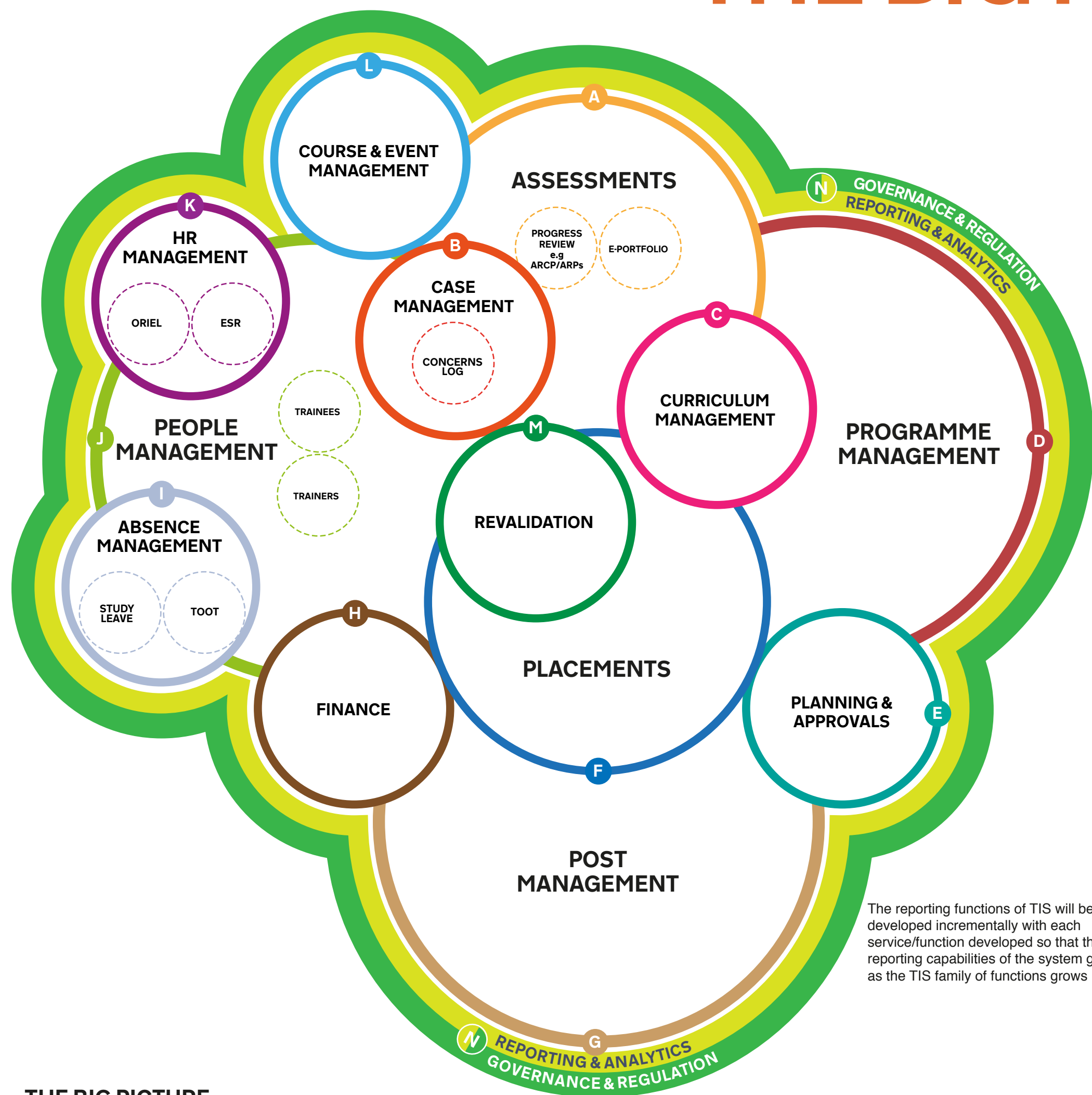


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TRAINEE INFORMATION SYSTEM (TIS)

THE BIG PICTURE



- A ASSESSMENTS**
The management of the assessment pathway. Learners are assessed against the competencies/ requirements of the curriculum/curricula they are following throughout their training. Formal assessment will occur at least once a year. Encompasses the planning the assessment to final outcome.
A formal process which uses evidence to support the achievement of competencies/programme requirements in order to review the progress of the learner in their training programme. A review should take place at least once a year.
Recording the learner's progress towards the achievement of competencies required on training programme. This can be via the recording of workplace based assessments, updating of log books, exams etc. Multiple versions of e-portfolio exist throughout the training landscape.
- B CASE MANAGEMENT**
Record of any issues or concerns about the learner in their learning process N.B. not academic concerns as these are captured in the Assessments component.
- C CURRICULUM MANAGEMENT**
The collection of competencies that a learner must achieve in order to successfully complete their training programme. This falls under the remit of Royal Colleges for medical and dental training programmes, The National School of Health Care Science for Healthcare Scientists and The General Pharmaceutical Council for Pharmacists.
- D PROGRAMME MANAGEMENT**
The management of the training programmes delivered within HEE (either at a local office level or national school level). Has links to curriculum management, posts, placements, approvals, people, assessments and revalidation.
- E PLANNING & APPROVALS**
All training programmes should be approved by the appropriate regulator, College or other approval giving body or individual.
- F PLACEMENTS**
Formerly known as rotation management. The management of placing learners into posts which can deliver the competencies they need at that stage in their training.
- G POST MANAGEMENT**
The management of the establishment of posts in each local office area – links to approvals and funding. Each training post should deliver an element of the competencies required within the curriculum/curricula attached to the training programme.
- H FINANCE**
The management and recording of the funding of training. This can be post funding, funding linked directly to the trainee and study leave funding.
- I ABSENCE MANAGEMENT**
The management and recording of any absence undertaken by a learner or trainer.
STUDY LEAVE
Record of the study leave a learner or trainer has taken and the funding related to each study leave episode. This can be courses, training sessions or study leave as we currently know it.
TOOT
Any time out of training that could cause the learner's completion date to change.
- J PEOPLE MANAGEMENT**
Management of people either undertaking training (learner) or involved in the delivery of training (trainer).
- K HR MANAGEMENT**
The interface between the recruitment system, TIS and ESR. To support new starter information flow and the transfer of changes to the learner record. Captures what was undertaken and when.
- L COURSE & EVENT MANAGEMENT**
A system to support the management and delivery of events and courses.
- M REVALIDATION**
A GMC governed process which requires that each doctor is revalidated every five years. Comes under the remit of the Responsible Officer in each local office.
- N QUALITY**
The overarching management and governance of the quality of the training programme.

THE BIG PICTURE

During a recent Show and Tell we shared with the audience the Big Picture diagram the TIS team has been working on. We are now forwarding this to a wider group of stakeholders (Deans and Business Managers in Local Offices, Healthcare Science and Pharmacy colleagues and HEE colleagues in national teams) in order to communicate it to as wide an audience as possible. Please forward it on to any colleagues you feel will be interested.

The diagram displays the TIS family of products in their entirety – at this point in time. The TIS is an ongoing and evolving project and along the development path we may discover additional areas for inclusion. For the moment though the Big Picture shows the scope of the developments planned.

Those of you who have attended the Lunch and Learn sessions or dialled into the Show and Tells will know that the prime focus of TIS is to deliver to end users a system that meets their needs. With this in mind we ask that you take time to look over the Big Picture (both the diagram and the narrative on the right hand side of the document).

If you or your teams think we have missed anything or if any of the naming conventions or wording don't make sense to you please let us know. If you want to discuss it with either of the Service Managers please get in touch. TIS will only be successful if we have the engagement of all stakeholders so we are always more than happy to discuss plans and progress.