

Dear doctor,

Roll out of TIS Self-service

Health Education England is delighted to announce that following successful testing, we will be rolling out TIS Self Service (TSS) and your upcoming ARCP is going to be included in the phase of our roll out plans. Going forward you will be expected to submit your Form R through the TSS system, further details are below.

We are working hard to improve processes for our post graduate doctors in training and our recently developed TIS Self Service system synchronise to the main Trainee Information System (TIS) where all your training data is stored.

As part of this phase, you will be able to complete your Form R parts A and B, as well as the Covid19 self-declaration form. TSS will also give you access to the information we hold about you, including your training programme and placements.

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

How to use the system

To help get you started we have set out some key information you will need to get you up and running. You will need to set up an account in TSS by following the below sign-up process. You will only need to do this once for the initial set up. **Please use the email address you received this communication on to sign up.** If this is not the email address you want HEE contacting you on, please contact tis.eoe@hee.nhs.uk so we can update TIS.

Once you access the system, you will need to submit your ARCP Form R (parts A, B and Covid 19 self-declaration) using the digital Form R, included as a core part of TSS. Please note that you will no longer submit Form Rs outside TSS, if you have any issues, please contact tis.eoe@hee.nhs.uk.

Please aim to sign-up and complete the Form R part A and B **2 weeks prior** to your ARCP.

Sign up process

1. Navigate to <https://trainee.tis-selfservice.nhs.uk/>
2. Sign-up using the **email address** we contacted you
3. Complete and submit your Form R parts A & B

Please note down the username and password that you created as you will be using this new system to complete all Form Rs going forwards.

Support

There is a special built-in support tab which has been made available to help you connect with your regional HEE offices if you encounter any issues. The support page also gives you the email address for your HEE local Office.

To reset your account please contact hee.tis@hee.nhs.uk

Your feedback is important to us

We are very keen to hear your feedback on your experience using the system, this will help us to make improvements ahead of further roll outs to other specialties. Please email your feedback hee.tis@hee.nhs.uk.

If you need more information on the TIS Self Service system, please see our website <https://tis-support.hee.nhs.uk/trainees/>