

FishBase Familiarisation

This guidance is aimed at Administrators (RCO, Deanery and College Tutors) and Educators (Deans and Training Programme Directors)

It is not exhaustive but is intended to assist in your initial familiarisation with FishBase.

FishBase is a database that contains information from the ePortfolio used by Trainees and Educational Supervisors on personal FourteenFish accounts to track learning and complete assessments, and any assessments by Clinical Supervisors. The role that someone has will dictate what jobs they can perform within FishBase and what they will see when they log in. For example, ARCP members will have a different view to a trainee administrator or Training Programme Director.

We describe the basics of the database structure on: [Introduction to the database on FishBase](#) and **we would recommend reading this as a first step.**

Table of Contents

Logging in	2
Giving others access to FishBase.....	3
Viewing Trainees and Educational Supervisors.....	4
Navigating and Using the Trainee Page.....	7
Trainee Page sections explained	8
Page Menu.....	8
Training Map	8
The rest of the Trainee page	10
Filtering and Trainees reports.....	11

Logging in

Once you have received confirmation of new Organisation linking go to www.fishbase.co.uk to log in, or for first time access follow the pink link in the invite email. If you can't remember your password, then please click 'Forgotten your password' and it will email you a link to set up a new one.

- Once logged in, you will see the home page, called **Dashboard**. You will find help if you click? Help at the top right, the system will take you to the FourteenFish Help Centre which contains our help articles and the contact form for specific enquiries.
- If you already have access to FishBase to administer the database of another Royal College or organisation or need to access more than one RCO Deanery, you will see that the **Your Organisations** area lists all the databases that you have access to. To change between these, use the blue links to switch organisation, this updates the listed organisation at the top of the page. You need to be added to all the Deaneries you require access to, by a current administrator of that Deanery database. See 'Giving access to FishBase' below.
- On the left you will see **Database**, this is what you need to click on to access all the Deanery information.

The screenshot displays the FishBase dashboard for the RCOphth organization. The top navigation bar includes the FishBase logo, the current organization name 'RCOphth', and a 'Help' button highlighted with a green box. The left sidebar lists various navigation options, with 'Database' highlighted in green. The main content area shows the RCOphth dashboard with options for Calendar, Files, and Finance report. Below this is an email capture notice and a 'Submit a ticket' link. A 'Your organisations' section is highlighted with a green box, showing 'Your current organisation: RCOphth' and a blue link for 'FourteenFish RCOphth'. A green arrow points from the 'Help' button to the 'Your organisations' section.

Giving others access to FishBase

If you have admin rights, then you can give others in your organisation access to view the people in your Deanery area. To do this, click on **Organisations** on the left menu in Database, find your organisation and click on it. At the top right you will see **Users & Roles for this organisation**. Click on this, then **Add a user** and fill the name and email address of the person you want to add. The system will match the user if they already have a FishBase account, otherwise they will receive an invite to create an account.

You need to select user's role when adding them. If you add them as 'Normal' they will be able to see everything and do everything except create new users for that organisation. If you give them 'admin rights' then they will be able to add new FishBase users, as well as completing your role on the database. You can change the rights for each person in this menu as well as remove them if required.

The screenshot shows the FishBase interface. The top navigation bar includes the FishBase logo, 'RCOphth', and 'Help'. The left sidebar shows a 'Database' menu with 'Organisations' selected. The main content area is titled 'Deanery: RCOPTHS TEST DEANERY'. A green box highlights the 'Users & Roles for this organisation (3)' link. A green arrow points from the 'Organisations' menu item to the 'Organisation details' section. The 'Organisation details' section displays the following information:

Name: RCOPTHS TEST DEANERY	Generic Email:	Notes:
Type: Deanery	Address:	Added: 31/05/2022
Main contact:	Phone:	Last modified: 10/08/2023 11:27:08
Website:		Modified by: [redacted]
ODS Code: Not set Lookup		

The screenshot shows the FishBase interface for adding a user. The top navigation bar includes the FishBase logo, 'RCOphth', and 'Help'. The left sidebar shows a 'Database' menu with 'Organisations' selected. The main content area is titled 'User access'. A green box highlights the 'Users & Roles' link. A green arrow points from the 'Users & Roles' link to the 'Add' button. The 'User access' section displays the following form:

Salutation:

Firstname:

Lastname:

Email:

Role:

[Add](#)

Viewing Trainees and Educational Supervisors

Once you have clicked on **Database > People** you will see a list of different boxes and filters. If you click **Run Search** in the pink box, it will bring up a list of all users in your area. As your access allows you to work across the whole Deanery you can access the records for all trainees. If you are a College Tutor, you may need to search for trainees by name to view their Person records, using the search and filtering options below:

People

[+ New person](#) [+ Add all to mailing](#) [- Remove from mailing](#) [x Clear filters](#) [Export to CSV](#) [v Search menu](#) [v Merge menu](#)

[Invite to FourteenFish](#)

Person to merge: **None yet** [x Clear merge](#)

Name: Email: Job type:

Stage of Training:

Search for people with a role in...

Type of organisation: Organisation name:

Show results: View as:

1,066 people were found. Recipients in current mailing: 3

Name	Email	Job title	Organisation	County	Roles	Mailing
[Name]	[Email]	ST7	RCOphthalmologists		1	Add Merge
[Name]	[Email]	ST1	RCOphthalmologists		1	Add Merge
[Name]	[Email]	ST4	RCOphthalmologists		1	Add Merge

To view the basic **Demographic** information of the users, click on their name, this will show their **Person Details** (The name is in blue text and clicked on, above, under the green box highlight). There are links to the Trainee page highlighted in pink below.

Rcocurrenttrainee2 Test

Edit [Trainee page](#) User view Create a task Show their mailing label Audit log Searches
Link another Deanery/Training prog. Delete

On this page you can edit demographics. To manage posts or other trainee related information please visit the [Trainee page](#).

Demographic details

ID: 413410	DOB:	Deanery: RCOPHS TEST
Title:	Phone:	DEANERY
First name: Rcocurrenttrainee2	Mobile:	Training prog: Training Programme 1
Surname: Test	Address:	
Gender: Unknown		
Main email:		
rcocurrenttrainee2@fourteenfish.com		
Other email:		
Training transition date: ?		

This person record is linked to a user account

User page What is this?

If you want to look at a trainee's posts etc then you will need to go to the **Trainee page**, you can do this straight from the main list by clicking the person icon or from in the 'Person Details' page (Illustrated by the pink box highlight above).

Trainee: Rcocurrenttrainee2 Test

! The last post ends on: 11/02/2024 but the last stage of training ends on: 09/02/2024

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

Exams Reservations

Table view Trainee reports Add panel notes User details

Trainee: **Rcocurrenttrainee2 Test**
Current stage of training:
Educational Supervisor:

Deanery: **RCOPTHS TEST DEANERY**
Do Not Use: **Training Programme 1**

Scheme Days
Primary care: **6 months (181 days)**
Non-primary care: **0 days**
Total: **6 months (183 days)**

CCT date
CCT date:
Training so far: **6 months (183 days)**
Left to do: **2 years 5 months (906 days)**

[More details](#)

Ophthalmol

ST4 ST5
Report Report

Training Map

11/08/2023 09/07/2024 08/06/2025 08/05/2026

Ophthalmology
Organisation: **RCOPTHS TEST DEANERY (primary care)**
Dates: **11/08/23 - 11/02/24**
Days: **6 months (184 days)**
Equivalent days: **6 months (181 days)**

From 11/08/2023 until 13/11/2023 they were working at 100% WTE for a total of 94 days (ST4).
From 14/11/2023 until 09/02/2024 they were working at 100% WTE for a total of 87 days (ST5).
From 09/02/2024 until 11/02/2024 they were working at 0% WTE for a total of 3 days giving an equivalent of 0 days (Not set).

[More details](#)

Demographics Add a review period Add a new stage of training New post Set a panel date Add another exam result

Educator notes

PDP: Entries for review from last review period

PDP: Agreed Entries for the next review period

CEPS

Compliance passport (Mandatory training)

Scheme applications

History log

On this page you will find all the information about the trainee including in the Training Map area: Levels, Stages of training, current Review Period details and access to the whole of their portfolio via the top page menu and the expandable sections below the Training Map. You can add new Posts, Stages of Training and Review period, and check linked supervisors under the training days map and there is a link back to the 'Demographics' page.

Navigating and Using the Trainee Page.

Firstly, there are a few important things to note for the RCO use of the database:

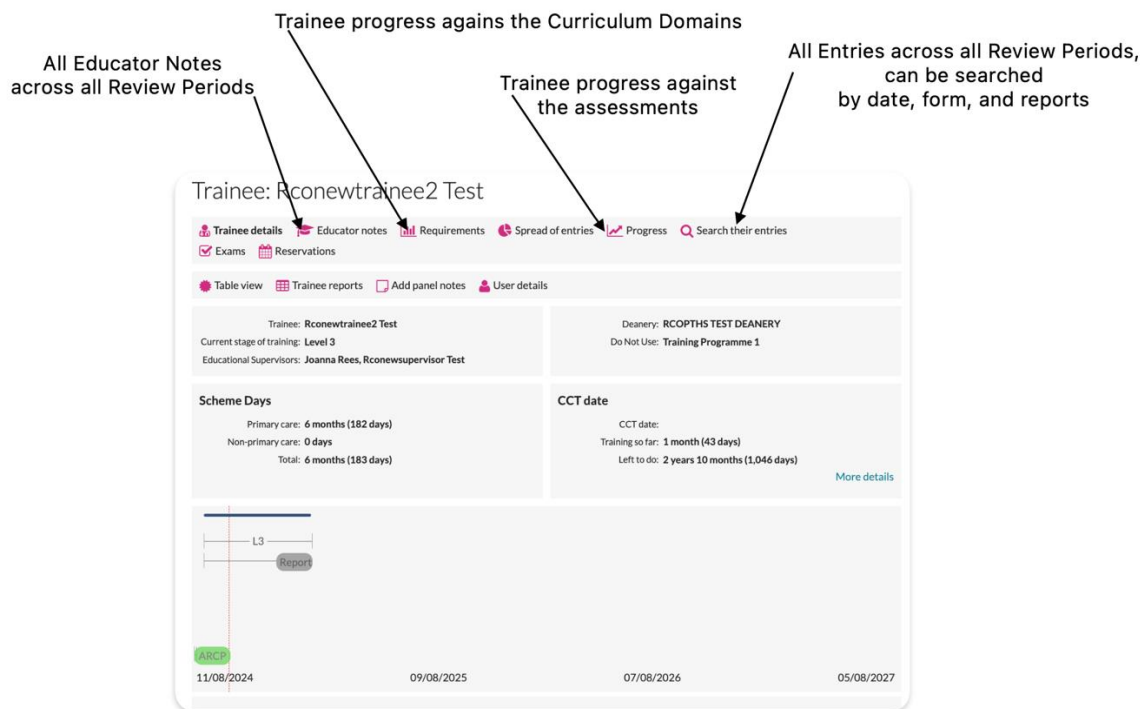
- The database is only populated with training since August 2024, as the main data import from the previous Training Portfolio has not been completed. Trainees have added 'Curriculum Catch Up' entries to populate the Curriculum Domains already completed, if they are in ST2 onwards. You can review these entries under **Search their Entries**.
- **Panel meetings, Exams and Reservations** are not yet active on the RCO Portfolio so you cannot access these pages.
- **Stage of Training** gives a New Curriculum trainee's Level. Old Curriculum Trainees show Stage of Training here.
- **Post** gives a New Curriculum trainee's Stage of Training. Old Curriculum trainees show Stage of Training here also.
- **Reports** are where the current training with the current Educational Supervisor, and all assessments completed by Clinical Supervisors are collated for final ES review/report.
- For the purposes of set up, all trainees were added to the 'RCOphthalmologists Organisation' under 'Post'. This should list the Organisation (Hospital etc) the trainee is working at. You may choose to edit the current post to the correct Organisation (Hospital), as you review their Training Details page, to aid in your filtering of trainees within the Deanery. The Post section below details how to do this.
- There are several ways to access the information on a trainee's portfolio, and you may find yourself taking different routes to access the same data. If in doubt, go back to the Trainee Details page and start again.
- A few points of note regarding the RCO use of the Portfolio; Trainees are inviting their own Supervisors to link to their Portfolios. The Trainee and Educational Supervisor access is through FourteenFish accounts, not FishBase. The information on both sites is the same but presented differently. 'Non' Educational Supervisors completing assessments receive emailed access links to specific assessment templates shared by Trainees, once these are saved, the Supervisor can no longer access them. They do not have access to trainee Portfolios unless the trainee invites them as a Clinical Supervisor through their FourteenFish account. Once the Educational/Clinical Supervisor accepts the invite, they will see a 'Supervisor's Area' appear on their Dashboard listing their trainee names, this is their portal to view trainee Portfolios.

Trainee Page sections explained

We will start by looking at individual Trainees:

Page Menu

The top menu on the Trainee page has links to the overview areas that allow tracking of trainee progress across the entire portfolio, not just on individual Review Periods. All these pages allow some filtering of results, for instance



The **CCT date** section allows you to see the area of the site that are dictating the CCT date as it appears.

Training Map

The Training Map shows the trainee's journey in training, and clicking on any section or lozenge populates the box below with 'at a glance' information about that Stage, Post or Review Period.

Report

ARCP

11/08/2024 09/08/2025 07/08/2026 05/08/2027

Review period: Level 3-1 (set as Trainee's current review)

Dates: 11/08/2024 - 11/02/2025

Supervisors: (Educational supervisor), Rconewsupervisor Test (Educational supervisor)

Report signed off:

[More details](#)

Clicking on **More details** at the bottom right of the box, takes you to further details and links to other items related to it (for instance past Review Periods as detailed below).

If edits are needed to the Review Period, click here to be taken to the Edit page.

Review period 1: 11/08/2024 - 11/02/2025

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

[Exams](#)
[Reservations](#)

[Edit these review period details](#)

Trainee: Rconewtrainee2 Test
 Stage of training: Level 3 11/08/24 - 09/02/25
 Previous review period: **Not set**
 Number of entries: 6 [View](#)
 Portfolio template: Ophthalmology curriculum - New

Permission to access

[Add another supervisor](#)

Educational supervisor: Mrs. [Make Clin sup](#) [Remove](#)
 Rconewsupervisor Test [Make Clin sup](#) [Remove](#)

Reports

Posts matching the dates of this review period

All Review periods (1)

ID	Portfolio template	Date	Locked
385220	Ophthalmology curriculum - New	11/08/2024 - 11/02/2025	View

Audit trail

The Audit Trail allows you to track changes to any item you are looking at on a trainee's Portfolio.

Check the entries that have been reviewed by a Supervisor and are included on a Review Period

Trainees invite their own Supervisors but cannot edit them. Click here to change Supervisor relationships or Remove.

If you need to navigate to other Review Periods to check anything, there are links to all here.

You can use the browser back arrows or click on the page menu Training Map link to navigate away from any **More info** page you view.

The rest of the Trainee page

Below the Training Map are all the areas of a trainee's portfolio that are not linked to the Review Period, Stage of Training or Post in the Training map (see image below).

Using the drop-down arrows to the right allow you see the entries on the portfolios. This is your handy portal to view Educator's Notes, CEPS or PDP without having to do a full 'Entries page' search and add all the filtering in.

The **Compliance Passport** drop down shows you the Mandatory Training that is uploaded by a trainee, and any other items such as Form R etc.

When **Scheme Applications** are launched for the RCO, these will appear here when uploaded by a trainee.

The **History log** here records all changes made to the Training Map and Demographics page, whereas previously mentioned 'Audit logs' only show a specific portfolio item history.

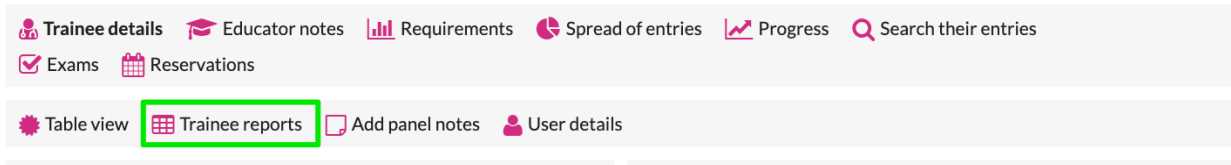
Educator notes	▼
PDP: Entries for review from last review period	▼
PDP: Agreed Entries for the next review period	▼
CEPS	▼
Compliance passport (Mandatory training)	▼
CCT date changes	▼
Scheme applications	▼
History log	▼

Filtering and Trainees reports

You can generate searches using the filtering on the People search page, as detailed above, but you can also do trainee group searched from the Trainee page.

Page Menu

Trainee: Rconewtrainee2 Test



These can also be accessed from the left menu, to access the same trainee filtering options. Reports can be generated and exported. New additions to these lists must be requested via the RCO.

