

# Health Education England – East Midlands

## A brief guide to revalidation requirements

### Your Designated Body for Revalidation

As of your Programme Start Date (i.e. the date you officially start on the training programme), 'Health Education East Midlands' becomes your Designated Body and Prof. Sheona MacLeod (as Postgraduate Dean) becomes your Responsible Officer for revalidation. You should update your Designated Body through your GMC Online account:

[http://www.gmc-uk.org/doctors/information\\_for\\_doctors/gmc\\_online.asp](http://www.gmc-uk.org/doctors/information_for_doctors/gmc_online.asp)

**It is your responsibility to keep your Designated Body up to date.**

### Appraisals

For doctors in training, your appraisals (for revalidation) are done through the Annual Review of Competence Progression (ARCP) process, and evidenced through your ePortfolio. It is therefore imperative that you continue to engage with training and provide evidence over the course of the training year; failure to do so may be considered non-engagement with revalidation and may be reported to the GMC. If you are having issues providing evidence, please discuss this with your Educational Supervisor and/or Training Programme Director (TPD) **as soon as possible**. If you are still having issues, please contact the Assessments & Revalidation Team at [Assessments.EM@hee.nhs.uk](mailto:Assessments.EM@hee.nhs.uk), so that we are aware ahead of your ARCP and can raise this appropriately.

Please note that, although ARCPs **inform** revalidation, they are two separate processes, and your ARCP date is **not** the same as your revalidation date.

### Emails from HEE

You will have a single email address in our records which HEE East Midlands will use when contacting you; this should be an address that is secure, and that you will check regularly. You can update this (and your address/telephone number at any time by logging in to your Intrepid account and updating the details in the My Account section, or by emailing [GPProgrammes.EM@hee.nhs.uk](mailto:GPProgrammes.EM@hee.nhs.uk) (for GP trainees) or [SpecialtyProgrammes.EM@hee.nhs.uk](mailto:SpecialtyProgrammes.EM@hee.nhs.uk) (for all other trainees) from the email address **we currently have on record**. If you lose access to the email address we currently have on record, you can call us (0300 303 3603, following the instructions for the Programmes Team) and change your email over the phone by answering some security questions. **It is your responsibility to check your registered email regularly, to respond to emails from HEE in a timely manner, and ensure that your registered email is up to date.**

You should also ensure that your other contact details are up to date, in case we need to use them. If you change your GMC-registered name, please contact

[GPProgrammes.EM@hee.nhs.uk](mailto:GPProgrammes.EM@hee.nhs.uk) (for GP trainees) or  
[SpecialtyProgrammes.EM@hee.nhs.uk](mailto:SpecialtyProgrammes.EM@hee.nhs.uk) (for all other trainees).

## The Form R (Parts A & B)

The two parts of the Form R **are separate and distinct**; please ensure that you complete **the correct form** accurately and promptly when asked to do so by Health Education England or by your training programme.

The Form R Part A and B requests will be sent to, and must be returned from, your **primary registered email address**, which (as above) is used for **all communications from HEE**.

### Form R Part A

The Form R Part A is an annual requirement as part of your training programme, by which you confirm that the details we have on record for you are accurate. We will contact you once a year (usually in March) at **your registered email address** when we require you to complete the form. Although not directly linked with revalidation, as a requirement of maintaining registration with the Postgraduate Dean, failure to complete the form **may be considered non-engagement with the process**.

### Form R Part B

Doctors in training are required to have a completed and up-to-date Form R Part B (self-declaration form) for every ARCP. This applies to both trainees who are in-programme, and to those Out of Programme (although consideration will be given to those on career breaks). East Midlands' local policy is that Form R Part Bs are valid for **6 months** from the date the form is signed.

The HEE East Midlands Assessments & Revalidation Team will email **all** trainees who are to be assessed ahead of each ARCP, either informing you that your current submission has expired and you must submit a new form, or that your current submission will be valid on the date of your ARCP.

However, **you are obligated to submit an updated form** if any of the previously provided information has changed, including (but not limited to) Significant Events, sick leave, or you have undertaken any locum shifts since your last ARCP. If you have not had an ARCP in your current specialty, you only need to complete your Whole Scope of Practice and Time Out of Training **since starting on your current training programme**.

Once you have submitted your form to the team ([Revalidation.EM@hee.nhs.uk](mailto:Revalidation.EM@hee.nhs.uk)), you will receive an email within 1-2 working days confirming receipt (during peak times this may be longer, between 4-5 days). If you do not receive confirmation that your form has been received and will be processed, please contact the Coordinator for your specialty using the details in their email signature.

## HEE East Midlands contacts

**All calls:** 0300 303 3603, then follow the automated instructions for the appropriate team below

### Recruitment/rotation queries – Programmes Team

You should contact them if you have any queries about your rotation or if you have anything to tell them that affects your rotation, including (but not limited to) parental leave, compassionate leave, or long-term sick leave (lasting more than 14 **calendar** days), or you want to resign from your programme.

- Foundation: [FoundationProgrammes.EM@hee.nhs.uk](mailto:FoundationProgrammes.EM@hee.nhs.uk)
- General Practice: [GPProgrammes.EM@hee.nhs.uk](mailto:GPProgrammes.EM@hee.nhs.uk)
- Secondary Care: [SpecialtyProgrammes.EM@hee.nhs.uk](mailto:SpecialtyProgrammes.EM@hee.nhs.uk)

### Less Than Full Time (LTFT) training queries – Programmes Team

If you have (for example) child-caring or other caring responsibilities, health concerns or individual developmental opportunities, you may wish to consider working Less Than Full Time. You should also contact them if you want to change your LTFT percentage.

- [LTFT.EM@hee.nhs.uk](mailto:LTFT.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=799>

### Out of Programme (OOP) queries – Programmes Team

If you would like to spend time out of your training programme, whether for clinical training (OOPT), clinical experience (OOPE), research (OOPR) or for a career break (OOPC), you can contact the team to discuss this.

- [OOP.EM@hee.nhs.uk](mailto:OOP.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=963>

### CSL queries – Educator and School Development Team

CSL is managed through Leave Manager, which system allows you to leave to attend events to support your training. The system is self-service, but if you have any queries, the team can help you.

- [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=737>

### ePortfolio/ARCP queries – Assessments & Revalidation Team

All doctors on GMC-approved training programmes must be assessed at least annually, in line with GMC requirements. The team arranges the ARCP panel meetings, as well as providing support for the various ePortfolio systems.

- General Practice: [GPAssessments.EM@hee.nhs.uk](mailto:GPAssessments.EM@hee.nhs.uk)
- All other specialties: [Assessments.EM@hee.nhs.uk](mailto:Assessments.EM@hee.nhs.uk)

### Revalidation queries – Assessments & Revalidation Team

All fully GMC-registered doctors (usually from F2 onwards) are subject to revalidation. If you have any queries about your revalidation, you should contact the team who will be able to help. You should also return your completed Form R Part Bs to the team.

- [Revalidation.EM@hee.nhs.uk](mailto:Revalidation.EM@hee.nhs.uk)
  - <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=1602>