

A Guide to Form R for GP Trainees

The Form R is an official document consisting of two parts, A & B, which is used to formally register doctors in training with the Postgraduate Dean of the East of England. All trainees are required to fill out a Form R when starting a new training programme. Return of the Form R to HEE initiates the ARCP process and triggers the release of a National Training Number, which is used to identify you as a trainee in an approved training programme within the NHS.

You must submit a new Form R every year at ARCP. This isn't a one-time form.

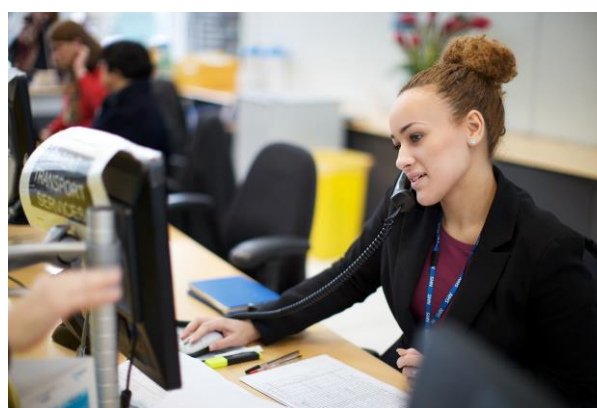
Where can I get the Form R, and where do I submit it?

The Form R can be downloaded from the HEE EoE website by either [clicking here](#) or typing the URL at the bottom of this section into your internet browser¹. The form should then be completed on a PC or Mac using [Adobe Reader](#). The document does not need to be printed as it will be signed using a digitally authenticated signature.

Once all the required fields have been completed and the form has been signed using your digital signature, it should be returned to the Programme & Information team at edit.eoe@hee.nhs.uk for approval. The team will then verify whether your form is filled out correctly; if they see a problem, they will be in touch via email to let you know. Once the P&I team have validated your form as correct, a National Training Number will be generated and sent to your registered email address.

Please note: any forms either printed and sent by post or scanned and emailed will be rejected and mailed copies not returned. Please ensure you complete the document and email it back in its original PDF format.

¹https://heeoee.hee.nhs.uk/new_starter_documentation



What is a Digital Signature?

A digital signature is an authenticated 'mark' used to sign documents with credentials inputted on and linked to your PC. Along with ensuring HEE is able to move toward a paperless system, digital signatures provide a wealth of security benefits better protecting your information against any data governance threats.

What is the deadline for the return of my Form R?

As stipulated in the Gold Guide for Postgraduate Training, Form R's must be returned no later than the start of your new training post with HEE.

Please note: your form will be rejected if it holds incorrect/missing information so please ensure the forms are submitted with enough time to amend if need be.