

## THE GP SCHOOL HEAD OFFICE

GP School Co-ordinator – Robin Holland  
GP Administrator – Fiona Holloway-Parks  
Faculty/GP Administrator – Jenni Swain  
GP Admin Apprentice – Edward Porter

As a GP Trainee, you will rarely need to contact the GP School, however if you do need to discuss an issue with the school, please send an e-mail to [communityschools.eoe@hee.nhs.uk](mailto:communityschools.eoe@hee.nhs.uk)

We have noted below who you should contact for all other queries you may have as a GP Trainee.

**For all employments matters, including relocation, travel expenses etc. –  
St Helens and Knowsley Teaching Hospitals NHS Trust**  
[leademployereoe@sthk.nhs.uk](mailto:leademployereoe@sthk.nhs.uk)

**For all Form R and NTN matters – Programmes and Information Team, Health Education England**  
[edit.eoe@hee.nhs.uk](mailto:edit.eoe@hee.nhs.uk)

**For all Study Leave matters – GP School, Health Education England**  
[communityschools.eoe@hee.nhs.uk](mailto:communityschools.eoe@hee.nhs.uk)

**For all ARCP matters – ARCP and Assessment Team, Health Education England**  
[assessment.eoe@hee.nhs.uk](mailto:assessment.eoe@hee.nhs.uk)

**For all Revalidation matters – Revalidation Team, Health Education England**  
[revalidation.eoe@hee.nhs.uk](mailto:revalidation.eoe@hee.nhs.uk)

**For all Less Than Full Time matters – Secondary Care Team, Health Education England**  
[ltft.eoe@hee.nhs.uk](mailto:ltft.eoe@hee.nhs.uk)

**For all Out of Programme matters – Secondary Care Team, Health Education England**  
[oop.eoe@hee.nhs.uk](mailto:oop.eoe@hee.nhs.uk)

**For all Inter Deanery Transfers – Secondary Care Team, Health Education England**  
[idt.eoe@hee.nhs.uk](mailto:idt.eoe@hee.nhs.uk)

**For all ePortfolio amendments such as correcting posts, adding supervisors or amending posts –  
Your dedicated GPST Administrator for your Programme**

**For all technical ePortfolio matters – The Royal College of General Practitioners**  
[tep@rcgp.org.uk](mailto:tep@rcgp.org.uk)

**For all Professional Indemnity matters – MDDUS**  
[wmayhew@mddus.com](mailto:wmayhew@mddus.com)