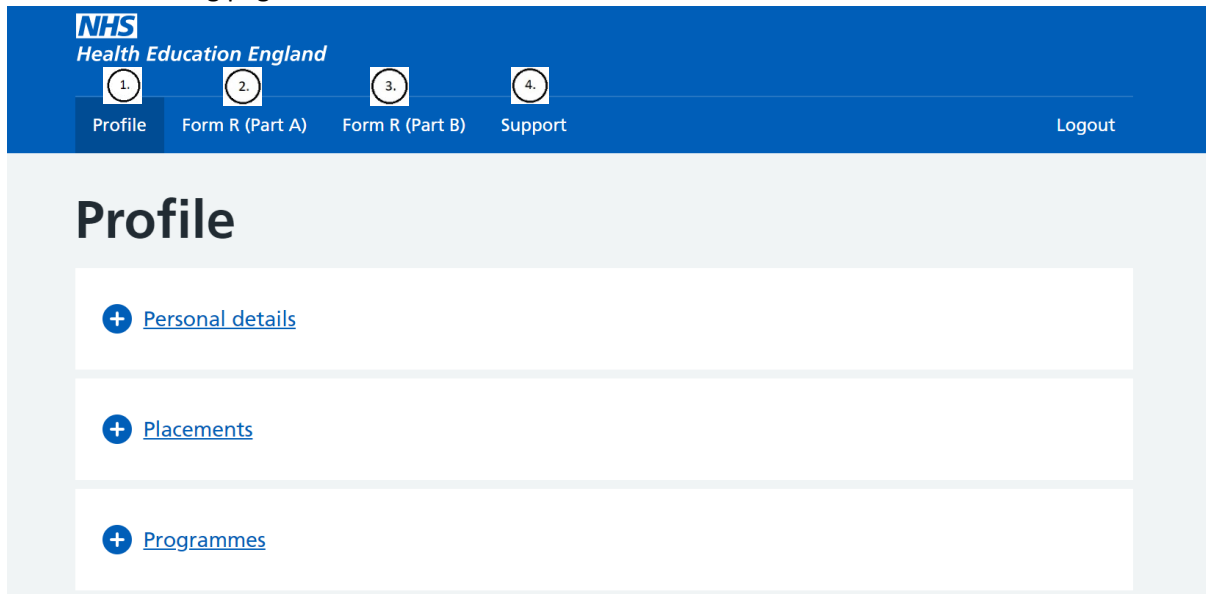


## Using TIS Self-Service

### 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 trainee details.

Click on the plus button to reveal more.

If any of your details require amending, please contact your local office via the support tab.

### 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.

Click 'Submit new form' to begin a new form.

Click 'Form submitted on...' and the particulate 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 & Exit**

**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'.

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 list](#)

[How to export form as 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

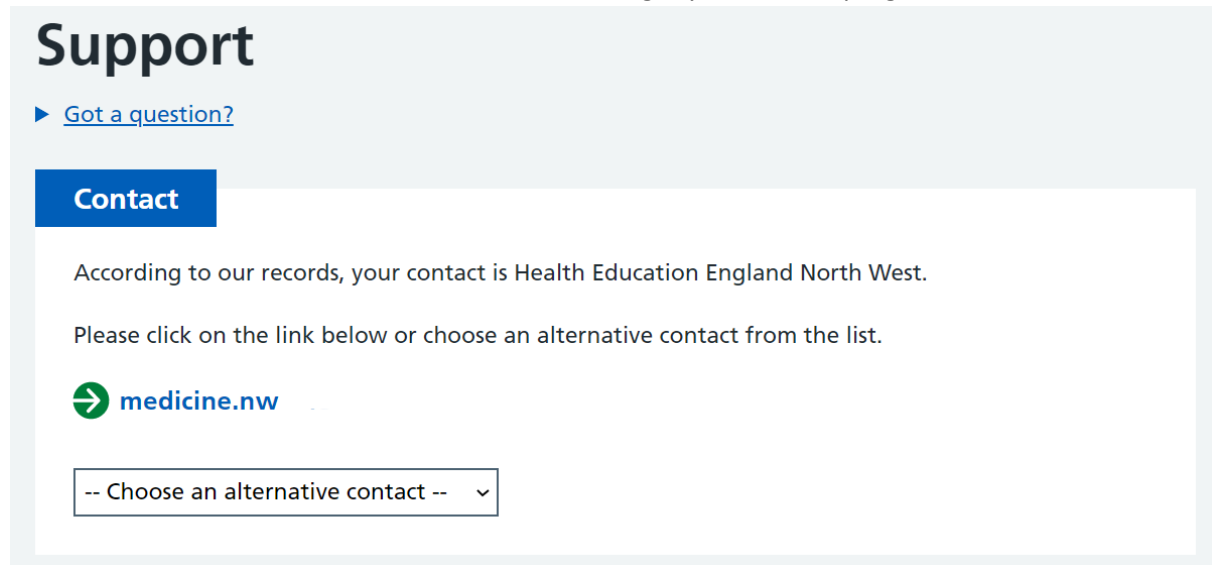
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 [form submitted on 29/04/2021](#)

## 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?](#)

**Contact**

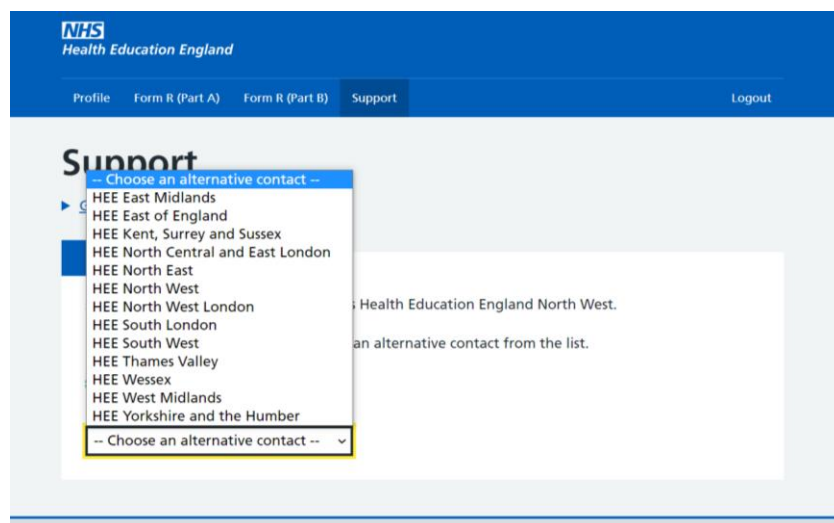
According to our records, your contact is Health Education England North West.

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

➔ [medicine.nw](#)

-- Choose an alternative contact -- ▾

However, there is an option to select another Local Office by clicking on the dropdown menu



NHS  
Health Education England

Profile Form R (Part A) Form R (Part B) Support Logout

**Support**

▶ [Got a question?](#)

**Contact**

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.

➔ [medicine.nw](#)

-- Choose an alternative contact -- ▾

- Choose an alternative contact --
- HEE East Midlands
- HEE East of England
- HEE Kent, Surrey and Sussex
- HEE North Central and East London
- HEE North East
- HEE North West
- HEE North West London
- HEE South London
- HEE South West
- HEE Thames Valley
- HEE Wessex
- HEE West Midlands
- HEE Yorkshire and the Humber
- Choose an alternative contact -- ▾

Clicking on the email address will open your email client and have the selected Local Office's contact details prepopulated.

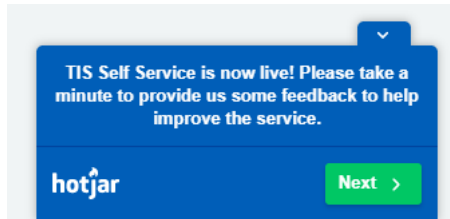
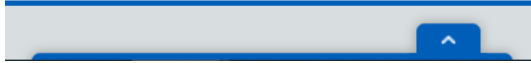
## Feedback

### 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](mailto:HEE.TIS@hee.nhs.uk)