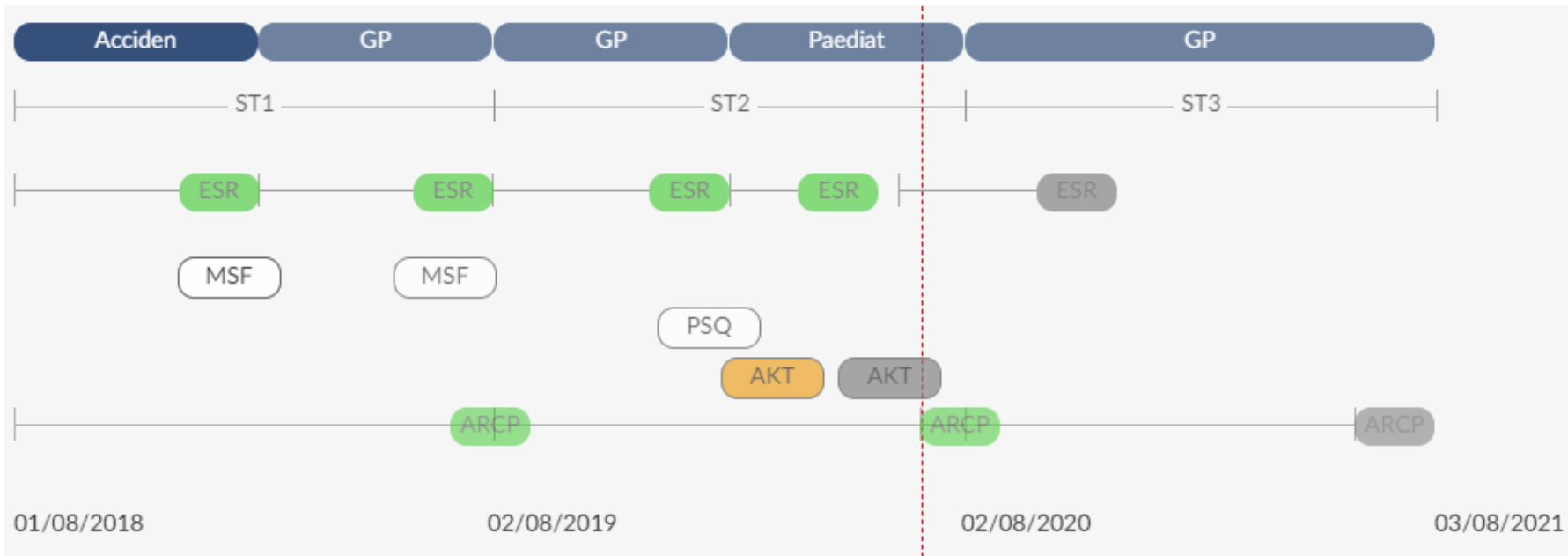
Stage of training: **ST2**

Educational Supervisor:

Deanery: **Z RCGP Test**

Training Programme: **Z Training Programme 1**

Dean / RO: **Tony Dean**



Accident & Emergency

Organisation: **Z RCGP Test GP Surgery 1 (primary care)**

Dates: **01/08/18 - 05/02/19**


Days: **6 months**

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- HR
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Access to trainees' data

A full search functionality allows for better analysis and research.

Training number	476466
Deanery	Z RCGP Test
Training Programme	Z Training Programme 1
Dean / RO	Tony Dean
Current review period	28/04/2020 – 28/10/2020
Last ESR	04/02/2020

 Clear filters

Search: Review period: Type of entry: Learning entry template:

Entries: 72

Title	Type	Last modified	
Test Learning Log	Leadership, management and professionalism	04/06/2020 11:16	View
The unwell child	Clinical Case Review	03/06/2020 14:18	View
Leadership training key points	Leadership, management and professionalism	03/06/2020 14:14	View
Fri May 29 14:19:57 BST 2020	Leadership, management and professionalism	03/06/2020 14:12	View
Fri May 29 14:21:32 BST 2020	Leadership, management and professionalism	03/06/2020 14:10	View
Fri May 29 14:23:09 BST 2020	Leadership, management and professionalism	03/06/2020 14:04	View

Access to trainees' data

See trainee's ratings over time for assessments.

Rich graphs show trainee's capability and clinical experience groups coverage.

View how many assessments are required for each review period depending on percentage worked.



Stage of training:

Assessment:

Exclude don't knows:

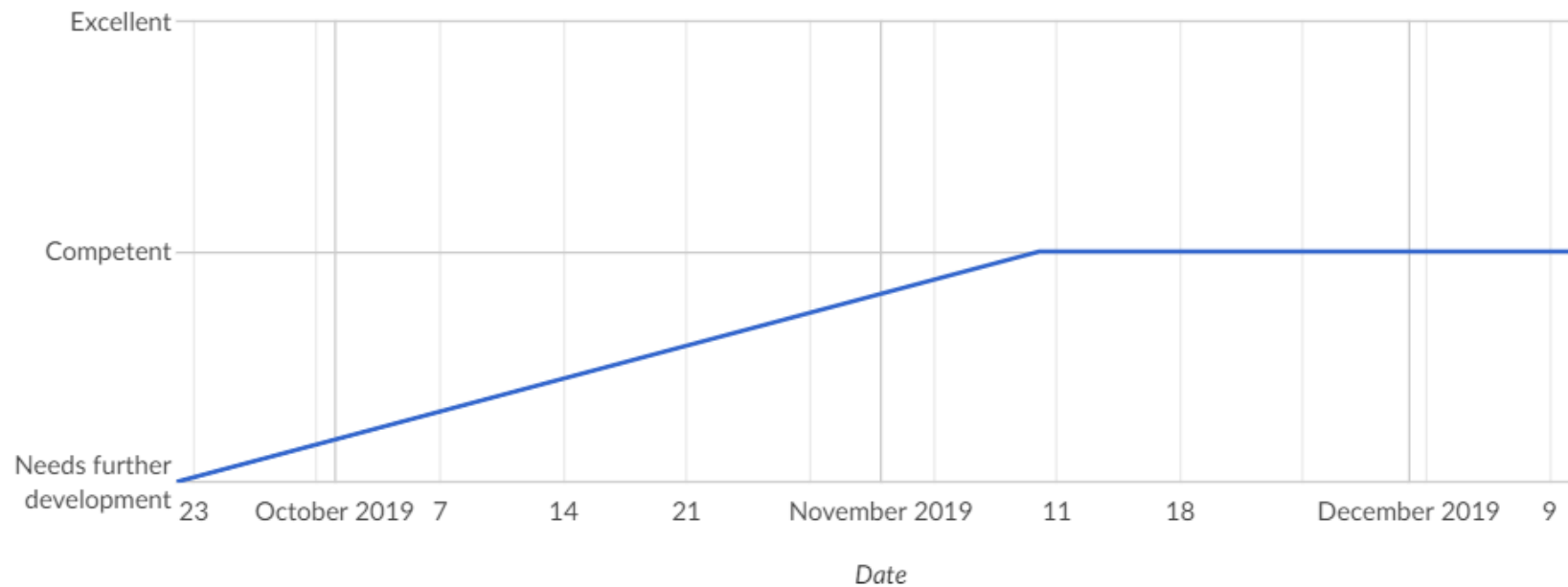
(Exclude don't knows means that any ratings counted as Don't know / Not applicable / Insufficient evidence won't be included)

Filtering for review: ST3-1 02/04/2020 – not set

COT

Discover the reasons for the patient's attendance

Encourages the patient's contribution



Learning logs

Learning log	ST1	ST2	ST3	Filtered review	Total
Academic Activities	0	0	0	0	0
CEPS	0	1	0	0	1
Clinical Case Review	21	22	0	0	43
Feedback	0	1	0	0	1
Leadership	0	1	0	0	1
Placement Planning Meeting	2	2	0	0	4
Prescribing Reflection	0	0	0	0	0
QIA	1/1	0/1	0/1	0/1	1/3
Significant Event	3/1	2/1	0/1	0/1	5/3
Supporting Information	0	4	0	0	4

Educational assessments

Assessment	ST1	ST2	ST3	Filtered review	Total
Audio COT	0	0	0	0	0
CAT	0	0	0	0	0

Curriculum headings



Curriculum heading	Entries
● The GP consultation in practice	3
● Patient safety and quality of care	0
● The GP in the wider professional environment	1
● Enhancing professional knowledge	0
● Healthy people: promoting health and preventing disease	0

Clinical experience groups



Clinical experience group	Entries
● Infants, children and young people (under the age of 19)	3
● Gender, reproductive and sexual health (including women's, men's, LGBTQ, gynaecology and breast)	2
● People with long term conditions including cancer, multi-morbidity and disability	2

Access to trainees' data

Compliance passport allows you to quickly see mandatory requirements such as safeguarding and BLS.



PDP: Agreed Entries for the next review period

None currently.

Compliance passport (Mandatory training)

Training	Status	Expiry
Form R	No document added	
Safeguarding Children: Level 3	Up to date	Expires on 29/05/2023
Safeguarding Adults: Level 3	Up to date	Expires on 28/02/2026 certificate.pdf
Basic life support: Level 3 (with AED)	Up to date	Expires on 01/10/2020

History log








Date	Details	User
11/07/2019 10:09	Salutation changed from: to: Dr	Admin User
11/07/2019 10:09	First name changed from: to: GP	Admin User
11/07/2019 10:09	Official first name changed from: to: GP	Admin User


Access to trainees' data

You can see whether the trainee has read educator notes.
You can also edit and delete notes.



Educator notes


 Trainee details  **Educator notes**  Requirements  Spread of entries  Progress  Search their entries  Exams

 Add a new Educator note

Trainee	Dr Test: GP Trainee3
GMC	75265262
Training number	476466
Deanery	Z RCGP Test
Training Programme	Z Training Programme 1
Dean / RO	Tony Dean

Educator notes: **12**

View notes in full

Title	Added by	Date	Notes	Unread	
Your July 2020 ARCP	Test: Three Supervisor	02/07/2020	Test Note	Read	View
Just saying hello	Test: Three Supervisor	02/07/2020	Test Note	Read	View
Thu Jul 02 15:23:17 BST 2020	Test: Three Supervisor	02/07/2020	Test Note	Read	View
Thu Jul 02 15:44:27 BST 2020	Test: Three Supervisor	02/07/2020	Test Note	Read	View
Thu Jul 02 15:45:20 BST 2020	Test: Three Supervisor	02/07/2020	Test Note		View

ARCP

Click 'panel meetings' to manage ARCP.



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Panel meetings

[+ New panel meeting](#) [↺ View past panel meetings](#)

Date of meeting:

Panel meetings: 1

Only show where you are the chair

Date	Title	Status	Panel	Trainees	
05/09/2020		Open	Test: Panel Chair Ford, Test: Panel Member Sheikani	Louis Iqbal-Jarvis, Luke Thompson-Jarvis	View



Panel members

Members: 2

Panel member:

Role:

Add panel member

Name	Role	
Test: Panel Chair Ford	Panel Chair	
Test: Panel Member Sheikani	Panel Member	

Panel subjects

Subjects: 2

Panel subject:

Reason:

Add panel subject

	Name	Stage of training	Reason	Outcome	Chair sign-off
<input type="checkbox"/>	Louis Iqbal-Jarvis		Annual		
<input type="checkbox"/>	Luke Thompson-Jarvis	ST1	Annual	Satisfactory	

Split Selected




Delete Selected



Move Selected

Split - this is if you wish to create a new "meeting" with just this trainee in (for example if you wish to remove one of the members for this particular trainee).

The panel review

Panel review submitted: 26/06/2020

 Trainee details  Educator notes  Requirements  Spread of entries  Progress  Search their entries  Exams

 Edit the review  Other reviews for this panel

Trainee: **Mr Luke Thompson-Jarvis**
GMC: **0003**
Training number: **564879667**
Certificate type: **CCT**
Certificate subtype: **Standard CCT**
Stage of training: **ST1**
Educational Supervisor:

Deanery: **Z RCGP Test**
Training Programme: **Z Nelson**
Dean / RO: **Tony**

Reason: **Annual**
Final panel before CCT: **No**
Most recent ESR outcome: **Unsatisfactory**

Expected CCT date: **30/05/2020** 
Period covered: **26/06/20 - 05/09/20**

Panel meeting: **05/09/2020**
Members: **Test: Panel Chair Ford (Panel Chair), Test: Panel Member Sheikani (Panel Member)**
Previous panel for trainee: **01/07/2020**
Proposed next panel date: **not set**
Next panel meeting with trainee in: **None**
Outcome: **Satisfactory**