# Using TIS Self-Service (TSS)

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

## 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

## 1. 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 HEE 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)<br>01/01/2021 - 01/01/2024<br><br>ACCS - Acute Medicine<br>01/03/2021 - 01/03/2024 |

## 2. 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 can 'Save & Exit' midway. 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 and exiting 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**

## 3. 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

## 4. Support

Allows you to contact your local office. The contact is defaulted to the local office that manages your current programme.

# Support

▶ Got a question?

### Form R (including unsubmitting a form) & Personal Details queries

According to our records, your contact is Health Education England North West.

Please click on the link below or choose an alternative contact from the list.

→ tissupport.north@hee.nhs.uk

-- Choose an alternative contact --  ⌄

However, there is an option to select another Local Office by clicking on the dropdown menu. Clicking on the email address will open your email client and have the selected Local Office's contact details prepopulated.
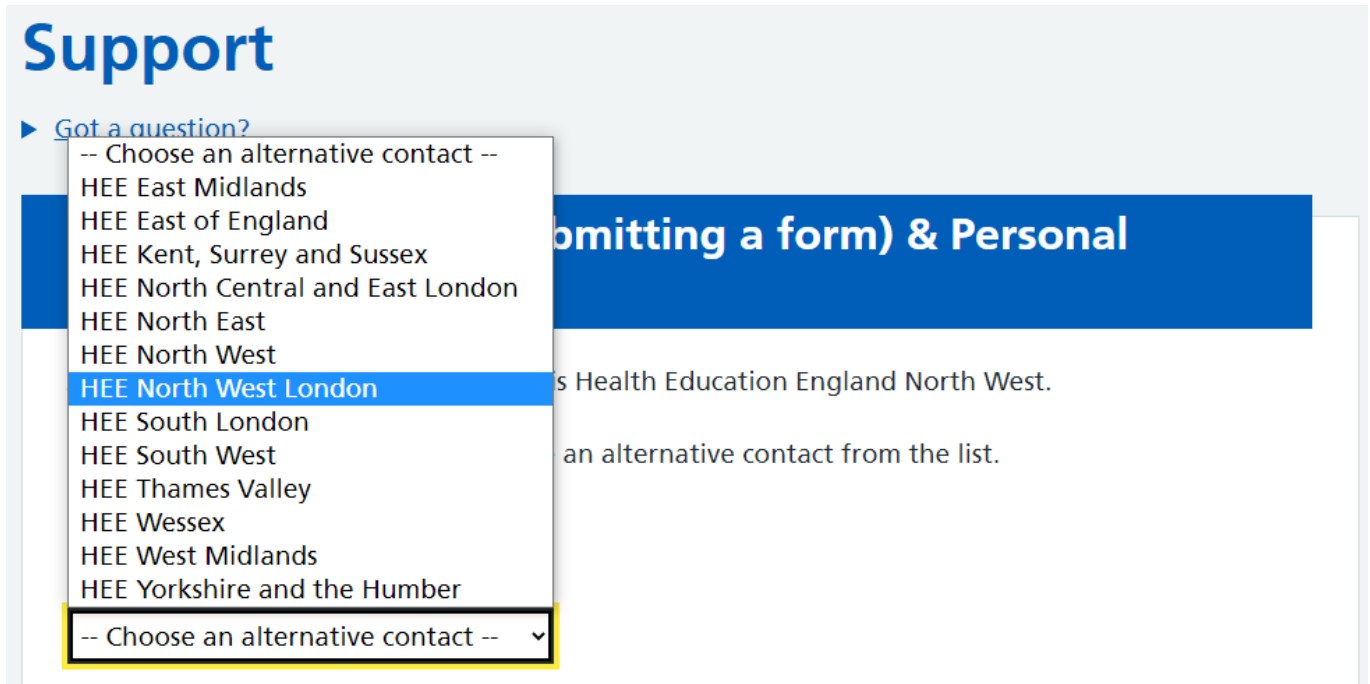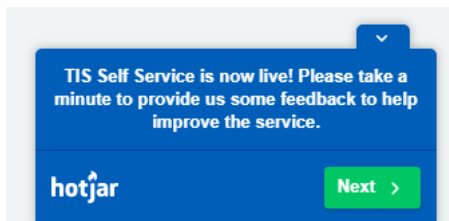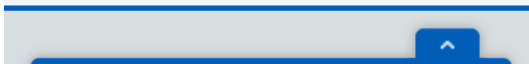


## Feedback

### 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:
HEE.TIS@hee.nhs.uk