

Email: edit.eoe@hee.nhs.uk

Dear Trainee,

Welcome to Health Education England, East of England

Please may I pass on my congratulations on your appointment to undertake the next stage of your medical training with Health Education England in the East of England (HEE, EoE) and I request you familiarise yourself with the [welcome pack](#) on our website.

This letter contains important information on what you need to do next in order to complete the recruitment process to a post within the East of England.

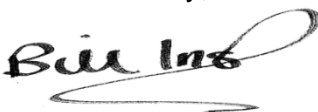
Please read this letter carefully and ensure you have completed all items on the checklist at the appropriate time.

We aim to inspire excellence in all our trainees to ensure our patients receive the highest possible standard of safe clinical care and I always welcome your comments and feedback about your training experiences. For the latest news and information relating to your training please visit [our website](#).

Our website will give you access to the latest news about medical training in the East of England with dedicated areas for each specialty. You will also find the latest information on all our policies and procedures, and reports of our Quality Review Visits to Trusts. I am very keen that you have ready access to these and that our findings are entirely transparent.

I know that you will thrive as your career develops here. I look forward to meeting you on one of my many visits to our local NHS Trusts and programmes or at one of the trainee forums.

Yours Sincerely,



Professor Bill Irish
Postgraduate Dean
(GMC 3132872)

**Enc
Checklist**

You must now do the following before you start in post:

✓
completed

1	<p>Complete and Return Registration Form (Form R: Parts A & B) Please click here to complete and submit this document:- Please submit your fully completed Form R (including photograph) to edit.eoe@hee.nhs.uk by 5th February 2020 or at the time you commence your training programme.</p>	
2	<p>Update your Designated Body using your GMC Online account. GMC Online is a secure area of the GMC's website that helps doctors manage their registration with GMC. This is where your revalidation details, including the name of your designated body, will be stored. If you don't have a GMC Online account, you can set up your account by visiting the help setting up a GMC Online account page.</p> <p>Please note: <u><i>This step should not be completed until you begin your new training post with Health Education England, East of England</i></u> Professor Bill Irish will be your Responsible Officer. HEE, EoE will be your Designated Body. Revalidation – As you are aware, all fully licensed doctors are required to revalidate, usually every 5 years and in any event, when you are ready to be awarded your CCT.</p>	
3	<p>If you have had an ARCP or NHS appraisal prior to starting your training with HEE, EoE you must submit a copy of your latest ARCP Outcome form or NHS appraisal. This information must be provided by the time you take up your training post to edit.eoe@hee.nhs.uk. Failure to do so will affect your revalidation.</p>	
4	<p>Training Agreement Download, fully complete and sign the training agreement and return no later than 5th February 2020 to edit.eoe@hee.nhs.uk. Please ensure your name, specialty and level are indicated clearly.</p>	