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| Name of Document | Management of Documents on TIS |
| Reference No. | DM1 |
| Category | Standard Operating Procedure (SOP) – Process and Retention Management |
| Purpose | <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of Postgraduate Medical Training, there will be occasions where local offices will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures.</p> <p>This SOP identifies agreed types of documents which are to be uploaded and stored on TIS.</p> |
| Date Approved | 14/03/2023 |
| Approved by | HEED Senior Managers |
| Next Review Date | Every 2 years from the date of approval or any changes in the local/ regional/ national process. |
| Document Author | Ade Olaiya |

| Version | Date | Author | Notes Reason for Change, what has changed, etc |
|----------------|-------------|------------------|--|
| 1 | NA | A. Olaiya | New SOP |
| 2 | 10/03/2023 | M Terry & M King | Updated all sections |
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Background:

Previous practice has been to create parallel paper/electronic files for each trainee. The guidance below is to clarify that no parallel trainee files should be created and that TIS will be the master trainee record for all local teams. The only exception being for trainees requiring additional support, outlined under point 3 below.

1. Process Management:

The documents below should be uploaded to TIS

- Conditions of taking up a training programme *
- Form R **
- OOP Forms (if applicable)
- LTFT Forms (if applicable)
- POG request form (if applicable)
- Appeals Forms

*Covered by TIS self service

**Unless already captured within TIS self service

All files should be saved with the professional number (or other unique reference number), Surname, Document Type and Date e.g., 5003897_Noble_FormR_290421

Where possible, all documentation should be uploaded in PDF (non-editable) format. Once documents are uploaded then the forms should be deleted from local SharePoint site.

Recruitment data will be transferred from Oriel to TIS via an automated data transfer, details of which are to be finalised. Local teams **should not** manually download application forms from Oriel and upload them to TIS.

2. Management of trainee correspondence:

High level exceptional trainee correspondence should be saved on TIS, for example communication around bringing forward a CCT date or post CCT extension for an academic trainee. Local offices should agree thresholds for upload of trainee correspondence.

All files should be saved with the professional number (or other unique reference number), Surname, Document Type and Date e.g., 5003897_Noble_Advanced CCT_290421

3. Case Management – trainees requiring additional support:

It has been agreed that parallel files can continue to be created to support the management of ‘trainees requiring additional support’ as this information is not captured on TIS. Local offices should continue to follow current arrangements pending agreement of a national approach.