NHS England

Form R Guidance – North West

Introduction

Form Rs for Resident Doctors (RDs) in programmes are to be completed via the Trainee Self Service Portal (TSS). TSS is used by all regions of NHS England. If you have previously registered with TSS with another NHS England region, you do not have to sign-up again, and you should log-in using your previous log-in details.

To sign-up and create your account including Multi Factor Authentication (MFA). you must use the primary email address that NHS England have for you. If you would like to update your email address, please contact the relevant specialty school before following the registration process.

The Form R Part A is completed upon initial registration for a training programme and the Form R Part B is completed on an annual basis; please read the email and guidance that you are sent by the Specialty Team ahead of your ARCP regarding timelines for completing the form.

The purpose of this document is to guide you through how to correctly complete your Form R.

Foundation resident doctors are the exception to this rule as they are required to use the Form R that is available on the Horus E-portfolio.

Key points

You will be able to view your personal information, programme, and placement information. The Form R will pull through most of the required information automatically, but you can edit any of this within the Form R before submitting.

The Form R is in two parts (Part A and B)

RDs are asked to complete a Form R Part B as part of the required paperwork for their ARCP (Annual Review of Competency Progression), if this is missing, you may be given an Outcome 5.

If a Form R is completed incorrectly in any way (i.e. incorrect TOOT, missing information/declarations etc) you may be given an Outcome 5.

Please note that some information from your TIS (Trainee Information System) account will pull through automatically when creating a Form R.

Please see below for details of what information is required to complete the Form R correctly.

Completing Part A of the Form

The Form R Part A is completed upon initial registration for a training programme and most of this part of the form will automatically be populated with the information already held on TIS. If anything needs updating, please contact your specialty team as any changes made will not pull through to the TIS system.

Fields on Part A	Action (if any needed)
Forename	Check that this is correct
Surname (GMC Registered)	Check this is listed as your GMC registered surname
Email address	Check that this is your personal email
GMC Number	Check that this is correct

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Deanery/Local Team	Check that this is correct
Gender	Check that this is correct
Immigration status	Check that this is correct
Primary qualification (most recent)	Check that this is correct
Date Awarded	Check that this is correct
Medical School Awarding Primary	Check that this is correct
Qualification	Check that this is correct
Address	Check that this is correct
Telephone Number	Check that this is correct
I can confirm that ….	Check that this is correct
CCT Specialty 1	Check that this is correct
CCT Specialty 2	Check that this is correct
Anticipated Completion date of Current Programme (if known)	Check that this is correct
Training Grade	Check that this is correct

Key Points:

• If the home address/contact details are wrong – contact the specialty team to correct – you are unable to change it yourself on TIS!

• Use a personal email address on TIS rather than a hospital one because important communications could be missed

Completing Part B of the Form

Fields on Part B	**Action (if any needed)**
Forename	Check that this is correct
Surname (GMC Registered)	Check this is listed as your GMC registered surname
Email address	Check that this is your personal email
Current Deanery/Local Team	Check that this is correct
Previous Designated Revalidation Body	If you were with another Deanery or Hospital Trust before you joined the Deanery – list, it here
Current Revalidation Date	Check that this is correct
Programme/Training Specialty	Check that this is correct

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Types of Work	All your training posts listed on TIS will pull through automatically – you only need to include your current post – so delete all other historical training posts. You also need to list any other outside posts that you hold (paid and voluntary) that you need to be registered as a medical doctor for here including your locum work (this can be grouped per role as long as the total number of shifts completed is included). Please refer to the **Whole Scope of Practice (WSOP) Guidance**
Reason for Time Out of Training (TOOT)	TOOT is calculated from the date of your last ARCP (even if you received an N code) to the date of this upcoming ARCP. It includes strike days, sick days, parental leave, and OOPE / C / P days. It does not include OOPT days (as you are training) and does not include OOPR time. It is important to put correct number of Time Out Of Training (TOOT) days per category, including 0 if you took none of this kind of Time Out Of Training. For example, if you were off work for 2 weeks, that would be inputted as 14 days. Please refer to **What to declare on Form R Part B**
Declarations	Complete as applicable
Previous Resolved Declarations	Enter any complaints/investigations that you declared on your last Form R which have now been considered closed.
Summary of Previous Unresolved Declarations	Enter any complaints/investigations which you declared on your last Form R but are still ongoing.
New Resolved Declarations	Enter any new complaints/investigations that you have been named in that have occurred since your last Form R but are now considered resolved.
Summary of New Unresolved Declarations	Enter any new complaints/investigations that you have been named in that have

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	occurred since your last Form R and are still open/ongoing.
Compliments	To complete it you wish

Key Points:

• It is better to "over declare" any incidents/complaints/investigations – the panel will need to know this information and will inform you whether you need to declare them or not on your next Form R. Failure to correctly declare incidents can result in an Outcome 5 at ARCP.

• Complete your TOOT correctly – (it must match the TOOT declared on your ESSR). Failure to declare your TOOT correctly will result in an Outcome 5 at ARCP. Please refer to the TOOT guidance sent to you with your ARCP invite.

REMEMBER – IMPORTANT YOU NEED TO COMPLETE THE FORM R REQUESTED

Whole Scope of Practice (WSOP) Guidance

First steps

- Discuss any work you do / plan to do that is outside your training role with your Educational Supervisor (ES). Ideally prior to starting the work or if ongoing at first meeting with ES.
- Check you have the appropriate indemnity cover for any work you plan to do.

  https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/information-for-doctors-on-the-register/insurance-indemnity-and-medico-legal-support

  https://www.bma.org.uk/advice-and-support/medical-indemnity

What to declare on Form R Part B

Any work (paid or otherwise) that requires a license to practice and is not part of your training programme.

Include:

- Locum shifts (if outside of your current trust/specialty)
- Work within another specialty (e.g. as a qualified GP*)
- Voluntary or paid medical cover (rugby match medic, expedition medic)
- Private medical work
- Resident medical officer* roles in private healthcare settings
- Teaching on courses where you are required to be a licensed doctor and this is not a formal part of your training programme.
- Social media – provision of advice/promotion of clinical services

Notes*- substantive roles outside of training may require completion of an appraisal – please check with the employing organisation.

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How?

- Include details and dates / date range on Form R along with all training posts undertaken since last ARCP.
- Declare and reflect on any incidents that you have been involved in whilst in the non-training work/activity.

The ARCP panel will review completed Form R Part B to ensure you are not:

- Not taking on work outside competence
- Discussion has taken place with ES (sign off required)
- Any incidents/complaints/concerns have been declared and reflected on
- Organisational sign off where appropriate

Why?

As a licensed doctor you are subject to revalidation. Revalidation requires your Responsible Officer (RO) to have sight of all work you have undertaken in your capacity as a doctor and be assured that this is appropriate and any concerns have been declared and addressed.

Potential risks of taking on additional duties outside of training:

- Overworking – impact on self and on training
- Being asked/expected to work above competence.
- Lack of induction / familiarity with protocols and systems
- Indemnity requirements – working at the correct level with adequate support and cover (key when providing medical support at high impact sporting events)
- Conflict of interests

Failure to declare

This is considered as non-engagement in the revalidation process – potential for 'recommendation of non-engagement' to be made to the GMC; this may ultimately may risk license to practise and career – honesty and probity is key to role as a doctor.

We want to support you in all areas of your work; we cannot do this if we do not know about it.

If in doubt declare or check with your local revalidation team.

Further info

COPMeD 'Guidance to ensure doctors in postgraduate training meet revalidation.'

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