

Our ref: RH/eb/trainee – Welcome – Feb 26
Your ref:



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Dear Resident Doctor

Welcome to NHS England - North West Office (formerly Health Education England)

Could I pass on my congratulations on your appointment to undertake the next stage of your postgraduate medical training with NHS England in the North West of England.

This letter contains important information about what you need to do next so please read the information below carefully.

Revalidation Responsibilities for Resident Doctors

All doctors with a licence to practice, including Resident Doctors from Foundation Year 2 onward are subject to revalidation.

Your revalidation submission date is set by the GMC and you can check this at any time by logging into your online GMC account.

Designated Body and Responsible Officer

- Every doctor with a licence to practice needs to be connected to a designated body and Responsible Officer for the purposes of revalidation and it is your responsibility to ensure that you are connected to the correct organisation while you are a Resident Doctor. Please note that you can only connect to an organisation from the date on which your employment starts. You cannot connect in advance of your start date.
- Providing you hold an NHS England NW training number you should ensure that you remain connected to NHS England NW (designated body) and that your Responsible Officer is Prof Roisin Haslett. Please note that if you are on an Out of Programme (OOP) placement within another region of the UK or in another country and still retain your training number, your designated body remains NHS England NW and your Responsible Officer is Prof Haslett.
- You can check and amend your designated body and Responsible Officer details by logging onto your GMC online account.
- When you leave NHS England NW you will need to connect to your new designated body (usually your new employer or agency). You will be disconnected from NHS England NW and it is your responsibility to ensure that you connect to your new designated body and Responsible Officer who will then be responsible for your revalidation.

ARCP and Revalidation

- Revalidation for Resident Doctors hinges around the ARCP process and under current policy you may be considered for revalidation part way through your training as well as CCT depending on the submission date which the GMC has set for you. Please note that while CCT and revalidation are connected, they are separate processes. Providing you are engaging with the ARCP/appraisal process and keeping your e-portfolio up to date there is nothing additional that you need to do. You should have an ARCP in each 12-month cycle, April to April.
- **Form R:** at the point of registration to your training programme you are required to **complete Form R** (see information below). In addition to information from Lead Employers, Host Trusts and Clinical/Educational Supervisors' reports, information from Resident Doctors is fed into the ARCP process via Form R. You are required to complete a **Form R part B** for every ARCP. This includes a self-declaration on scope of practice, significant events, complaints, compliments, probity and health. Please note that you should record **every** locum post with the correct dates on your Form R.

More details can be found at the following links:

**Guidance for Resident Doctors & trainers
on undertaking additional work**

[click here](#)

NHS England revalidation:

[click here](#)

GMC website:

[click here](#)

Our Revalidation Team can be contacted by emailing: england.revalidation.nw@nhs.net
You should state your GMC number and specialty in all correspondence.

The Gold Guide

The Gold Guide is a reference guide for Postgraduate Specialty Training in the UK and is applicable to all postgraduate Resident Doctors on taking up appointments in specialty (including GP and Foundation) training. The 10th edition of the Gold Guide was published on 7th August 2024, and can be found here - [Gold Guide - 10th Edition - Conference Of Postgraduate Medical Deans](#).

TIS Self-Service

TIS is our trainee information system & there are now a number of features that can be accessed via TIS self service:

Sign up process

- Navigate to <https://trainee.tis-selfservice.nhs.uk/>
- If you have not already registered, you will need to set up an account first – the email address you use must be the one that you supplied to us (and is therefore on our system). We strongly advise that for security and confidentiality you use a secure NHS email account, e.g. nhs.net

- If you want to change your registered email, please contact your school contact with the revised email address before attempting to set up your account.
- You will need to set up Multifactor Authentication – guidance will appear on screen but you will need a mobile phone number and/or be able to download an app to a phone or other device.

Form R:

- Form R is completed via TIS self-service in two separate parts (Part A and Part B) – the part A is for new starters to complete & the part B is required when starting & then in advance of every ARCP- you will be contacted prior to your ARCP with relevant details and asked to complete the form B in time for your ARCP. You need to complete and submit the form R on TIS. You will also need to download a copy of Part B and upload it to your portfolio. <https://tis-support.hee.nhs.uk/trainees/how-to-save-form-as-pdf/>
- You will need your current revalidation date to complete the form, this is recorded in your GMC Online account.
- Please note that currently all of the placement information that is on TIS will pull through to the Form R including future placements. Please delete future ones and those that are before your previous ARCP prior to submitting (as the Form R is asking you to confirm work/placements undertaken since your last ARCP). Remember to add any work done outside of the training placement.
- Should you have any queries regarding what information to include/declare on your Form R then please email england.revalidation.nw@nhs.net

Other features of TIS self-service:

Once you have registered for TIS self-service you will receive a general welcome letter & information on the conditions of joining the training programme. You need to confirm your acceptance, as well as submitting your form R. If you have completed these steps, you will be able to view your NTN after your programme start date.

It is important that you regularly check TIS self-service as this is how you will receive notification of your placements throughout training.

LTFT

If you intend to apply for less than full time training, information can be found on our website [here](#).

Deferred start date requests

If you wish to request a deferred start date, please contact your Programme Support Manager. Contact details can be found on our website <https://www.nwpgmd.nhs.uk/>

The start of training may normally only be allowed on statutory grounds in line with the [Gold Guide](#) section 3.38 i.e. for parental or adoption leave or due to ill health.

International Medical Graduates

If you are an international medical graduate, england.imgsupport@nhs.net will be able to provide you with an IMG handbook and details of upcoming IMG inductions to support you joining the NHS.

Study leave

Information can be found on our website [here](#).

We aim to inspire excellence in all our resident doctors to ensure our patients receive the highest possible standard of safe clinical care and I always welcome your feedback and comments about your training experiences in the North West of England. For the latest news and information relating to your training please visit our website [here](#).

Please note that your personal data is stored by NHS England on both computer and manual systems. This will routinely be stored for 6 years after you leave the organisation. Where appropriate, this information may be shared with those who have responsibility for the organisation, management and delivery of training to help them deliver their roles. Details of the information we collect and how we protect your data can be found [here](#).

I know you will thrive as your career develops here and I look forward to meeting you on one of our Trust visits or at one of our resident doctors forum or Medical Leadership Night School meetings. There are many opportunities for our resident doctors in the North West so please keep an eye on our website for further information on these.

Yours sincerely

Professor Roisin Haslett - GMC No 3310322
Regional Postgraduate Dean and Responsible Officer
Honorary MAHSC chair

NHS England North West
Workforce, Training and Education Directorate