NHS
England
North West

A Guide to TIS Self Service

TIS Self-Service can be accessed via the following link:
https://trainee.tis.nhs.uk/

Contents

Getting Help

There is a Support section available at https://tis-support.hee.nhs.uk/trainees/

If you would like a Form R to be "unsubmitted" to correct an error, so that it can be edited and re-submitted, please contact the relevant training programme management team

If doctors have any issues with the sign-up process, they should contact tissupport.north@hee.nhs.uk

Background

The TIS Self-Service (TSS) application enables a postgraduate doctor in training to log in and see some data NHS England hold. It also enables the completion of the Form R required for registration and for ARCP where it forms part of the GMC's Revalidation process.

HEE (now part of NHS England) began rolling out TSS as a pilot in early 2022 and from August 2022, all postgraduate doctors in training (except foundation level doctors) are expected to use TSS to complete the Form R for registration and ARCP, as well as sign off the "Conditions of joining a training programme".

Over time we will add data and functionality which will include response to feedback received from postgraduate doctors in training.

The TSS system synchronises to the main NHS England Trainee Information System (TIS) where all training data is stored.

As part of the first phase, doctors will be able to make use of many benefits the TSS system will provide, including improved transparency, and quick and easy to access to the information we hold about them; including their training programme and placements. (Please note that in NHS England – North West, the future placements in TSS are provisional until officially confirmed by the Lead Employer).

This can be done at their convenience using desktop, laptop or mobile devices, and they can have peace of mind that their information is secure thanks to the extra security step we have introduced when they login.

Getting Started and Sign-up

To use TSS, doctors will first need to follow the sign-up process. They will only need to do this once, for initial set up. If they have previously signed-up with TSS in another NHS England region, they will not be required to sign-up again and they should use the same sign in details to log-on. Doctors will need access to a mobile phone to authenticate their account.

At the point of sign-up, doctors must use the email address NHS England have recorded for them on TIS. Using any other email will mean the doctors will not be able to successfully sign-up.

Currently, once signed up, changes to email addresses in TIS will not change the email address for logging-on.

If you would prefer to nominate an alternative email address as your main contact email address, please contact the relevant training programme management team before signing up so we can update the system.

If doctors have any other issues with the sign-up process, they should contact tissupport.north@hee.nhs.uk

Sign-up process

1. Navigate to https://trainee.tis-selfservice.nhs.uk/

2. Click on "Sign up & Verify":
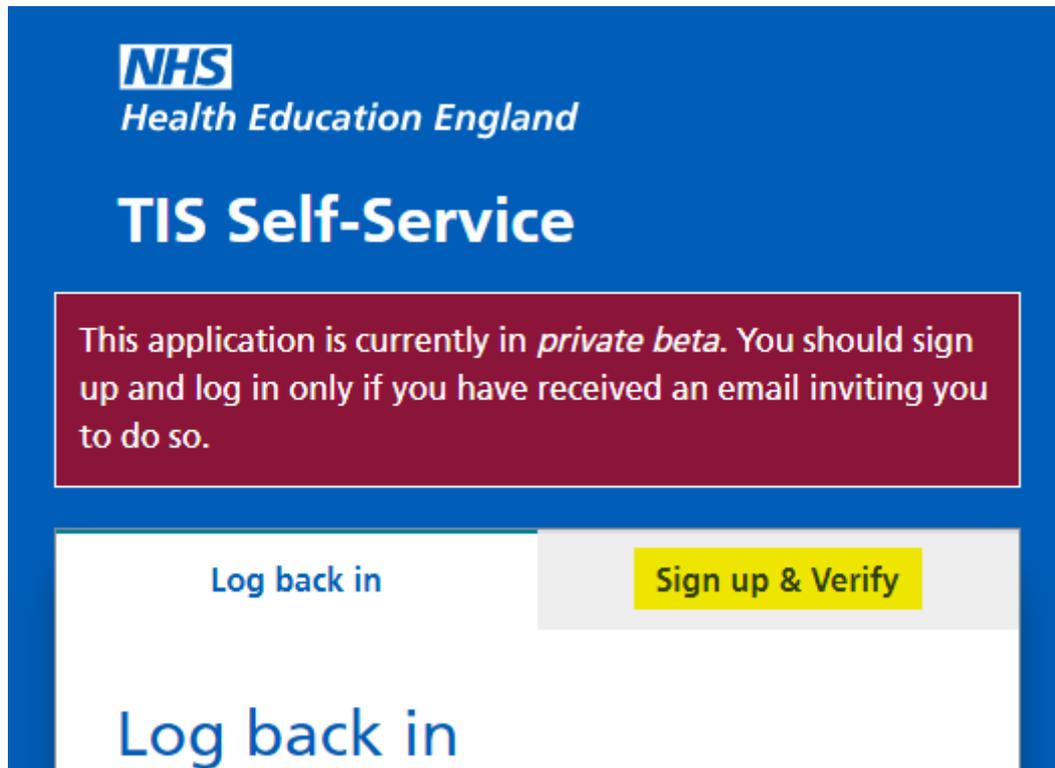
3. Enter the required details, remembering to use the email address that NHS England have recorded for you. If you are unsure which email address NHS England have recorded for you, please contact the relevant Training Programme Management team.

4. Click the "Sign up & Verify" button.

5. Follow the instructions to set up an authentication option (either App or SMS – information on setting up an authenticator app can be found here: https://tis-support.hee.nhs.uk/trainees/how-to-set-up-an-authenticator-app-on-your-phone/

If you need to make any changes to the data stored in TIS, please note that some information is automatically imported from your ESR (Electronic Staff Record), and you will need to update this information via ESR.

Please see the information on the following link, about which information is taken from ESR, and which we can manually update for you:
https://tis-support.hee.nhs.uk/trainees/how-to-update-personal-data/

For any data that states "Contact your local HEE office" please contact the relevant Training Programme Management team to update these details.

Once you have set up your account you will be able to view your personal details including your programme and placement information. (Please note that the placement is not final until formally confirmed by the Lead Employer).

Using TSS

Homepage

This is the landing page of TIS Self Service:
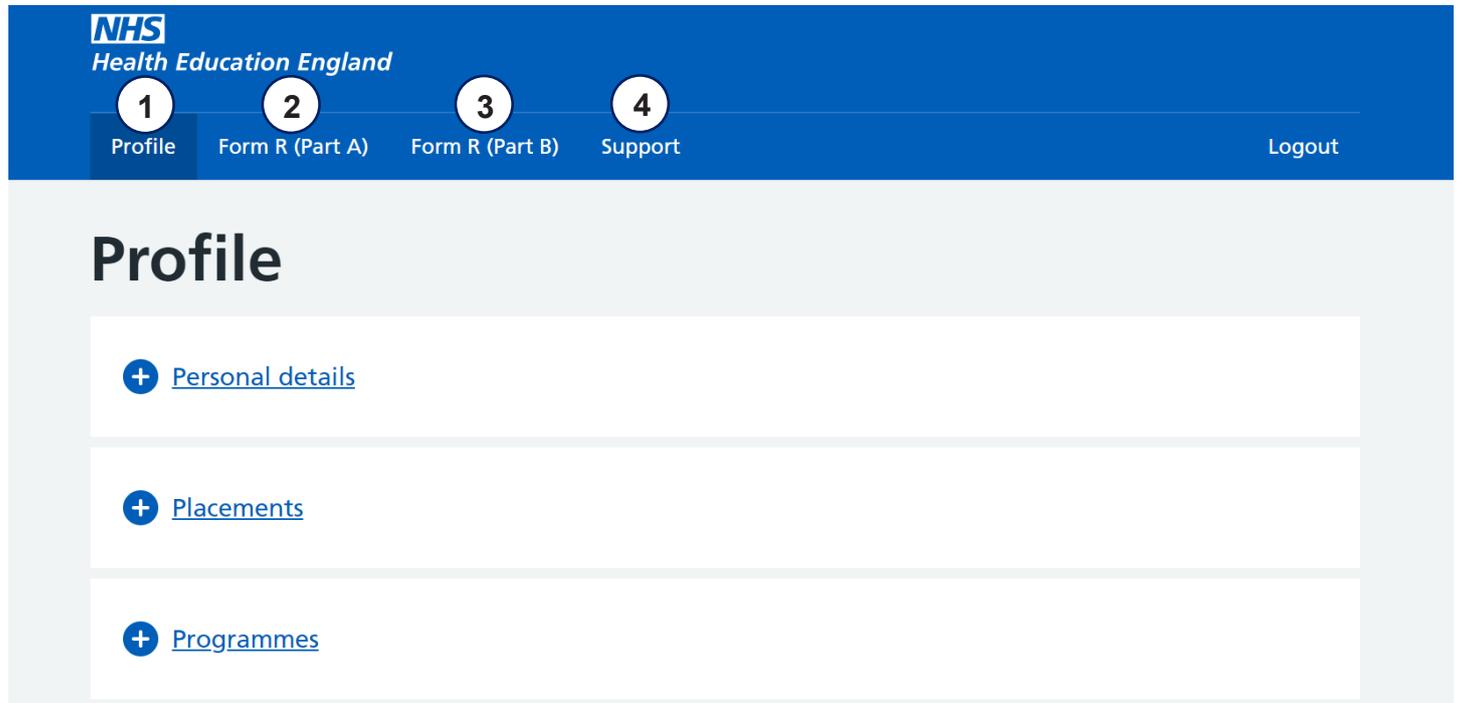
There are multiple navigational tabs on the top crossbar:

1. Profile – contains your trainee data held in TIS.

2. Form R (Part A) – enables you to complete your Form R (Part A) and view previous submissions.

3. Form R (Part B) – enables you to complete your Form R (Part B) and view previous submissions.

4. Support – enables you to contact your local office / another local office.

Profile

Contains your details. Click on the "plus" button to reveal more.

If any of your details require amending, please refer to this web page about how these are updated: https://tis-support.hee.nhs.uk/trainees/how-to-update-personal-data/
Where it asks you to contact your local NHS England office, please click on the "support" tab to access the correct email address.

Personal Details

Contains your personal details:

⊖ Personal details

Fullname	
Maiden name	
Known As	
Gender	
Date of birth	
Email	
Telephone	
Mobile	
Address	

Registration details

General Medical Council (GMC)

Placements

Shows a list of your placements in chronological order.

Some examples of how placement data will appear:

⊖ Placements

Site	Peace Hospice
Site Location	Cassiobury Drive WATFORD
Starts	18/04/2021
Ends	08/04/2022
Whole Time Equivalent	1
Specialty	Palliative Medicine
Grade	
Placement Type	In Post
Employing Body	St Helens and Knowsley Teaching Hospitals NHS Trust
Training Body	Peace Hospice

Site	LEICESTER CITY COUNCIL PUBLIC HEALTH
Site Location	City Hall 115 Charles Street Leicester Leicestershire
Starts	03/03/2021
Ends	02/03/2021
Whole Time Equivalent	Value not given
Specialty	
Grade	
Placement Type	In Post - Acting up
Employing Body	St Helens and Knowsley Teaching Hospitals NHS Trust
Training Body	Leicester City Council

Programmes

Shows a list of all programmes and any curricula that you are attached to. The start and end date for each curriculum and the overall programme are displayed.

⊖ Programmes

Programme Name	ACCS Acute Medicine
Programme Number	YAH719
Programme Start date	01/03/2021
Programme End date	01/01/2026
Owner	Health Education England Yorkshire and the Humber
Curricula	ACF (NIHR funding) 01/01/2021 - 01/01/2024 ACCS - Acute Medicine 01/03/2021 - 01/03/2024

Form R (Part A)

Allows you to submit a new Form R (Part A) and view previous submissions.

- To submit a new form; click 'Submit new form' to begin a new form.

- To access previously submitted form; click 'Form submitted on…' and the particular date of the previously submitted form that you want to access.

Form R (Part A)

Trainee registration for Postgraduate Speciality Training

Submit new form

Submitted forms

→ form submitted on 05/02/2021

The form does not have to be completed in one sitting as you 'Save for later' midway through completion. These buttons will appear at the bottom of the page:

Full Time or % of Full Time Training

e.g. 0.1 for 10%, 0.25 for 25% etc.

Save for later   Continue to submit

Saving for later will enable you to continue from your draft form later by selecting 'Edit saved form'.

Form R (Part A)

Trainee registration for Postgraduate Speciality Training

Edit saved form

One point to note is that the form has inbuilt validation which may prevent you from saving / continuing to the next section if the page is incorrectly completed.

If this is the case, a red text box will appear asking you to 'Please check highlighted fields', example below

- Training Grade is a mandatory field therefore a grade must be selected.
- The Training % must be a value between 0 to 1 (inclusive). 12 is clearly greater than this, so an error message is generated to prompt you to fix it.

Programme

Training Grade
Training Grade is required

-- Please select --

Start Date

01/03/2021

Post type or Appointment

SUBSTANTIVE

Full Time or % of Full Time Training
Programme Full Time Equivalent in Training needs to be a number less than or equal to 1 and greater than zero (a maximum of 2 decimal places)

12

Please check highlighted fields

Once these errors are corrected, will you be able to save and progress in the form.

Once submitted, you can save a pdf copy of your form by following the instructions in the highlighted hyperlink.

Form R (Part A)

Trainee registration for Postgraduate Speciality Training

‹ Go back to forms list

Save a copy as a PDF

→ **Click here for help saving form as a PDF**

Form R (Part B)

Allows you to submit a new Form R (Part B) and view previous submissions.

This is the same process as the Form R (Part A).

Form R (Part B)

Self-declaration for the Revalidation of Doctors in Training

Submit new form

Submitted forms

→ form submitted on 29/04/2021

Signing the conditions of joining a training programme

This guidance applies to doctors joining a training programme with NHS England from 1 August 2023 or later. For training programmes starting before this date, please follow the previous process for signing the conditions of joining a training programme – please contact the relevant Training Programme Management team for details.

Doctors must sign the "Conditions of joining a training programme" for each new training programme they join, even if they have been in a training programme with NHS England in the same specialty before (for example if they have done an inter deanery transfer from one English region to another), or in another specialty in the same region (for example when moving for core training to higher training).

The conditions of joining a training programme agreement can also be viewed on the Gold Guide version 9 website: https://www.copmed.org.uk/gold-guide/gold-guide-9th-edition

The conditions of joining will be available to sign 13 weeks before the training programme start date. When it is ready to sign, a yellow banner will show across the top of TSS:

When the conditions of joining agreement is ready to sign off, navigate to the "Programmes" tab, this will display your programmes past and present.

A "sign" button should show on any programmes where the Conditions of joining are available to sign. If the conditions of joining are not yet ready to sign, the date when it will be available should be displayed.

To review the agreement before signing, click the "sign" button. This should display the conditions of joining a training programme document and should have your programme and region at the top.

Conditions of Joining Agreement

Combined Infection Training/Peninsula Specialty Training Programme

Please note: This is not an offer of employment.

Dear Postgraduate Dean,

At the bottom of the agreement, there are seven checkboxes which must be checked to confirm you understand and agree. Once these checkboxes have been checked, you can click the green "Click to sign Conditions of Joining agreement" button.

In addition, I acknowledge the following specific information requirements:

☐ I understand that programme and post allocations are provisional and subject to change until confirmed by HEE WM and/or my employing organisation.

☐ I understand that I will need to satisfy all requirements of the programme and curriculum to enable satisfactory sign off, and that this may require a specific time commitment.

☐ I will obtain and provide my School and HEE WM with a professional email address.

☐ I will inform my School and HEE WM of any change of my personal contact details and/or personal circumstances that may affect my training programme arrangements.

☐ I will keep myself up to date with the latest information available via HEE as well as via the relevant educational and regulatory websites.

☐ I will attend the minimum number of formal teaching days as required by my School/programme.

☐ Where applicable, I will fully engage with immigration and employer requirements relating to Tier 2 and Tier 4 UK visas.

I acknowledge the importance of these responsibilities and understand that they are requirements for maintaining my registration with the Postgraduate Dean. If I fail to meet them, I understand that my training number/contract may be withdrawn by the Postgraduate Dean.

I understand that this document does not constitute an offer of employment.

Click to sign Conditions of Joining agreement

Support

This section includes some Frequently Asked Questions (FAQs) as well as the ability to contact your local office and the TSS technical support team.

Allows you to contact your local office. You should select the local office that manages your current programme from the drop-down list. Please note that this does not go directly to the Programme management teams and it may be quicker to email the relevant training programme management team directly.

Local Office support

Form R process & data quality issues
(e.g. Editing a submitted form, incorrect data.)

Please select your Local Office from the list below:

-- Please select --

-- Please select --
Health Education England East Midlands
Health Education England East of England
Health Education England Kent, Surrey and Sussex
Health Education England North Central and East London
Health Education England North East
Health Education England North West
Health Education England North West London
Health Education England South London

If you are having technical issues, please use the "Technical support" section by selecting the category (or categories) that best describes the issue you are having.

Technical support

App-related technical issues
(e.g. Error messages, Form R not saving.)

Please select the category (or categories) that best describes your technical issue:

Select or start typing...

Authenticator
Conditions of Joining
Data Quality
Digital Staff Passport
FormR
Login
Personal data
Placement data

Feedback

How to Leave Feedback

Please leave feedback using the inbuilt Hotjar tool.

Clicking on the arrow at the bottom of the page will open a survey to complete that will help us improve Self-Service.

If the arrow is not appearing, please clear your cache and cookies.
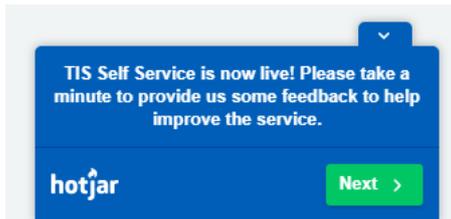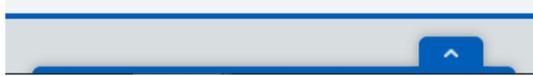
If you want to provide further feedback and include screenshots, then please email: england.hee.tis@nhs.net

North West Training Programme Management Contacts

Specialty School	Email Inbox
ACCS	england.accsem.nw@nhs.net
Anaesthesia	england.anaesthesia.nw@nhs.net
Emergency Medicine	england.accsem.nw@nhs.net
Intensive Care Medicine	england.icm.nw@nhs.net
General Practice	england.gptraining.nw@nhs.net
Medicine	england.medicine.nw@nhs.net
Obstetrics and Gynaecology	england.obsgyn.nw@nhs.net
Ophthalmology	england.ophthalmology.nw@nhs.net
Paediatrics	england.paediatrics.nw@nhs.net
Pathology	england.pathology.nw@nhs.net
Public Health	england.publichealthnw@nhs.net
Psychiatry	england.psychiatry.nw@nhs.net
Radiology	england.radiology.nw@nhs.net
Surgery	england.surgery.nw@nhs.net