

TIS Self-service

As a new starter in the East Midlands Region, we would like to make you aware of the TIS Self Service (TSS) system that is used by all doctors in training in our Region.

The TSS system has been rolled out over the East Midlands to allow our doctors in training to be able to easily view training information stored in our Trainee Information System (TIS).

Currently the system allows you to complete your Conditions of Joining declaration, 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. Future developments will allow for more processes to be managed through TSS.

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 NHSE contacting you on, please contact TIS.EM@hee.nhs.uk so we can update TIS. Please note that any change to email addresses on TIS will also change your Accent Leave Manager login overnight.

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, as all new starters are required to do under the Gold Guide. Please note that you will no longer submit Form Rs outside TSS, if you have any issues, please contact TIS.EM@hee.nhs.uk

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

Support

There is a built-in support tab which is available to help you connect with your regional NHSE offices with any issues you encounter. If you are encountering technical issues with the sign-up process, you should contact tis.support@hee.nhs.uk. If your issues are around the data stored in TSS (email address, placement, or programme information) then please contact TIS.EM@hee.nhs.uk.

Your feedback is important to us

We are very keen to hear your feedback on your experience using the system.

Please email your feedback tis.support@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/>