NHS
Health Education England

A Guide getting started with TIS Self Service

Version 1.1
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TIS Self-Service can be accessed via the following link:
https://trainee.tis-selfservice.nhs.uk/

Background

The TIS Self-Service (TSS) application enables a postgraduate doctor in training to log in and see some data HEE 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 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.

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

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

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

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

If you have any other issues with the sign-up process, please email tissupport.north@hee.nhs.uk

Sign-up process

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

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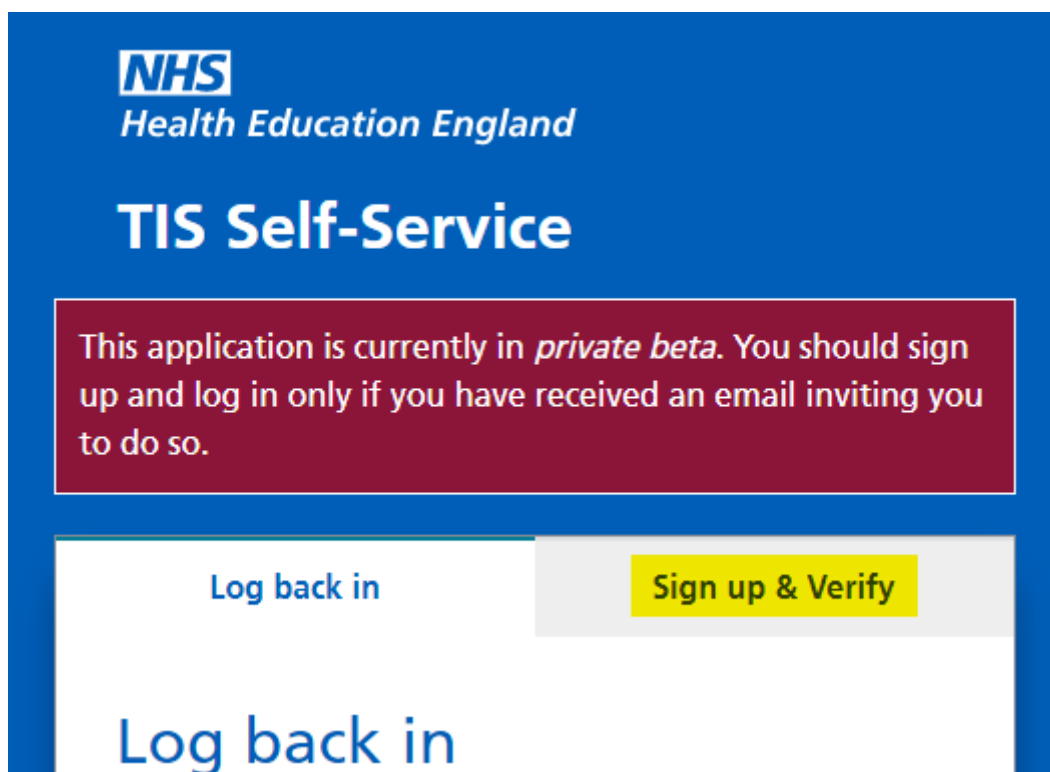
3. Enter the required details, remembering to use the email address that HEE have recorded for you. If you are unsure which email address HEE have recorded for you, please contact the relevant Training Programme Management team.

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 your ESR log-in (for new starters, the information will only transfer across once you have started in post, and you will be sent an ESR log-in by the Lead Employer).

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.

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).

Please use the system to create, complete and submit your Form R (Part A) for registration or Form R (Part B) ahead of your ARCP by the deadline advised (you do not need to complete a Form R until asked to do so). Please ensure that you also download a copy of the Form R Part B and save it in your e-portfolio. You will need your current revalidation date to complete the form, this is recorded in your GMC Online account.

If you have any other issues with the sign-up process, please email tissupport.north@hee.nhs.uk

For more information about the TIS Self Service system, please see the website: https://tis-support.hee.nhs.uk/trainees/

North West Training Programme Management Contacts

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