

ESR Project

THE ELECTRONIC STAFF RECORD PROJECT



NATIONAL HEALTH SERVICE

ESR-NHS00111 THE STREAMLINED ESR AND DEANERY SYSTEM INTERFACE GUIDE

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1. Document Control

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1.3. Distribution

Copy No.	Name	Location
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1	Library Master	Project Library
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2. Contents

1.	Document Control	2
1.1.	Change Record.....	2
1.2.	Reviewers	2
1.3.	Distribution	2
2.	Contents.....	3
3.	Introduction	4
3.1.	Document Outline	4
3.2.	Background.....	4
3.3.	Benefits.....	5
3.4.	Process Overview	6
4.	How does the Streamlined ESR and Deanery Interface process work?	7
4.1.	Streamlined ESR and Deanery Interface Process	7
4.1.1.	Process Overview	7
4.1.2.	Information Flow	8
4.1.3.	Information Types – ESR to Deanery Systems.....	13
4.1.4.	Information Types – Deanery Systems to ESR.....	15
5.	Employer Guidance – Step By Step Operation of the Interface	18
5.1.	Preparing to use the Interface	18
5.1.1.	Allocating the Recruitment and Applicant Enrolment Administration User Responsibility Profile.....	18
5.1.2.	Allocating the MSO Role	19
5.1.3.	Setting up your Deanery Post Numbers in ESR.....	22
5.1.4.	Informing the ESR Central Team of Go Live Readiness.....	26
5.2.	Operating the Process	27
5.2.1.	Viewing Notifications	27
5.2.1.1.	Applicant Notifications	29
5.2.1.2.	Medical Rotation Notification	31
5.2.1.3.	Update to the Medical Rotation Notification – Applicant Withdrawn	34
5.2.1.4.	Update to the Medical Rotation Notification – Replacement Applicant.....	35
5.2.1.5.	Update to the Medical Rotations Notification –Change to the Projected Start and End Dates	37
5.2.1.6.	New Starter Notification – Jnr Doctor	37
5.2.2.	Viewing the applicant record	38
5.2.3.	Hiring the applicant – External Applicant.....	41
5.2.4.	Hiring an existing employee into a new post	43
5.2.5.	Terminating the Employment.....	47
5.2.6.	Terminating an Application/Applicant	49
5.2.7.	The (Outbound) Streamlined Deanery Interface Process	52
6.	Implementation Checklist.....	55
7.	Frequently Asked Questions.....	57
8.	Useful Contacts and Other Information	62

ESR Project

3. Introduction

3.1. Document Outline

The ESR/Deanery interfaces operate between the Electronic Staff Record (ESR) and the Deanery Systems. This document describes the Streamlined ESR and Deanery Interface process, which enables information to be shared across the Deanery and the NHS system – ESR. The benefits of the process, functional guidance and frequently asked questions are also included. The lessons learned from users of the enhanced processes identified in the early pilots will also be included in this document later in 2012.

3.2. Background

There are currently two Deanery systems operated across the 16 Deaneries within England and Wales. These systems are used to manage their HR business processes. These are the Empower solution, delivered by Northgate and the Intrepid solution, delivered by HICOM. The Deanery systems can be customised by the system supplier to deliver the requirements of the Deaneries.

Following discussions about the relationship between ESR and Deaneries, a Gap analysis was undertaken in February 2003. COPMED determined that the most viable option to meet their business requirements was an electronic link between ESR and the existing Deanery systems.

The legacy interfaces were developed in 2008 and these processes subsequently enhanced in Quarter 1 2012 to further streamline the processes for NHS organisations and Deaneries – this will be referred to as the Streamlined Deanery Interface process.

The legacy interfaces remain in place, but it is anticipated that the Streamlined Deanery Interface process will ultimately supersede them. These interface processes are described in another document (ESR-NHS0063_-_Guide_to_the_Deanery_Interface_v4.0) which can be found on the ESR website at the following link:

<http://www.electronicstaffrecord.nhs.uk/esr-projects/deaneries-interface/>

ESR Project

3.3. Benefits

The benefits derived from the Streamlined ESR and Deanery Interface process are extensive to both the NHS Employer organisations and Deanery organisations wishing to utilise the link.

In summary, the benefits are as follows:

- Reduced administrative burden on the NHS Trust and Deanery personnel in entering and transferring recruitment and updated Employee data.
- Uses the position number and ID to link the applicant in the Deanery System to the correct Deanery position in ESR, thus removing the need for Vacancy and Requisitions to be created.
- Facilitates the sharing of information for Medical Trainees with both 'lead' and 'host' employers.
- NHS Trusts are made aware of the incoming and outgoing junior doctor much quicker (both for rotations and for recruitment)
- Enables preparatory employment checks to be undertaken in a more efficient and speedier manner, such as the early running of the pre employment IAT process.
- Improved data consistency and potential improvements on data quality within both ESR and the Deanery systems.
- Consistent local and national reporting – via the ESR Local Reporting Solution, the ESR Data Warehouse, and also Deanery system reports.
- Reminders about new starters will help prompt Trusts to hire a trainee.
- Improved working relations between the NHS Trusts and the Deanery organisations, as the two organisations will be able to share the workload of updating relevant Employee Data.
- Improved morale in Junior Doctors as they do not have to complete the same degree of new starter information each time they move to a new employing organisation.

ESR Project

3.4. Process Overview

Junior Doctors are often appointed to training programmes by Deaneries using e-solutions. Their information is subsequently stored on the Deanery systems for the purposes of managing their training programme. As the medical trainee is actually employed by one or more NHS organisation(s) during the training programme, information about the junior doctor must also be stored within ESR.

The Streamlined interface process allows information to flow from the Deanery system into ESR and back again into the Deanery system. Information about a Junior Doctor is initially shared with ESR by the Deanery with the appropriate employing authority at the pre hire or 'applicant' stage. Once the new employer has made a change to the Junior Doctor's information in ESR, such as updating the address, this information will flow back into the Deanery system as an 'update' to their record.

N.B. Your partner Deanery may only use the interface process described in this document where Version 10 of Intrepid is in use or the Empower system is in operation. Please check with your partner Deanery to understand which interface process they are able to operate.

The Streamlined ESR and Deanery Interface process is fundamentally different to the legacy process. A single organisation can only use the legacy process or the Streamlined process at one time. Organisations wishing to use this process should ask their ESR System Administrator to raise a Service Request (SR) on the ESR Remedy Helpdesk. This SR should be marked for the attention of the NHS ESR Central Team notifying them of their desire to go live. The NHS ESR Central Team will take the appropriate action to disable the legacy process and enable the Streamlined interface process.

4. How does the Streamlined ESR and Deanery Interface process work?

4.1. Streamlined ESR and Deanery Interface Process

4.1.1. Process Overview

The Streamlined Deanery Interface process brings the two legacy interfaces into one integrated process. The outbound portion of the new link provides the deanery system with post information for all positions in ESR that include a Deanery Post Number (DPN). This allows the Deanery organisation to reconcile their post information against ESR. It will therefore support them in the transfer of information of Junior Doctors to the appropriate employer (within ESR) following the recruitment process or prior to rotation changes.

The process will also facilitate the host and lead employer arrangement where a medical trainee occupies a position geographically situated within one organisation, but is actually employed by another. This information transfer is facilitated by the 'host' and 'lead' employer indicators included in the Position Description form (Workstructures element of ESR (see section 5 for more details).

Once the Deanery organisation has applied the ESR position identifiers to their database, they are able to release trainee doctors information to the appropriate employer through this interface process – this can be either the 'host' or 'lead' or both employers. This will be an agreed number of weeks ahead of the start date for the junior doctor (Intrepid Deanery systems will transfer information 12 weeks ahead of the start date).

The Medical Rotations spreadsheets, which have been a traditional method of communicating changes to the Rotations between the Deanery and NHS Trusts to date, will be made available through the interface process. This will be through a notification produced for the Medical Staffing Officer (MSO). This will help organisations in end dating assignments or terminating employment for Junior Doctors, when they are due to complete their placement.

If a change occurs to the rotation, such as the Junior Doctor withdraws their application, a notification will be generated which will notify the MSO Role holder in ESR that the application should be terminated. If a replacement is appointed, a further notification will also be generated to advise the MSO of the change in arrangements.

The final aspect of this interface process enables changes that are applied to the ESR record for the Junior Doctor by the Employing organisation (either

ESR Project

during the pre employment checks or once the Junior Doctor is hired), to be transferred back to the Deanery system.

Helpful Hint!

Q. What does the Intrepid System look like?

A. Within the Intrepid system, information and processes are accessed through the Intrepid Menu System on the left hand side of the home page (under the Interfaces section).

The screenshot displays the Intrepid system interface. On the left is a vertical menu with categories: GENERAL (containing Home, My Account, Log Off), DATA ENTRY, ASSESSMENT, PLACEMENTS, CPPS, INTERFACES (containing GMC and ESR), REPORTING, REFERENCE DATA, SECURITY, and a ROOT USER ONLY section. The main content area is titled 'HOME' and shows the user's profile: 'YOUR PROFILE' for 'House MD Gregory ru' with PIN '2'. Below the profile is a carousel featuring the General Medical Council logo and a slide titled 'CAREER, PERFORMANCE & PROFESSIONAL SUPPORT'. There is also a 'PERSON SEARCH' form with fields for Surname, Forenames, and GMC/GDC, and a 'Search' button. To the right is a 'SYSTEM TASK LIST' with three items: 'GMC Record Exceptions', 'Assessment Event Invitation', and 'ESR Interface entries'. The footer includes the text 'ANDREW/10.55b', 'Data Protection', 'Legal Disclaimer', and '© Hicom Technology 2012'.

4.1.2. Information Flow

There are a number of information exchanges and activities for this process. These allow information to pass between ESR and the Deanery systems.

All processes describe below assume the appropriate URP and Notification role have been allocated to the ESR user (see section 5.1.1 and 5.1.2 for further details).

Individual Junior Doctor Appointment

The first flow is illustrated in the diagram below (Figure 1). The diagram shows the flow of information and activities for a Junior Doctor appointment. This diagram illustrates the following steps:

1. The Workstructures Administrator within the NHS organisation sets up the Deanery Post Number in ESR. They should also identify whether they are the 'lead' or 'host' employer for the post where applicable.

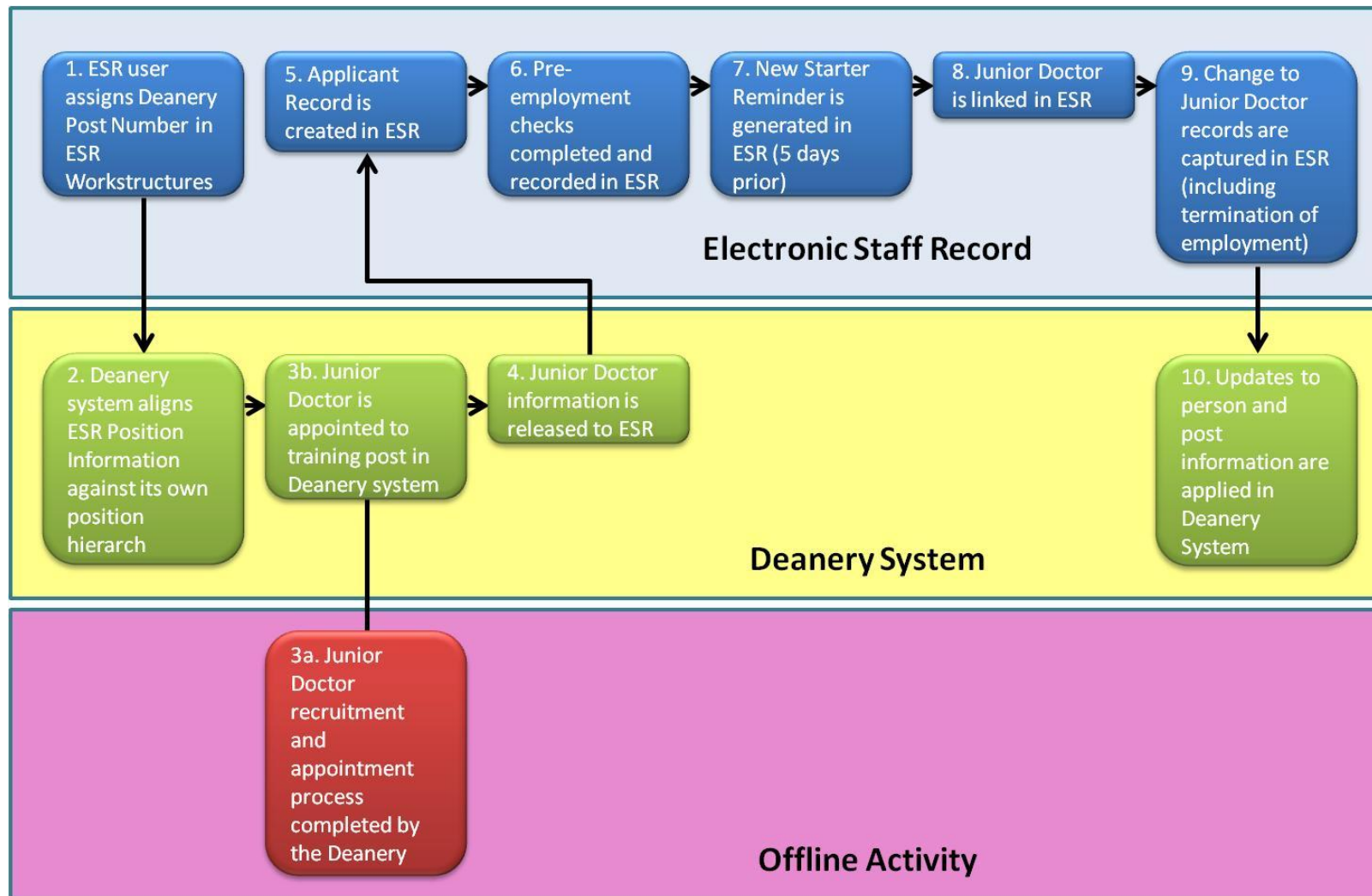
ESR Project

Where there are no Lead/Host arrangements then the field should be left blank. (See section 5.1.3 for further details of the workstructures maintenance process)

2. ESR runs the overnight interface process and the Deanery system receives the position information the following day from ESR. The Deanery system then applies the ESR position identifier, position number and Lead/Host employer details (where applicable) to a corresponding Deanery post in the Intrepid or Empower system. (This is visible to Deanery users within the Inbound Position – Reconciliation section of the Intrepid System)
3. Once the recruitment process is completed for the next intake and a Junior Doctor is identified, they are allocated into a post within the Deanery system (includes 3a and 3b).
4. The Junior Doctor's details are then released by the Deanery system at the agreed time prior to their start date, usually around 12 weeks before. (The release of Junior Doctor information is an automatic process in the Intrepid Deanery system. The timing of the release of information is defined locally by the Deanery within the 'ESR Interface placement processing' field within the Main Menu>Heading.)
5. The MSO receives a notification advising that an Applicant record has been created in ESR at the 'preferred applicant' stage. (See section 5.2.1.1 for more information)
6. Using the Recruitment and Applicant Enrolment URP, the user completes the IAT process and pre employments checks for the Junior Doctor. Any new information is then captured in ESR and the start date is confirmed.
7. The MSO receives a 'New Starter Reminder' notification 5 days prior to the **projected** start date, which reminds them to hire the individual, (see section 5.2.1.6 for details). Using the Recruitment and Applicant Enrolment URP, the MSO updates the applicant's status to 'Offer Accepted', which must occur at least 24 hours before their hire date.
8. The Junior Doctor is hired into the post on their confirmed start date using the HR Administration URP. (See section 5.2.3 or 5.2.4 for further information on the hire process)
9. Any changes made within ESR over the course of their employment (including the termination of the assignment/employment) are extracted on a daily basis in readiness to share with the Deanery system. (Section 5.2.5 provides further information on terminating the employee).
10. The Deanery user applies the updates received on a daily basis ensuring that both systems are closely aligned. (These changes are accessed in the 'Update interface' module of Intrepid)

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Figure 1



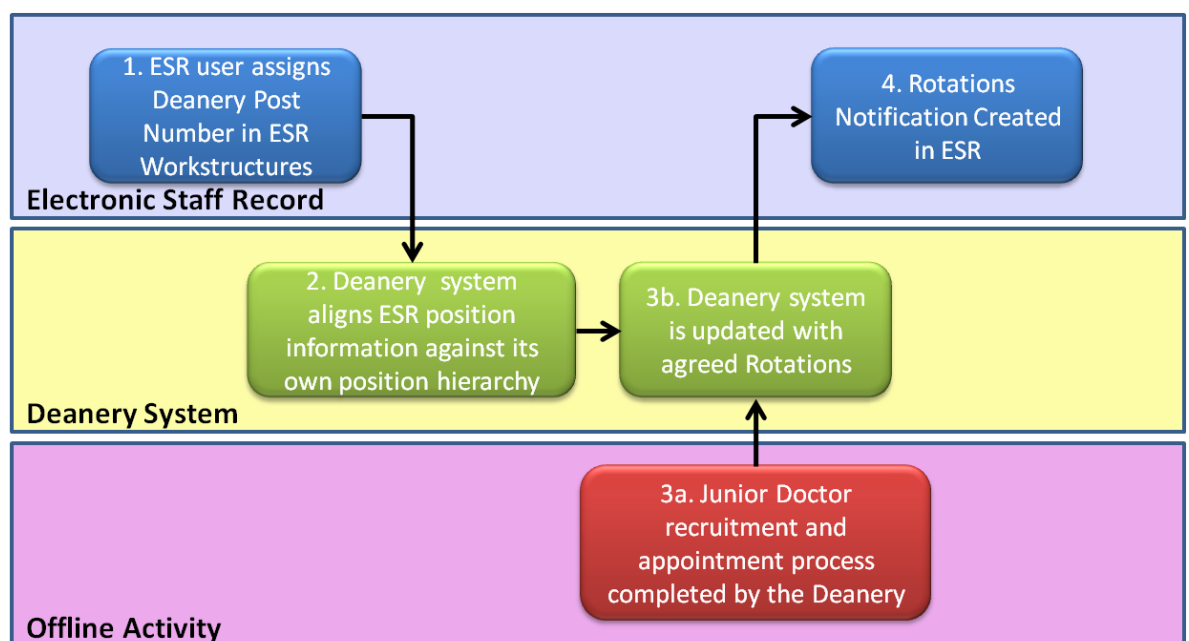
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Medical Rotations Notifications

The next information flow and activity diagram (Figure 2) shows the Medical Rotation Notification process. **Note:** the first two steps are the same as Figure 1 because these are pre-requisite activities for use of the interface.

1. The Workstructures Administrator within the NHS organisation sets up the Deanery Post Number in ESR. They should also identify whether they are the 'lead' or 'host' employer for the position.
2. The Deanery system receives the position information from ESR and applies the ESR position identifier, position number and Lead/Host employer details to corresponding Deanery post in the Intrepid or Empower system.
3. The Deanery completes the Recruitment process offline, the training rotations are agreed, and input into the Deanery system (includes steps 3a and 3b). (At this point the data can be seen by the Deanery user in the Notification Export – Pending Records/Processed Records aspect of Intrepid)
4. The MSO user receives the Medical Rotations Notification and accesses the rotations spreadsheet to identify the Junior Doctors who should be either terminated or moved to their next post within the organisation. (See section 5.2.1 and 5.2.1.2 for more information about this process)

Figure 2



ESR Project

Update to Medical Rotation Notifications

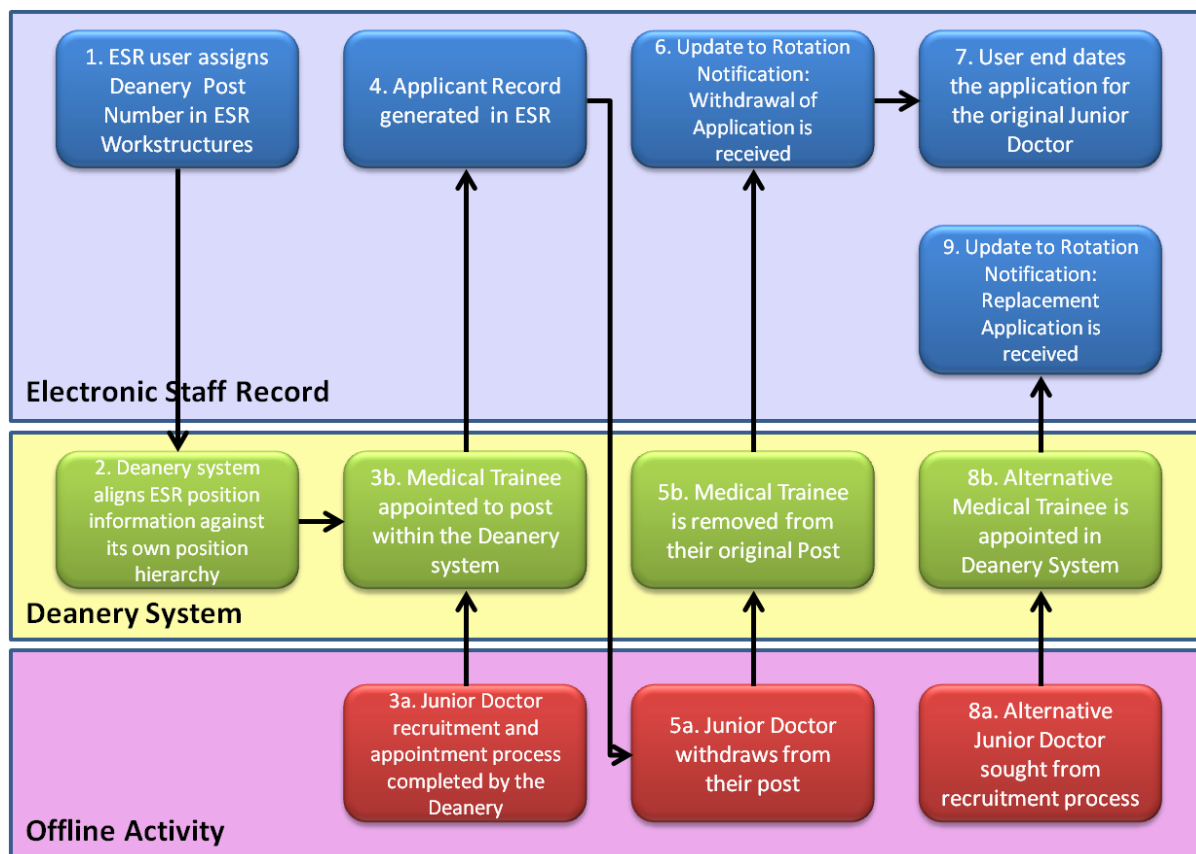
The final information flow and activity diagram illustrates the changes process where a Junior Doctor withdraws from an appointment. If a replacement is appointed, this will also be identified to the MSO Role by the Update to Medical Rotations Notification process. **Note:** the first two steps are the same as Figure 1 because these are pre-requisite activities for use of the interface.

The steps are:

1. The Workstructures Administrator within the NHS organisation sets up the Deanery Post Number in ESR. They also should identify whether they are the 'lead' or 'host' employer for the post.
2. The Deanery system receives the position information from ESR and applies the ESR position identifier, position number and Lead/Host employer details to corresponding Deanery post in the Intrepid or Empower system.
3. Once the recruitment process is completed for the next intake and a Junior Doctor is identified, they are allocated into a post within the Deanery system (includes 3a and 3b).
4. The MSO receives a notification advising that an Applicant record has been created in ESR at the 'preferred applicant' stage.
5. The Junior Doctor withdraws their application to the post (as they may have decided to go Out of Programme for a year). Consequently, the Deanery user removes them from the post that they were previously allocated to (includes steps 5a and 5b). An update to Medical Rotations Notification is created in the Deanery system. (The notification will be visible in the Notifications Export –Pending Records/Processed Records aspect of the Intrepid system)
6. The MSO receives the 'Update to Medical Rotation: Withdrawal of Application' notification for the Junior Doctor previously allocated to the post. (See section 5.2.1.3 for further details about the ESR notification)
7. The MSO end dates the application using the Recruitment and Applicant Enrolment URP. (See section 5.2.6 for details of terminating an applicant in ESR)
8. The Deanery organisation seeks a replacement Junior Doctor and appoints them to the same training post within the Deanery system (includes steps 8a and 8b).
9. The MSO receives an 'Update to Medical Rotation: Replacement Applicant' notification (which is generated automatically within the Intrepid system), for the new Junior Doctor. The employer receives the Applicant information for the replacement junior doctor and undertakes the necessary pre-employment checks before hiring the individual (see Figure 1 for full details for the remainder of this process).

ESR Project

Figure 3



4.1.3. Information Types – ESR to Deanery Systems

Under the Streamlined Deanery Interface process, the outbound dataset (ESR to Deanery System) includes details of Deanery Training Posts established in ESR and information relating to Trainee Doctors that actively occupy a training post. This includes personal details, qualification information, job information and professional registration details.

For more information on the Streamlined Deanery (Outbound) Interface process, see the Update Interface section in 5.2.7.

The full listing of data items for the outbound flow is as set out below:

ESR Project

Deanery Training Post Record

Position Number
Position Title
Deanery Number
Managing Deanery Body
Host/Lead Employer Indicator
ODS Employer Code
Employing Organisation VPD Code
ESR Organisation
ESR Location

Person Records - Position

Position Number
Position Title
Occupation Code
Area Of Work
Second Specialty
Deanery Number
Managing Deanery Body
ODS Code
Grade Trust
Grade Payscale
Grade Description
Workplace Org Code

Person Record – ESR Assignment

Assignment Number
Assignment Category
Assignment Status
Position Start Date
Position End Date
Staff Group
Max Part-Time flag
Employee Category
Start Date In Grade

Grade Trust
Grade Payscale
Grade Description
Grade Step Placement Step
Grade Step Placement Date From

Person Information – Personal

NHS Unique Identifier
Employee Number
National Insurance Number
Last Name
First name
Middle Name
Maiden Name
Title
Gender
DOB
National Training Number
Home Telephone Number
Mobile Telephone Number
Work Telephone Number
Home Fax Number
e-Mail Address
Ethnic Origin
Latest Start Date
Residency Status
Work Permit Required
Work Permit Number
Work Permit Expiry Date
NHS Entry Date

Person Information – Address

Address Type
Address Line 1
Address Line 2
Address Line 3

ESR Project

Town
County
Post Code
Country

Person Information – Professional Registration

Professional Registration Scheme
Professional Registration Expiry Date
Professional Registration Scheme Number

Status
Specialties

Person Information – Qualification

Qualification Type
Qualification Name
Awarded Date
Establishment
Country

4.1.4. Information Types – Deanery Systems to ESR

The inbound dataset (Deanery System to ESR) includes details of Deanery Training Posts established in ESR and information relating to Trainee Doctors that actively occupy a training post. This includes personal details, qualification information, job information and professional registration details.

The full listing of data items for the outbound flow is as set out below:

ESR Project

Personal Details

Last Name *
First Name *
Middle Names
Previous Last Name
Title
DOB *
Gender
Applicant Email Address
Address
Address1 *
Address2
Address3
Town
County
Postcode
Country
Home telephone
Mobile Telephone
Ethnic Origin Code
Country of Birth
Sexual Orientation
Religious Belief
Disability
Marital Status

Application Status
Nationality
National Training Number
UK National Insurance Number
Position ID *
Position Number *
Projected Hire Date
Projected End Date

Contact Information

Contact Last Name *
Contact First Name
Contact Title
Contact Gender*
Contact Home Phone No*

*** Mandatory field in ESR and must therefore be supplied.**
**** Mandatory field (must be supplied if Body and Number are both supplied)**

Professional Registration Details (can be more than one)

Professional Registration Body (1)
Professional Registration Number (1)
Professional Registration Expiry Date (1) **
Professional Registration Body (2)
Professional Registration Number (2)
Professional Registration Expiry Date (2) **

Position Information

Deanery Post Number

ESR Project

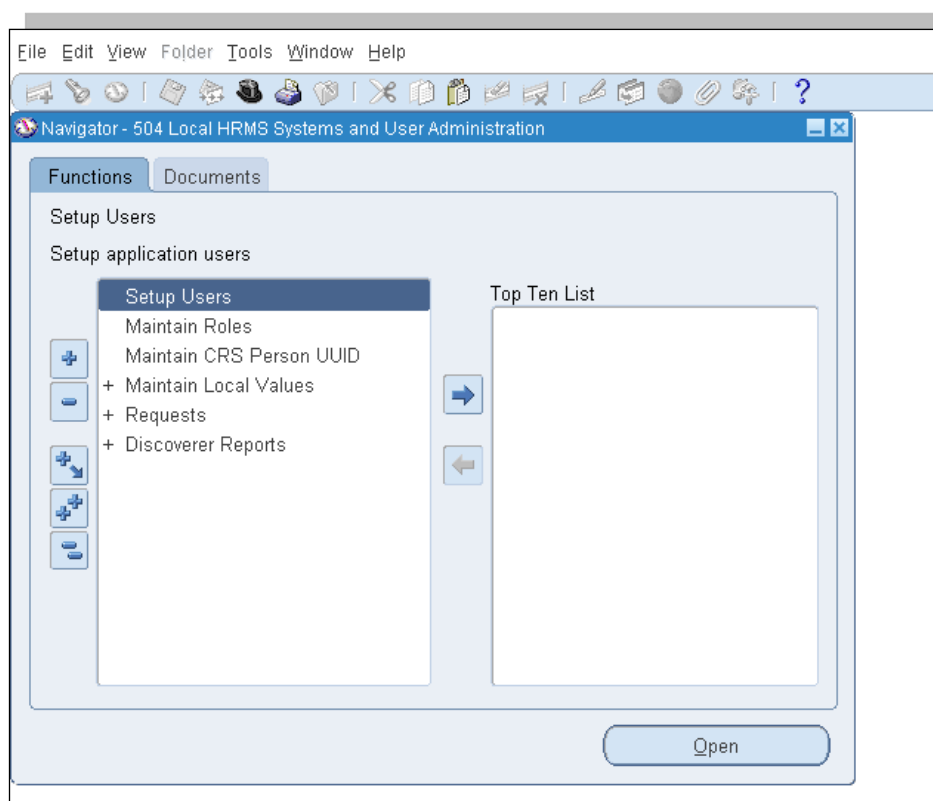
5. Employer Guidance – Step By Step Operation of the Interface

5.1. Preparing to use the Interface

5.1.1. Allocating the Recruitment and Applicant Enrolment Administration User Responsibility Profile

In order for a user to operate the interface, the **Recruitment and Applicant Enrolment Administration** User Responsibility Profile (URP) must be allocated to them. Only your ESR System Administrator can undertake this activity, as they are able access the User form following the path:

Navigation: XXX Local HRMS System and User Administration>Setup Users



When the correct user has been identified in the **User Name** field (highlighted by the orange arrow below), the Recruitment and Applicant Enrolment URP should be allocated within the **Direct Responsibilities** form (shown in the blue highlighted box below). This can be done by clicking into the

Responsibility field (illustrated by the blue arrow) and click this button  on the form to recall the 'Find' form.

ESR Project

The System Administrator should search for the URP within the Find form by typing '%Recruitment%' and select the correct User Responsibility Profile (as shown in the illustration below).

The screenshot shows the 'Users' form in the ESR system. An orange arrow points to the 'User Name' field, which contains '504 ADEANERY EXAMPLE'. A red arrow points to the 'Person' field, which contains 'Example, Mr. Adeanery'. A blue arrow points to the 'Direct Responsibilities' tab, which is highlighted with a blue border. The 'Direct Responsibilities' tab shows a table with the following data:

Responsibility	Application	Description	Security Group	Effective Dates	
				From	To
504 HR Administration	Human Resources		Standard	27-FEB-2012	
504 Recruitment & Applicant	Human Resources		Standard	27-FEB-2012	

The System Administrator should also associate the person record to the user shown by selecting their record in the **Person** field (highlighted by the red arrow above), so that they can allocate the Notification Role to a Medical Staffing user (described in section 5.1.2).

Once all the changes are made, the System Administrator should save the record.

It is important to note that the Medical Staffing Teams do not use the ESR Recruitment module in ESR within some NHS organisations. These teams may therefore require additional training support to familiarise themselves with the functionality within this module, before they embark on using the Streamlined ESR and Deanery System Interface.

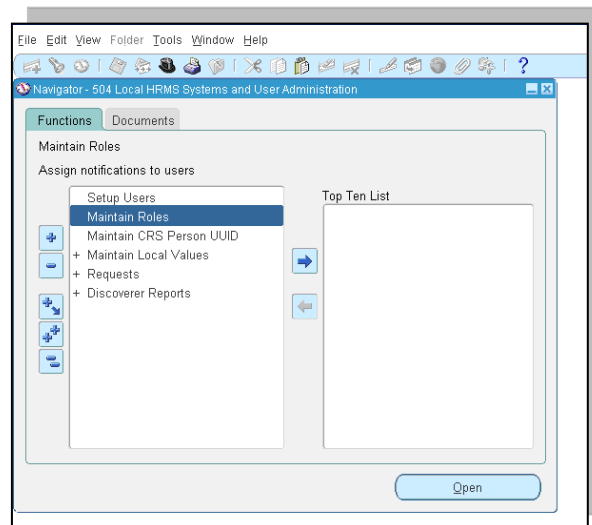
5.1.2. Allocating the MSO Role

In order for a user to operate the interface effectively, someone within the Medical Staffing or Recruitment Team must have the **Medical Staffing Officer** notification role allocated to him or her. This enables the notifications created by the interface processes to be sent directly to an ESR user for their information.

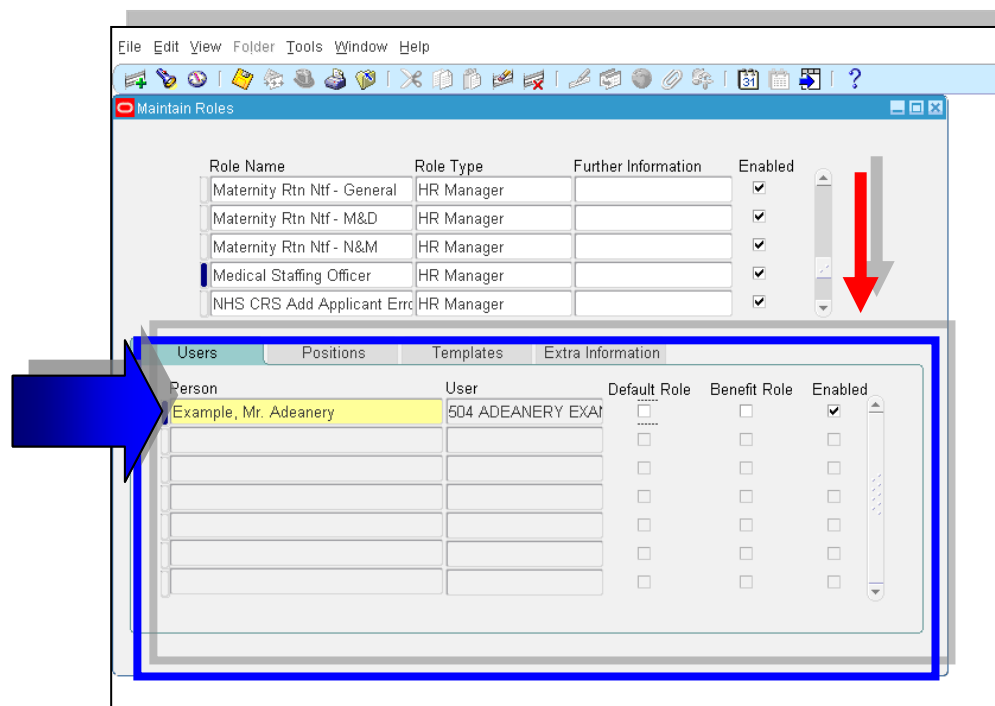
The ESR System Administrator can only undertake this activity, as they are able access the Maintain Roles form following the path:

ESR Project

Navigation: XXX Local HRMS System and User Administration>Maintain Roles



Within the Maintain Roles form the System Administrator should scroll down (using the scroll bar highlighted by the red arrow below), within the **Role Name** list to find the 'Medical Staffing Officer' notification role and click into the **Users** form (highlighted by the blue box in the illustration below).



The appropriate Person record should be selected within the **Person** field (shown next to blue arrow above) and the record saved.

ESR Project

Intrepid Hints

Within the Intrepid system, it is important for the administrator to familiarise themselves with the three main sections of the ESR Interface Main Menu before embarking on use of the interface.

The Heading – Displays key processing information, such as last processed date etc.

ESR INTERFACE

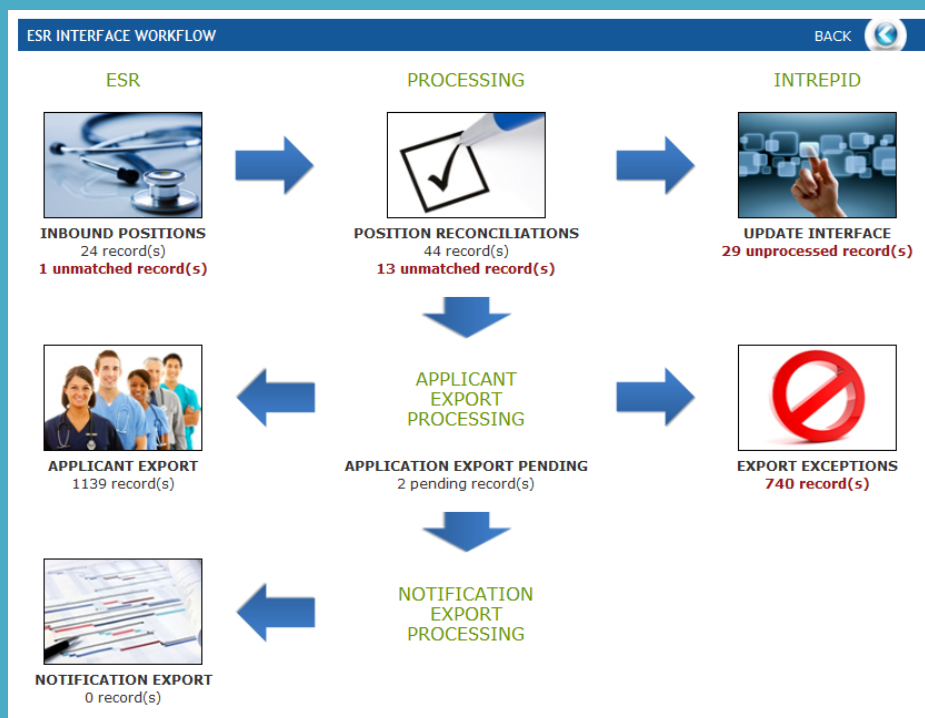


In an effort to reduce duplicate data entry and to improve data accuracy, Hicom and McKesson have developed an interface between Intrepid and the ESR.

The ESR interface is a fully automated function that provides significant benefits to Trusts and Deaneries by facilitating the exchange of recruitment, personnel, appointment and training data.

ESR interface last processed: **Tuesday 10th April 2012 13:53:55**
ESR interface start date: **Wednesday 1st August 2012**
ESR interface placement processing: **+3 month(s)**

The Workflow - Displays the ESR process workflow and provides an interactive view to underlying data



Default and Interface Logs – Displaying ESR interface defaults and interface logs

DEFAULTS & UPDATE INTERFACE LOGS

**ESR FIELD DEFAULTS**
Provides the ability to update field level settings used in processing the Update Interface

**UPDATE INTERFACE - PROCESSED RECORDS**
View the field level audit trail of updates made via the Update Interface

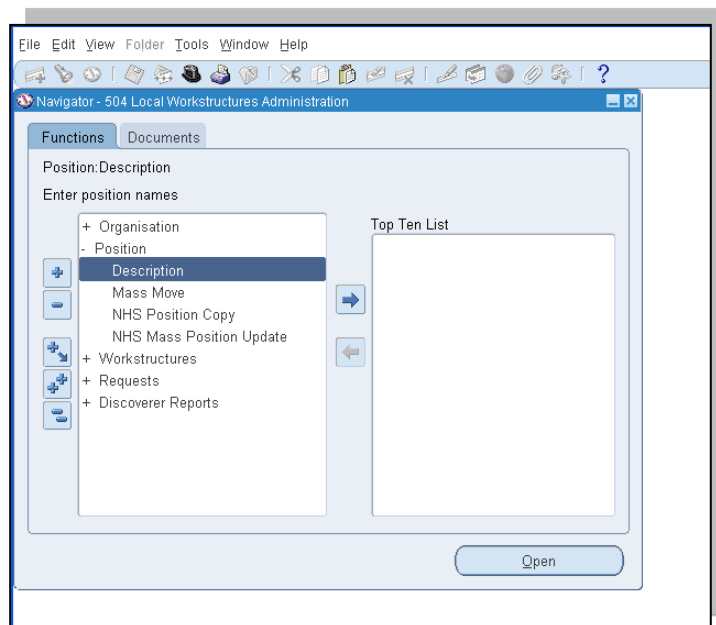
**UPDATE INTERFACE - IGNORED RECORDS**
View the field level audit trail of ignored update records made via the Update Interface

ESR Project

5.1.3. Setting up your Deanery Post Numbers in ESR

Prior to updating your Deanery Post Numbers, you will need to liaise with your local Deanery Body to understand which Deanery Post Numbers apply to your organisation's Training Doctor Positions.

Successful operation of the interface requires Deanery Post details to be recorded against each of your training posts within ESR. The person who manages Workstructures (ESR organisational hierarchy) within the solution can only complete this activity. They should have the Local Workstructures Administration User Responsibility Profile. If you do not know who holds this responsibility within your organisation, please contact your ESR Lead or System Administrator for further information.



The Workstructures Administrator is able to update the Deanery post details following the navigation below:

Navigation: XXX Local Workstructures Administration>Position>Description>Extra Information>Medical and Dental Post Details>Details



Before applying updates to the Deanery Position information, it is essential to note that each Training Post must be established within ESR as an individual post and not a 'bucket' position. This is because each Deanery Training Position has a unique identifier that relates to that particular position - the Deanery Post Number (DPN). The interface process uses this identifier to exchange information between ESR and the Deanery system. In order for this exchange to operate effectively, there must be a one to one relationship between a Deanery Post Number and ESR Position.

ESR Project

Within the Position Description form, the Workstructures Administrator should recall the position they wish to update. Once they have found the relevant post, they should click on the 'Extra Information' button (highlighted by the orange arrow on the illustration below).

Position

Name 236103|Foundation House Officer 1|091|Anaesthetics|

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date 01-APR-2008 ...

Date Effective Name 236103|Foundation House Officer 1|091|Anaesthetics|

Type Shared ☒ Permanent ☐ Seasonal

Organization & Job

Organization 504 Anaesthetics Proposed End Date

Job Medical and Dental|Foundation Year 1 Proposed End Date

Hiring Status

Status Active Start Date 01-APR-2008 Proposed End Date

Location 504 ESR Hospital Status

Effective Dates From 01-APR-2008 To Further Info [NF]

Extra Information Valid Grades Others...

The Position Type must also be set to 'Shared' and the 'Hiring Status' set to 'Active' as shown in the illustration above (highlighted by the red boxes).

Once the Extra Position Information form is opened (by clicking the 'Extra Information' button – highlighted by the red arrow on the illustration above), the user should click on the '**Medical and Dental Post Details**' Type (shown next to the red arrow below). Once the Medical and Dental Post Details tab is highlighted, the user should click into the field below, under the '**Details**' label (shown next to the blue arrow in the illustration below).

Extra Position Information(236103|Foundation House Officer 1|091|Anaesthetics|)

Type

Care Groups

Interfaces

Medical and Dental Post Details

NHS Learner Restriction

Qualification Requirements for Position

Registration and Membership Requirements for Positions

Details

[]

ESR Project

The System Administrator should click into the **Deanery Post Number** field and complete the agreed detail. They should also click into the **Managing Deanery Body** and complete the relevant detail, if this is applicable. (These fields are highlighted in the diagram below by the red arrow) The Managing Deanery Body field should only be completed if a Deanery manages the post on behalf of another deanery.

In addition, the System Administrator should click into and apply an update to the **Host/Lead Employer Status** field. The 'Lead Employer' holds the Employment Contract with the Medical Trainee who occupies a training post, whereas the 'Host Employer' may facilitate the trainee posts (on their site) but does not actually hold the Employment Contract with the Medical Trainee. This arrangement is particularly common in the North West and North East Regions of England, where there tends to be one main 'Lead Employer' and multiple local 'Host Employers'.

Completing this field will help the Deanery Body to share trainee information with you and to understand whether your organisation simply hosts the Medical Training post or in fact employs the Medical Trainee within post. This is particularly important for Host organisations, as the default assumption where this field is not populated is that the NHS organisation is the Lead Employer. It is important to note that this field also prompts when the host employer is attempting to hire a Medical Trainee – it will remind them to hire as an honorary employee.

The screenshot displays the 'Extra Position Information' form in the ESR system. A red arrow points to the 'Managing Deanery Body' field, which contains the value 'WAL'. Another orange arrow points to the 'Host/Lead Employer Status' field, which is currently set to 'Host Employer'. A dropdown menu is open for this field, showing three options: 'Host/Lead Employer Status', 'Host Employer', and 'Lead Employer'. The 'Host Employer' option is highlighted. The form also includes fields for 'Deanery Post Number' (WAL/1D9PL/527/TYU/987), 'Out of Hours Bands' (Band 1A), 'Rota Pattern' (Hybrid), and 'Prospective Cover' (Yes For Annual Leave). Buttons for 'Find', 'OK', 'Cancel', 'Clear', and 'Help' are visible at the bottom of the form.

The System Administrator should save the record before closing the Extra Position Information Form.

ESR Project

Once the Streamlined Deanery (Outbound) interface process has run within ESR overnight, the position data will appear on the Inbound Positions – Reconciliation section of the Intrepid system or made available to the Empower System for London Deanery Administrators.

The Deanery systems will attempt to match the information received from ESR with its own position information based on the Deanery Post Number (as shown in the illustration below). Where a match occurs, the post is ready to be used for the inbound transfer of trainee information into ESR.

ESR INTERFACE - INBOUND POSITION

SEARCH CRITERIA - INBOUND POSITION

Deanery number:

Matched post:

Search

Clear

INBOUND POSITIONS

	Deanery number	Position title	Area of work	Number	Match
→	/NULL/	CCN 705 Host Deanery Position4	Anaesthetics	10508185	✗
→	WAL/1D9PL/527/TYU/987	CCN 705 Host Deanery Position1	Anaesthetics	10508182	✓
→	WAL/1D9PL/527/TYU/987	CCN 705 Lead Deanery Position21	Anaesthetics	10508202	✓
→	WAL/1D9PL/527/TYU/987	CCN 705 Host Deanery Position1	Child Protection	10508064	✓
→	WAL/1D9PL/527/TYU/987	CCN 714 180 Prof Reg NMC Position3	Community Health Services	10508084	✓
→	WAL/1D9PL/527/TYU/987	CCN 714 296 Prof Reg NMC Position1	Community Health Services	10508082	✓
→	WAL/1D9PL/527/TYU/987	CCN705- HostEmployer - Position	Child Protection	10508098	✓
→	WES/RHM01/023/PCST/003	CCN 714 180 Prof Reg NMC Position4	Community Health Services	10508085	✓
→	WES/RHM01/023/PCST/003	CCN 714 296 Prof Reg NMC Position2	Community Health Services	10508083	✓
→	WES/RR201/021/FP2/002	CCN 705 Deanery Position14	Anaesthetics	10508195	✓
→	WES/RR201/021/PCST/001	CCN 705 Deanery Position13	Anaesthetics	10508194	✓
→	WES/RR201/021/PSTR3+/001	CCN 705 Host Deanery Position5	Anaesthetics	10508186	✓
→	WES/RR201/021/PSTR3+/001	CCN 705 Lead Deanery Position25	Anaesthetics	10508206	✓
→	WES/RR201/052/FP2/001	CCN 705 Host Deanery Position4	Anaesthetics	10508185	✓
→	WES/RR201/052/FP2/001	CCN 705 Lead Deanery Position24	Anaesthetics	10508205	✓
→	WES/RR201/052/PGCT/002	CCN 705 Deanery Position15	Anaesthetics	10508196	✓
→	WES/RR201/052/PGSTR/002	CCN 705 Deanery Position11	Anaesthetics	10508192	✓
→	WES/RR201/052/PGSTR/003	CCN 705 Host Deanery Position1	Anaesthetics	10508182	✓
→	WES/RR201/052/PGSTR/003	CCN 705 Host Deanery Position2	Anaesthetics	10508183	✓
→	WES/RR201/052/PGSTR/003	CCN 705 Lead Deanery Position22	Anaesthetics	10508203	✓

Page 1 of 2

⏪

⏩

Pages: 1

Total records: 24

When a change is made to the position information in ESR i.e. the post number is changed or removed, this too will be communicated to the Deanery system administrator.



ESR administrators should take care to maintain their ESR Workstructures, and particularly their Deanery Post Number information, very carefully.

ESR Project

5.1.4. Informing the ESR Central Team of Go Live Readiness

In order to use the Streamlined Deanery Interface process a Service Request needs to be raised for the attention of the ESR Central team by each participating Trust. Prior to raising the Service Request, the following steps need to be completed:

- All Junior Doctor posts must be un-bucketed at the NHS Organisation
- ESR positions must be matched to Deanery Posts, and Deanery Post References must be stored on ESR against ESR Positions
- All ESR positions that are NOT junior doctor training posts MUST NOT have the Deanery Post Number or Managing Deanery Body fields populated

(Please note that the NHS ESR Central Team will ask organisations to confirm their compliance with the above requirements.)

If your organisation meets all the above conditions, then the following implementation process should be followed:

1. A Trust raises an SR to say they wish to go live with the **Streamlined Deanery Interface**. The SR should include:-
 - *Text which states 'Request: Go Live with the **Streamlined Deanery Interface Process** with XXXX Deanery' and include contact details of a person who will be the lead for the Streamlined Deanery Interface process.*
 - An email from the Deanery Body should be attached to the SR by the Remedy user, which confirms that the Deanery wish to receive a file in either 'ALL Records' or 'PART Records' mode.
 - i. 'ALL records' mode is where the outbound transfer of information (ESR to the Deanery Body) will contain information that relates to both person and position information (required for implementation of person and post updates from ESR into the Deanery system)
 - ii. 'PART records' mode is where the outbound transfer of information (ESR to the Deanery Body) will contain information that relates only to position information.
2. Once received, the NHS Central Team will respond with a checklist asking the trust to confirm they are compliant with the items included and wish to proceed. The response will also include a copy of the Guide to the Streamlined Deanery Interface Process. The checklist will include:
 - All Junior Doctor posts must be un-bucketed at the NHS organisation

ESR Project

- ESR positions must be matched to Deanery Posts, and Deanery Post References must be stored on ESR against ESR Positions
 - All ESR positions that are NOT junior doctor training posts MUST NOT have the Deanery Post Number or Managing Deanery Body fields populated
3. Once confirmation is received, the ESR NHS Support Team should contact the Hicom Support Team (for all Deaneries except London) to confirm the date that the first file will be provided/ date when the NHS organisations data will be included in an existing file. (The London Deanery will be contacted directly for go-live applications from London NHS organisations.) This detail should also be added to the SR and once the first file is generated, the SR can be updated and closed by the NHS ESR Central Team.

Note that if a Deanery is already live with at least one organisation on the interface, the new VPD will be added to the existing Outbound interface file, according to the rules defined for the first live VPD.

5.2. Operating the Process

This section outlines the operating principles of the Streamlined Deanery Interface processes. It is intended to provide detailed information on the Interface functionality. For further guidance and support with operating the interface processes, please see the eLearning materials on the ESR website.

5.2.1. Viewing Notifications

Once the Medical Staffing Officer Notification Role has been allocated, the user will be able to receive Notifications about various processes the Deanery interface performs.

Where a notification is initiated by the Deanery system (notifications detailed in blue text below), the Intrepid System generates the notifications automatically. The London Deanery system (Empower) will deliver capability to support these notifications at a later date (TBD).

The notifications generated by the interface process are as follows:

- **Deanery Applicant Notification**
(ESR generates this notification where an applicant has successfully, or unsuccessfully been created via the Deanery interface process.)

ESR Project

- **Medical Rotation Notification**
(This notification is generated by the Deanery system. It lists all of the Deanery positions and current and next post holders for the next rotation date.)
- **Update to the Medical Rotation Notification – Applicant Withdrawn**
(This notification is generated by the Deanery system where an applicant on the medical rotation notification has subsequently withdrawn from the position)
- **Update to the Medical Rotation Notification – Replacement Applicant**
(The Deanery System generates this notification when a replacement applicant for the vacant position has been appointed)
- **Update to the Medical Rotation Notification – Update to the Projected Start and End Dates**
(This notification is generated by the Deanery system to advise if an applicant's projected start and or end date has been subsequently changed)
- **New Starter Reminder Notification**
(ESR generates this notification 5 days before projected hire by ESR to remind the MSO that an applicant is due to commence and to undertake the hire process)

When Using the Notifications Users Should Remember:

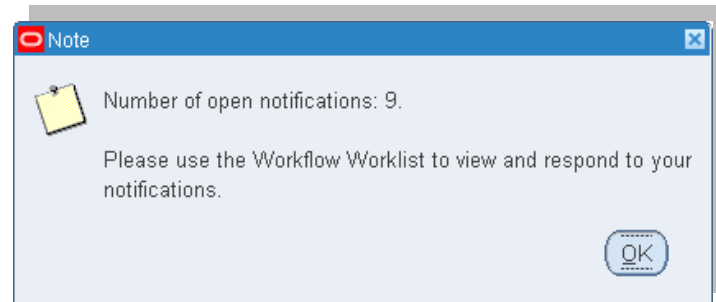
- **All notifications are automatically deleted within ESR once they have been read. If you need to refer back to the information contained within the notification, please save/record the information contained within it.**
- **Unread notifications are deleted 60 days after the creation date.**
- **With regard to the Intrepid Deanery system, if an administrator updates a placement record (either by changing start and end dates/changing the post/putting them Out of Programme or changing the record status to “Inactive”) for a Person that has previously had an applicant recorded exported to ESR, then a notification will be exported back to ESR.**



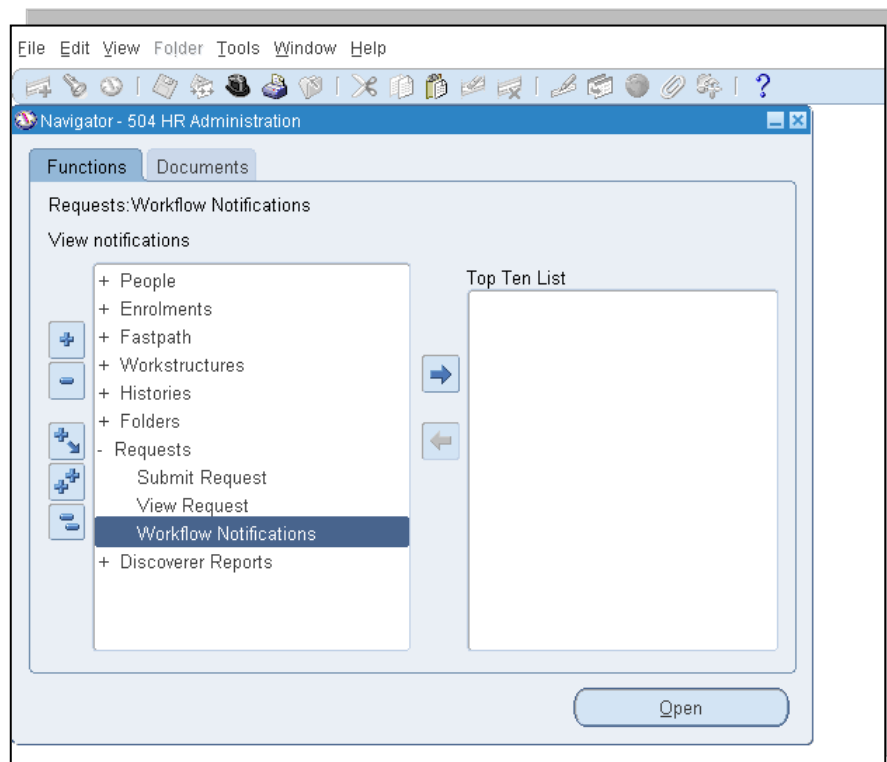
ESR Project

5.2.1.1. Applicant Notifications

The Applicant Notification is generated each time a new applicant record is generated in ESR by the interface process. The user is made aware that they have notifications when they first log into ESR. They will see the popup message shown below:

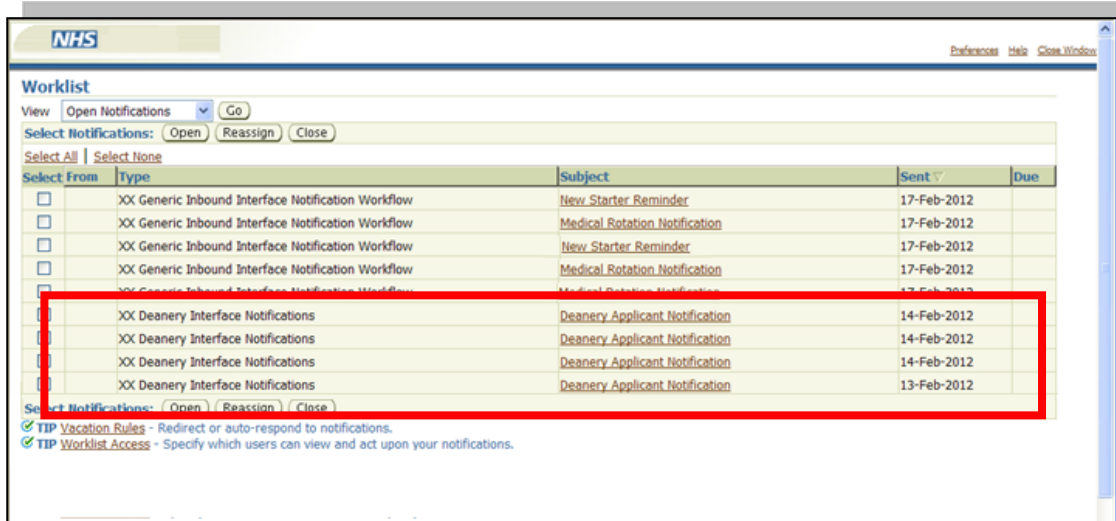


The user should select 'OK' and then navigate to the Workflow Worklist, within the Requests Function.

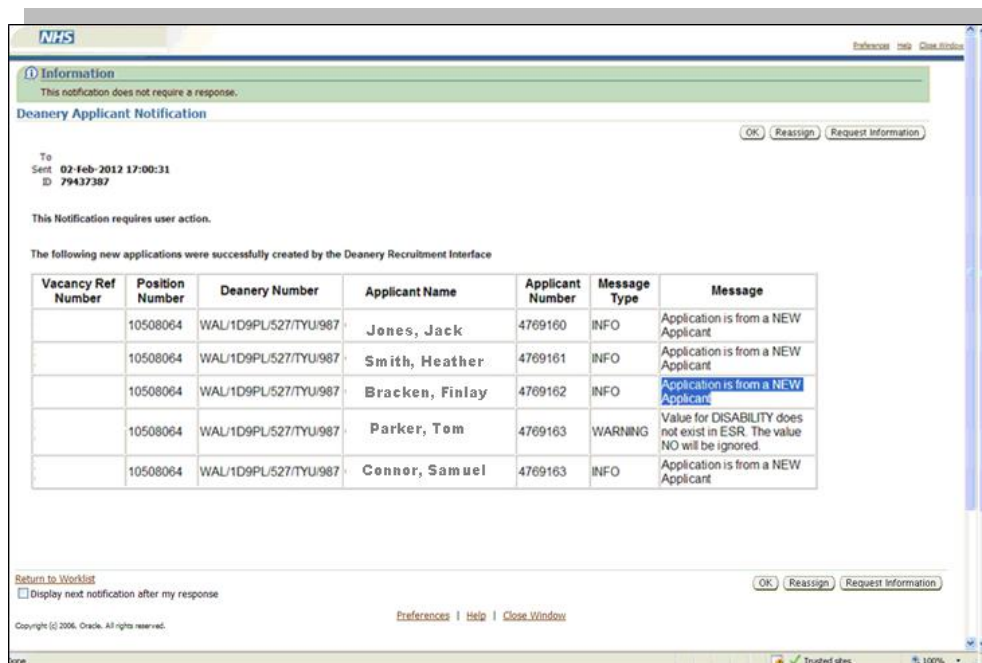


Once the Workflow Notifications screen is visible, the user should click into the appropriate Deanery Interface Notification (Deanery Applicant Notification shown within the red box below) - to review any messages that maybe included about the applicant processing.

ESR Project



Note: Clicking into the Subject *hyper link* should automatically open the notification.



If the applicant record has failed to load and you receive a Message Type of 'Error' (such as in the example below), you should contact the Deanery Body and ask them to address the issue reported in the message and resend the applicant record.

This Notification requires user action.					
The following applications have failed to load as part of the Deanery Recruitment Interface. Please contact the appropriate Deanery Body to have the data resent or to make arrangements to have it entered manually.					
Vacancy Ref Number	Position Number	Deanery Number	Applicant Name	Message Type	Message
296-CCN705Vac1	10508064	WAL/1D9PL/527/TYU/987		ERROR	Mandatory item LAST_NAME not supplied. Application rejected.

ESR Project

5.2.1.2. Medical Rotation Notification

The purpose of the Medical Rotations Notification is to minimise offline communications between trusts and Deanery organisations about Junior Doctor Rotations. The notification is designed to enable the Deanery to share rotation information directly to the Medical Staffing Officer via an ESR notification process. The Intrepid system automatically creates and sends this information to ESR.

The notifications that are pending or will be visible to the Deanery System Administrator within the Notification Export Processing or Notification Export aspect of the Intrepid system.



The Deanery system runs the notification process and information is transferred to ESR. A link to the Matrix is created and shared with the MSO within the body of the notification.

When the Medical Rotation Notification arrives, the MSO will receive a popup message (similar to the illustration in section 5.2.1.1). Once the MSO has accessed the Workflow Notifications Worklist (as described in section 5.2.1.1), they should click into the Medical Rotation Notification within the '**Subject**' column (shown below).

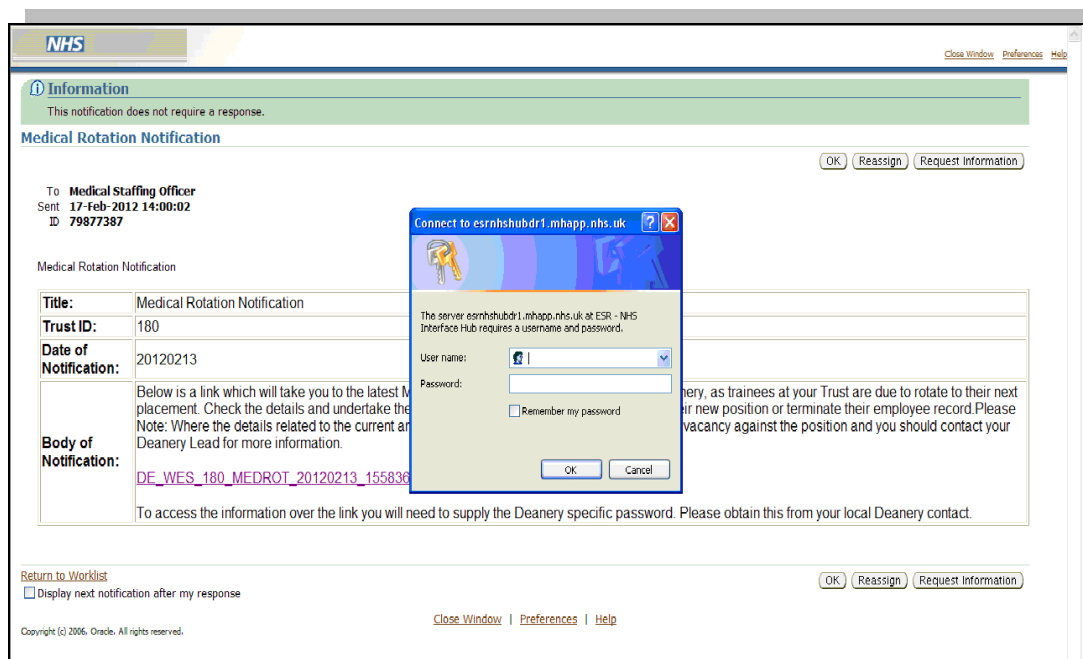
The screenshot shows the NHS Worklist interface. At the top, there's a 'View' dropdown set to 'Open Notifications' and a 'Go' button. Below this are 'Select Notifications:' buttons for 'Open', 'Reassign', and 'Close'. A 'Select All' link is also present. The main table has columns: 'Select From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains several rows of notifications. The row with 'Medical Rotation Notification' in the 'Subject' column is highlighted with a red rectangular box. Below the table, there are 'Select Notifications:' buttons and two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Select From	Type	Subject	Sent	Due
☐	XX Generic Inbound Interface Notification Workflow	New Starter Reminder	17-Feb-2012	
☐	XX Generic Inbound Interface Notification Workflow	Medical Rotation Notification	17-Feb-2012	
☐	XX Generic Inbound Interface Notification Workflow	New Starter Reminder	17-Feb-2012	
☐	XX Generic Inbound Interface Notification Workflow	Medical Rotation Notification	17-Feb-2012	
☐	XX Generic Inbound Interface Notification Workflow	Medical Rotation Notification	17-Feb-2012	
☐	XX Deanery Interface Notifications	Deanery Applicant Notification	14-Feb-2012	
☐	XX Deanery Interface Notifications	Deanery Applicant Notification	14-Feb-2012	
☐	XX Deanery Interface Notifications	Deanery Applicant Notification	13-Feb-2012	

the link to access the rotations information.

ESR Project

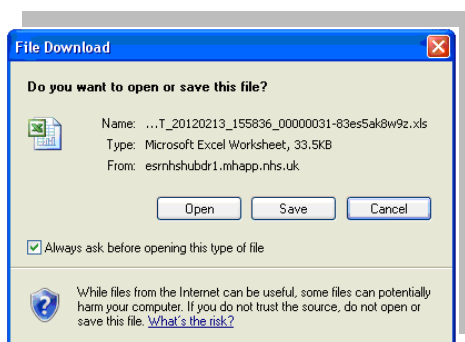
Note: To ensure that the rotations information is only accessible to NHS organisations the link is password protected. The password should be obtained from your local deanery. The notification will be available for 60 days from the sent date before it is removed.



Entering the agreed user name and password and clicking 'OK' should result in the next prompt asking whether you would like to Open, Save or Cancel the action.



Note: Users should ensure that they save the spreadsheet locally for further reference, as the notification and link will be deleted after it is first opened.



Selecting 'Open' on the File Download prompt (illustrated above) will present the Medical Rotations Spreadsheet on the users screen (example below).

ESR Project

Position Details					Current Post Holder	
ESR Position Number	GPW Number	Position	Organisation	Lead Trust	Last Name	First Name
1	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_194	Alan Clark
2	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_174	Alison Alexander
3	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_118	Yvonne Andrew
4	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_222	Daniela Enrico
5	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_152	Gillian Anne
6	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_151	Gillian Alex
7	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_221	Enrico Dennis
8	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_193	Alison Milne
9	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_174	Alison Alexander
10	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_118	Yvonne Andrew
11	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Yvonne Alexander
12	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_41	Caroline Lorna
13	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_79	Jarline Enrico
14	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_79	Jarline Enrico
15	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_54	Neil Maria
16	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_54	Neil Maria
17	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
18	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
19	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
20	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
21	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
22	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
23	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
24	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
25	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
26	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
27	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
28	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
29	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George
30	WESURP01ASGP05	CCN TWS Deanery PG	Location 171200 - 180 Organisation 237590	F10	SURNAME_ESR_11	Paul George

The information captured on the spreadsheet includes the following:

Header – Position Details

- ESR Position Number
- Deanery Post Number
- Position (title)
- Organisation
- Lead Trust (to be derived from the ESR position record)

Header – Current Post Holder

- Last Name
- First Name
- GMC Number
- Projected End Date
- VPD Next Placement

Header – Next Post Holder

Last Name
First Name
GMC Number
Current Placement (VPD)
Email Address
Projected Start Date

The sort order for the post and person data within the target file should be by Location, then by Organisation, then Job Role, then Position Number and then by Last name.

The format of the spreadsheet should be as shown below.

ESR Project

Position Details					Current Post Holder					Next Post Holder					
ESR Position Number	DPN Number	Position	Organisation	Lead Trust	Last Name	First Name	GMC Number	Proj'd End Date	VPD Next Placement	Last Name	First Name	GMC Number	Current Placement (VPD)	Email Address	Proj'd Start Date
12345	WAL12234	F1 Trainee	001 Ward 10	960 Yorks hire & Humbler	Jones	Carl	76543	02-Aug-11	001 Cardiff	Last	Donald	12398	001 Cardiff	Donald.last@uknhs.net	03-Aug-11
34567	WAL12562	F1 Trainee	001 Ward 8		Last	Donald	12398	02-Aug-11	001 Cardiff	Jones	Carl	76543	001 Cardiff	Carl.jones@nhstrust.net	03-Aug-11
98765	WAL12562	F2	001 Ward 3		Scott	Mark	76543	02-Aug-11	960 Yorks hire	Crowther	John	98543	002 University Hospital Birmingham	John_crowther@addhere.co.uk	03-Aug-11

5.2.1.3. Update to the Medical Rotation Notification – Applicant Withdrawn

This notification is sent automatically by the Deanery systems to the MSO Role when an applicant previously created has subsequently withdrawn from the appointment. This may be due to the Trainee deciding to go Out Of Programme or taking up an alternative post within a different NHS organisation.

The user should access the notification as outlined in the above sections through the Workflow Worklist.

The screenshot shows the 'Worklist' interface. At the top, there's a 'View' dropdown set to 'Open Notifications' and a 'Go' button. Below that, there are buttons for 'Select Notifications', 'Open', 'Reassign', and 'Close'. A pagination bar shows 'Previous', '1-25', and 'Next 25'. The main table has columns: 'Select From', 'Type', 'Subject', 'Sent', and 'Due'. The first row shows 'XX Generic Inbound Interface Notification Workflow' with a red arrow pointing to the 'Subject' field which contains the text 'Update to Medical Rotations'.

The user should click on the 'Update to Medical Rotations' hyperlink shown below the subject field (see red arrow in the above illustration), and the notification will open. The user should now be able to review the person and post details of the withdrawn application.

ESR Project

The screenshot shows a web interface for the NHS ESR Project. At the top, there's a green bar with the NHS logo and a message: 'This notification does not require a response.' Below this, the title 'Update to Medical Rotations' is displayed. On the right, there are buttons for 'OK', 'Resign', and 'Request Information'. The notification details are as follows:

To:	Medical Staffing Officer
Sent:	18-Feb-2012 09:14:38
ID:	79893471

Update to Medical Rotations

Title:	Update to Medical Rotation Notification - Applicant Withdrawn
Trust ID:	180
Date of Notification:	20120213

The following medical and dental trainee has been withdrawn from their placement. See details below and take the necessary steps to withdraw their applicant record.

Position Details

- 1C508084
- WAL/1D9PL/527/TYU/907
- WAL
- CCN 714 180 Prof Reg NMC Position3
- 180 Organisation 237638
- Location 171300

Body of

This notification contains the following information:

Header – Withdrawn Medical and Dental Trainee

- Last Name
- First Name
- GMC Number
- Withdrawal Reason

Header – Position Details

- ESR Position ID (Number)
- DPN
- Managing Deanery Body
- Position (title)
- Job
- Organisation
- Location
- Occupation Code
- Host/Lead Employer Status (Lead Employer/Host Employer)
- Lead Trust (to be derived from the ESR position record)

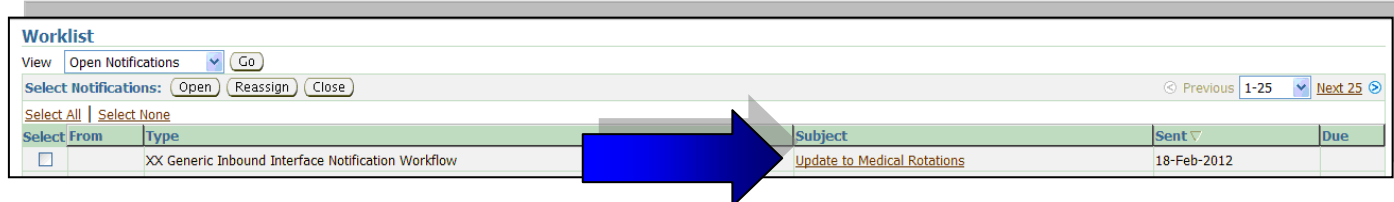
Once the user has reviewed the information provided, they should end date the application for the trainee concerned, so that the application may be included in the purge applicants process. See the user manual for more details.

5.2.1.4. Update to the Medical Rotation Notification – Replacement Applicant

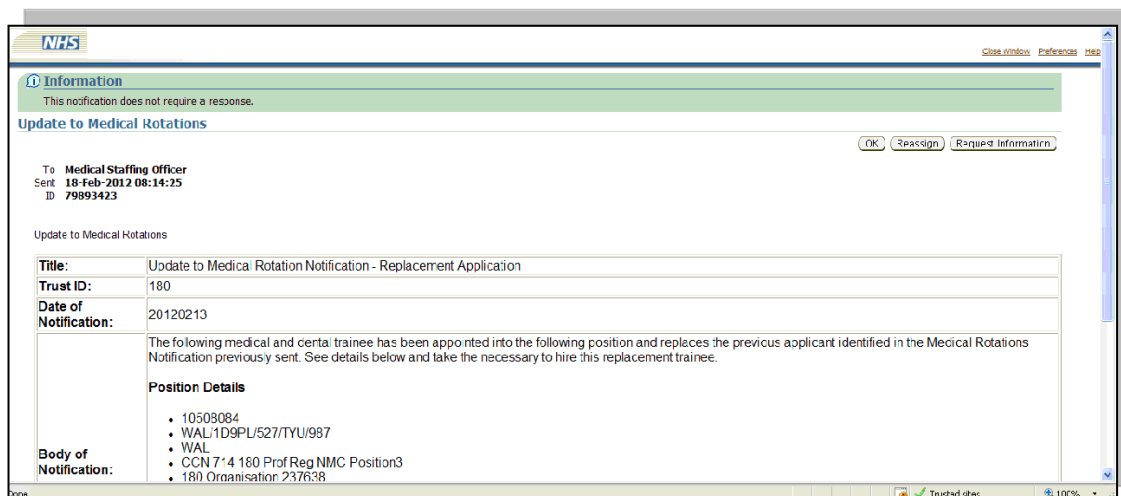
This notification is sent by the Deanery systems to the MSO Role when an applicant previously transferred to ESR has withdrawn from the appointment and is due to be replaced by another trainee.

The user should access the notification as outlined in the above sections through the Workflow Worklist.

ESR Project



The user should click on the 'Update to Medical Rotations' hyperlink shown below the **subject** field (see blue arrow in the above illustration), and the notification will open up. The user should now be able to review the person and post details of the withdrawn application.



This notification contains the following information:

Header - Replacement Medical and Dental Trainee

- Last Name
- First Name
- GMC Number
- Current Placement (VPD and name of current placement)
- Projected Hire Date

Header – Position Details

- ESR Position ID (Number)
- DPN
- Managing Deanery Body
- Position (title)
- Job
- Organisation
- Location
- Occupation Code
- Host/Lead Employer Status (Lead Employer/Host Employer)
- Lead Trust (to be derived from the ESR position record)

ESR Project

5.2.1.5. Update to the Medical Rotations Notification – Change to the Projected Start and End Dates

This notification is generated by the Deanery system, providing details of the person concerned and the change in information i.e. Change to start date, change to End Date or both. It will urge the ESR user to **manually** change the projected hire or end dates for the Junior Doctor. This notification does not automatically change the ESR record.

The notification will hold the following information:

Title: Change to Projected Hire / End Date Notification

Trust ID: . 960 Yorkshire and Humber

Date of Notification: 01/03/2012

Body of Notification: Below are details of a trainee who has had their projected hire/end date amended in the Deanery system. Please locate the person record and make the appropriate amendment to the application.

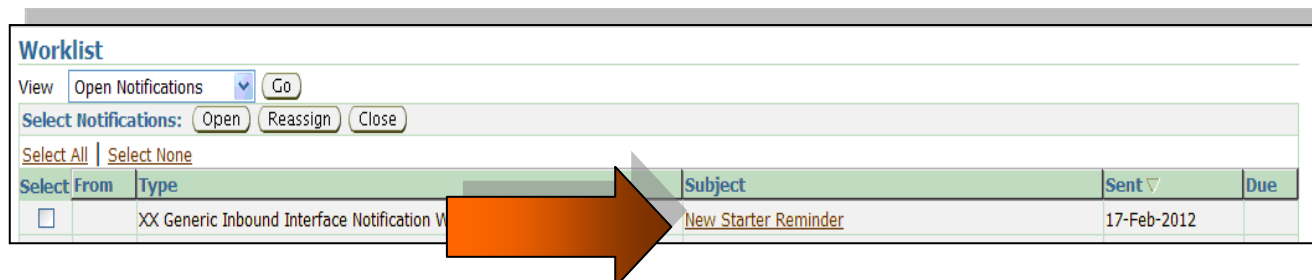
Last Name	First Name	GMC Number	Position Number	Position Name	New Projected Hire Date	New Projected End Date
Bloggs	Joseph	1234567	2345678	Junior Doctor		28/12.2012

The New Projected Hire Date and New Projected End Date will only be populated where a change has occurred. If either of these dates remain the same this field should be blank.

5.2.1.6. New Starter Notification – Jnr Doctor

This notification is generated by the ESR system, based on the Projected Hire date provided by the Deanery system, and sent to the MSO Role when an applicant is due to start work in 5 days' time.

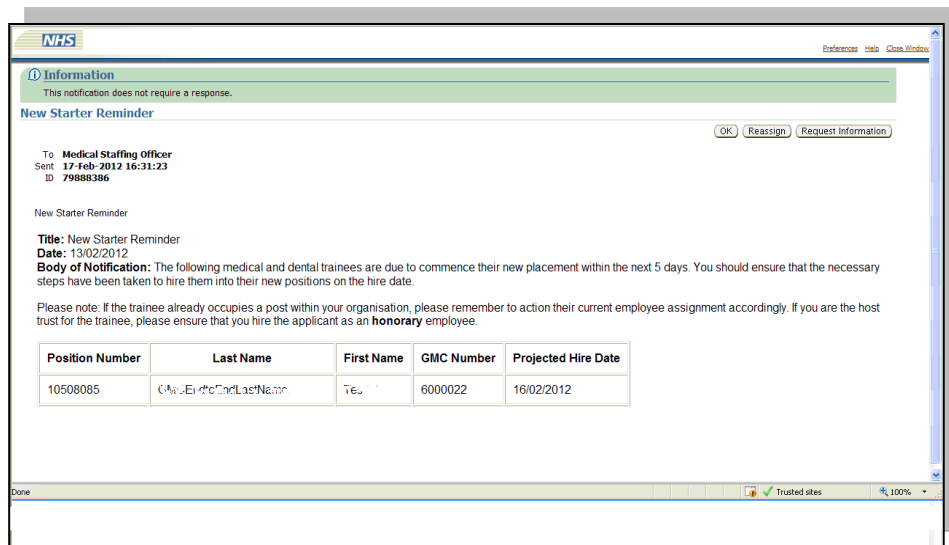
The user should access the notification as outlined in the above sections through the Workflow Worklist.



The user should click on the 'New Starter Reminder' hyperlink shown below the subject field (see the orange arrow in the above illustration), and the

ESR Project

notification will open up. The user should now be able to review the person and post details of the new starter.



Information captured within the notification includes:

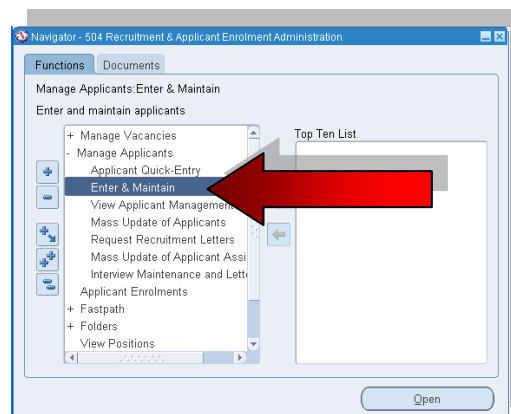
- Position Number
- Last Name
- First Name
- GMC Number
- Projected Hire Date

The next step should be that the user accesses the applicant record, via the HR Administration URP, to ensure that all the required pre-employment checks have been completed. Once this is confirmed the user may date track to the projected hire date and hire the individual into their new assignment (full details of this process are included in section 5.2.3)

5.2.2. Viewing the applicant record

To view the applicant record after receiving the Deanery Applicant Notification the MSO should select the following User Responsibility Profile

Navigation: XXX Recruitment and Applicant Enrolment Administration> Manage Applicants> Enter and Maintain



ESR Project

After selecting the 'Enter and Maintain' option on the menu, the user should Datetrack to the date that the applicant was created in ESR.

The user should search for the Junior Doctor's record by entering the name or Applicant number. The user should select the 'Find' button (highlighted by the

ESR Project

red box in the above diagram,) and the record will be made available for review and update (shown in the illustration below).

To view the application details for the post that the Junior Doctor will be hired into, the user should click into the 'Application' button within the person record. (This is highlighted by the red box in the illustration above)

The user will be presented with the 'Application' form (as shown above).

The Projected Hire Date field (highlighted by the orange box above) and the Fixed Term Contract End Date (in the Assignment Descriptive Flex field – highlighted by the red box in the above illustration) will be populated with the

ESR Project

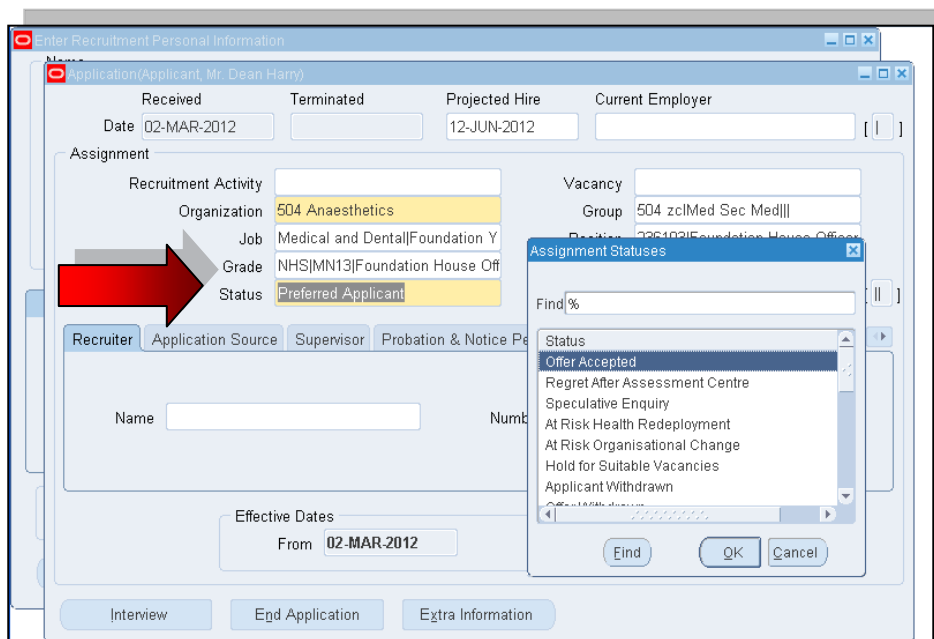
relevant dates from the Deanery system. See red boxes on the screenshot above.

5.2.3. Hiring the applicant – External Applicant

Once all of the relevant employment checks are completed, and the applicant has confirmed that they will be commencing work, the Junior Doctor can be hired in ESR.

The user must complete the recruitment process and change the status for the applicant (in the Recruitment and Applicant Enrolment Administration URP) before attempting to 'hire' within the HR Administration URP.

Navigation: XXX Recruitment and Applicant Enrolment Administration> Manage Applicants> Enter and Maintain> Application

The screenshot shows the 'Enter Recruitment Personal Information' window for an application. The 'Status' field in the 'Assignment' section is highlighted with a red arrow. A dropdown menu for 'Assignment Statuses' is open, displaying a list of status options. The 'Offer Accepted' status is highlighted in the dropdown. The main form contains fields for 'Received Date' (02-MAR-2012), 'Terminated Date', 'Projected Hire Date' (12-JUN-2012), 'Current Employer', 'Recruitment Activity', 'Organization' (504 Anaesthetics), 'Job' (Medical and Dental/Foundation Y), 'Grade' (NHS|MN13|Foundation House Off), and 'Status' (Preferred Applicant). There are also tabs for 'Recruiter', 'Application Source', 'Supervisor', and 'Probation & Notice Period'. At the bottom, there are buttons for 'Interview', 'End Application', and 'Extra Information'.

On the Applications form the user should click into the 'Status' field (highlighted by the red arrow in the above illustration) and recall the List of Values for the Assignment Statuses. The users should select 'Offer Accepted' from the choices and click 'OK'.

Once the record is saved, the user may navigate the HR Administration URP to complete the hire process.

Note: The Offer Accepted status must be in place at least one day prior to their start date.

Navigation: XXX HR Administration> People > Enter and Maintain

ESR Project

Once the correct person record has been identified, the user should datetrack to the Projected Hire Date. The 'Enter HR Personal Information' form is opened and the user should click onto the 'Action' button and select 'Hire' (as illustrated above).

The user will be prompted to select the person type for action. The prompt box (shown to the right of the page) will appear on the screen. The user should select a value, as follows:

- Lead Employers should select the 'Employee' Person Type
- Host Employers should select the 'Honorary' Person Type (except where they have a secondary assignment as an employee person type. If you need to retain the person type associated with their secondary assignment then ignore the prompt that appears)

ESR will prompt the user by asking them whether they want to update the record. The user should click the 'Update' button.

ESR Project

Upon successful hire of the Applicant, the Person Type becomes 'Employee.Ex-Applicant', as shown in the example above. By clicking the 'Assignment' button, it is possible to update the employment details for the new starter.

5.2.4. Hiring an existing employee into a new post

This scenario is likely to occur when using the interface for internal rotations (i.e. a Junior Doctor moving from one post to another within your organisation).

When an application is sent for an existing employee (internal applicant), a new Application record is created and associated with their Person record. This changes their person type to 'Employee.Applicant'.

It is possible to view the new Application in the Recruitment and Applicant Enrolment Administrator URP. This approach may be commonly used where there is an internal rotation (i.e. the Trainee moves post but stays within the same employing organisation) as part of a Junior Doctors training programme.

Navigation: XXX Recruitment and Applicant Enrolment Administration> Manage Applicants> Enter and Maintain> Application

Enter Recruitment Personal Information: 15-JUL-2012

Application: 15-JUL-2012(Applicant, Mr. Dean Harry)

Received	Terminated	Projected Hire	Current Employer
Date: 15-JUL-2012		01-SEP-2012	

Assignment

Recruitment Activity		Vacancy	
Organization	504 Obstetrics & Gynaecology C	Group	Default Home
Job	Medical and Dental Foundation Y	Position	236104 Foundation House Officer
Grade	NHS MN15 Foundation House Off	Location	504 ESR Hospital
Status	Offer Accepted	Reason	

Recruiter Application Source Supervisor Probation & Notice Period Standard Conditions Miscellaneous

Name: Number:

Effective Dates
From: 15-JUL-2012 To:

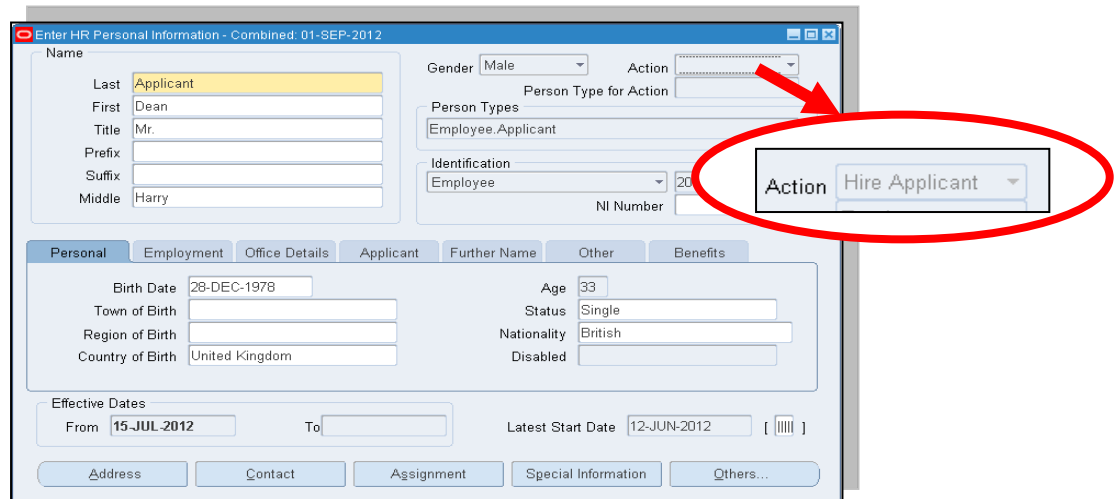
Interview End Application Extra Information

In the example above, Dean Harry Applicant is due to rotate into a new post in Obstetrics and Gynaecology. His application status has been updated appropriately in readiness for hire. Before attempting to hire an existing employee into a new post, the application status should always be updated to 'Offer Accepted' for the new post (as with the standard hire process).

ESR Project

To complete the hire, the user should date track to the Projected Hire date and follow the navigation back into the HR Administration URP

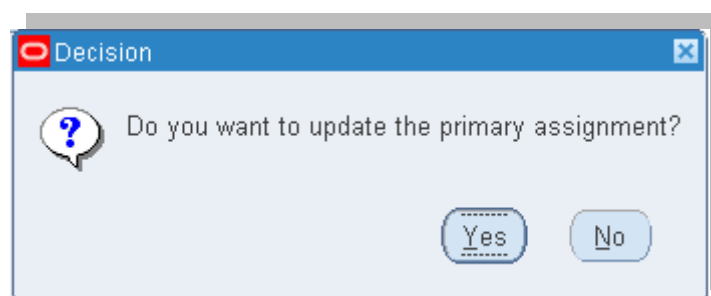
Navigation: XXX HR Administration > People > Enter and Maintain > Action



The screenshot shows a web form titled "Enter HR Personal Information - Combined: 01-SEP-2012". The form has several tabs: Personal, Employment, Office Details, Applicant, Further Name, Other, and Benefits. The "Personal" tab is active. The form contains fields for Name (Last, First, Title, Prefix, Suffix, Middle), Gender, Action (dropdown), Person Types, Identification, NI Number, Birth Date, Age, Status, Nationality, Disabled, and Effective Dates. The "Action" dropdown is highlighted with a red circle and a red arrow pointing to it. The dropdown shows "Hire Applicant" as the selected option.

Once the appropriate record has been selected (and appropriately datetracked), the user should select the 'Hire Applicant' by clicking on the Action function on the 'Enter HR Personal Information' form and click the 'Update' option in the popup screen.

A Decision box will appear, asking if you wish to make the new assignment their Primary Assignment



The screenshot shows a "Decision" dialog box with a question mark icon. The text inside the dialog box is "Do you want to update the primary assignment?". There are two buttons: "Yes" and "No".

Note, if you select the **Yes** button, the system will overwrite the existing Assignment details with the new Assignment (Position) details. If you select the **No** button, you will create a Secondary Assignment. (Please see the ESR User Manual for full details of the implications of creating secondary assignments).

If the applicant record is for the next rotation that replaces the current employment and is to become their new primary assignment, the user should select 'Yes'. This action will end date the current assignment and create this assignment as their new post from the system effective date (the date to which the user is date tracked).

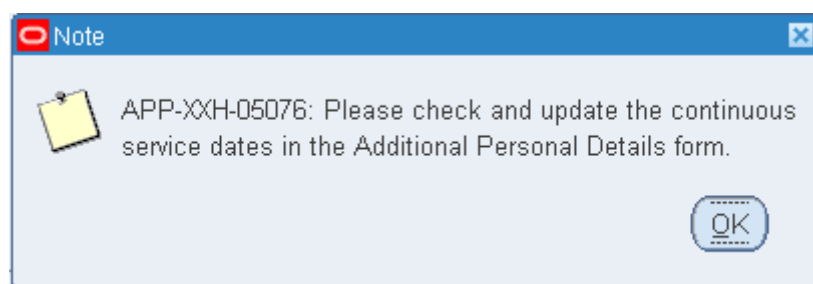
ESR Project

If the Trainee has other active applications attached, they will be presented with the 'Active Applicant Assignments' form (highlighted by the red box). The application at 'Offer Accepted' status should appear in the Accepted listing. The user should review the details and if they are correct, press 'OK'.

Status	Vacancy	Position	Organization	Grade	Retain	End	Hire	Primary Flag
Offer Accepted		236104 Found	504 Obstetrics & Gyn:	NHS MN15 Fol	☐	☐	☒	☐
Unaccepted								
Application		236104 Found	504 Obstetrics & Gyn:	NHS MN15 Fol	☐	☒	☐	☐

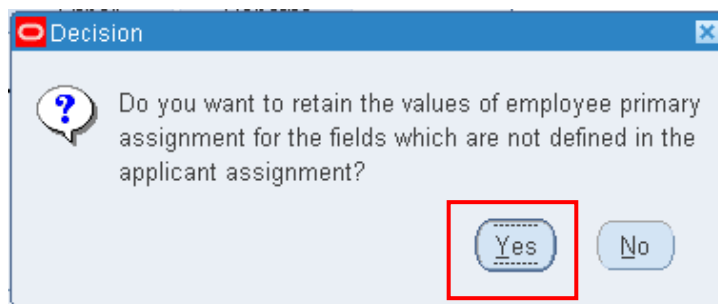
Note, where there are any default values set against the previous assignment, which are missing from the new Assignment, the system will automatically apply these values to the applicable fields in the new assignment.

A **Note** box is displayed



When the user Clicks **OK** on the message above, the **Note** box will close and the record will be saved. The user should follow the instructions in the 'Note' box once before closing the Enter HR Personal Information form.

ESR Project

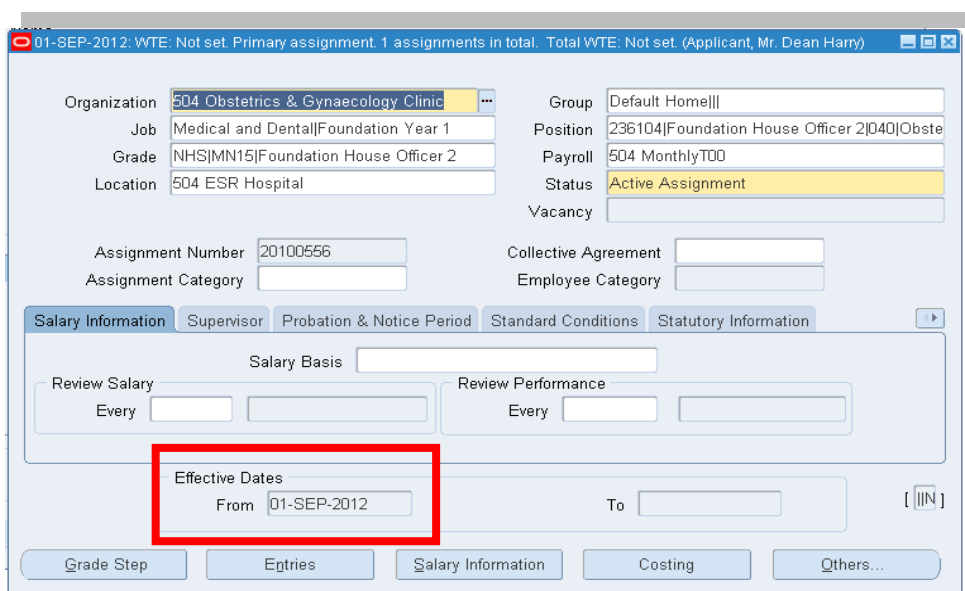


The user will also be prompted to decide whether they wish to retain the values of the employee primary assignment for fields, which are not already defined by the application details. The appropriate button should be selected on the popup illustrated above.

A local decision should be made when answering this question. Clicking 'Yes' would transfer a number of data items from the old assignment e.g., some elements, supervisor etc., that may not be appropriate for the new assignment.

Check with your ESR and or HR Lead about the locally agreed process for this.

Once all of the decision messages have been addressed, the user will be presented with the new assignment details in the Primary Assignment form. In the example below it is possible to see the new 'Effective From' date, which is the 1st September 2012 in the illustration below.



01-SEP-2012: WTE: Not set. Primary assignment. 1 assignments in total. Total WTE: Not set. (Applicant, Mr. Dean Harry)

Organization	504 Obstetrics & Gynaecology Clinic	Group	Default Home
Job	Medical and Dental Foundation Year 1	Position	236104 Foundation House Officer 2 040 Obste
Grade	NHS MN15 Foundation House Officer 2	Payroll	504 MonthlyT00
Location	504 ESR Hospital	Status	Active Assignment
		Vacancy	
Assignment Number	20100556	Collective Agreement	
Assignment Category		Employee Category	

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Review Salary Salary Basis Review Performance

Every Every

Effective Dates

From 01-SEP-2012 To []

Grade Step Entries Salary Information Costing Others...

This confirms that the trainee has been hired into their new post.

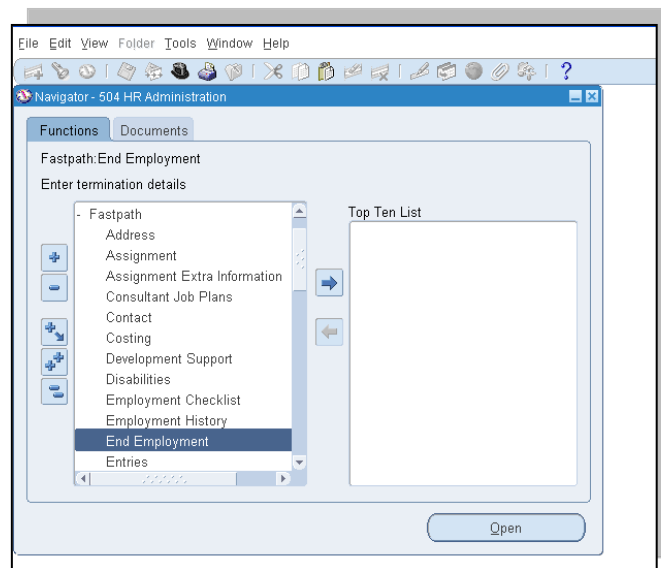
ESR Project

5.2.5. Terminating the Employment

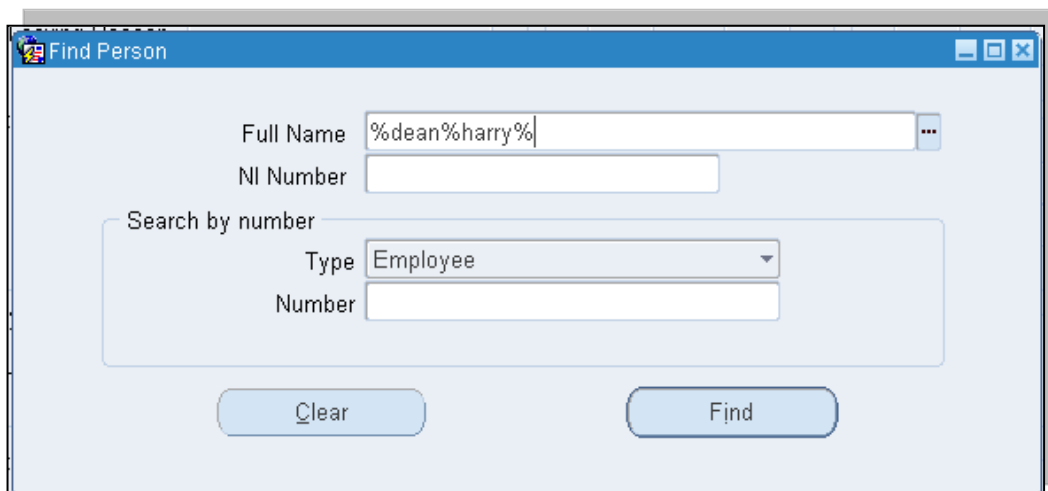
At the end of a medical trainee's placement, their assignment should be appropriately ended. If the trainee is staying within the same organisation (but moving to a different post), their assignment can be end dated as described in the previous section by appointing them into their new application. If the trainee is leaving an organisations employment and moving to another employer, their employment should be formally terminated, to remove them from the employer payroll.

To end the employment the user should follow the navigation below:

Navigation: XXX HR Administration> Fast Path> End Employment



Once the user has selected the End Employment function, they should identify the employee through the 'Find' function. The user should enter the trainee's name and click 'Find'.



ESR Project

The user will be presented with the 'Terminate' screen. The user should enter the relevant termination dates, ensuring the **Actual** termination date is completed and select an appropriate reason for leaving (the field and the list of values options are highlighted by the red box).

The screenshot shows the 'Terminate' screen for Applicant Mr. Dean Harry. The 'Leaving Reason' dropdown is open, showing options like 'End of Fixed Term Contract - Completion of Training Scheme' and 'Voluntary Resignation - To undertake further education or training'. The 'Actual' date is 28-SEP-2012. The 'Terminate' button is highlighted with a red arrow.

Once the reason for leaving and other appropriate details including completing the Additional Period of Service Details form in the flexfield (red box) have been completed, the user should click on the **'Terminate'** button (shown above near the red arrow). The user will be asked if they wish to continue with the termination. If they are happy to proceed, they should click on the **'OK'** button.

The screenshot shows the 'Terminate' screen with the 'Caution' dialog box open. The dialog box asks: 'Element entry information has been changed for this employee as a result of the termination. Do you wish to continue with the termination?'. The 'OK' button is highlighted with a red box.

ESR Project

The termination is now complete. If the user datetracks ahead of the termination data in the Enter and Maintain screen, they are able to see the new person type of 'Ex Employee.Ex-ApPLICANT' for the Medical Trainee (as shown in the example below within the highlighted 'Person Type' field).

The screenshot shows a web-based form titled "Enter HR Personal Information - Combined: 29-SEP-2012". The form is divided into several sections. The top section is for "Name" and "Gender". The "Name" section has fields for Last, First, Title, Prefix, Suffix, and Middle. The "Gender" section has a dropdown menu set to "Male" and an "Action" dropdown. Below these is a "Person Types" section, which is highlighted with a red box and contains the text "Ex-Employee.Ex-Applicant". To the right of this is an "Identification" section with a dropdown menu set to "Employee" and a text field containing "20100556". Below the "Person Types" section is a "Personal" section with tabs for "Personal", "Employment", "Office Details", "Applicant", "Further Name", "Other", and "Benefits". The "Personal" tab is selected, showing fields for Birth Date, Town of Birth, Region of Birth, Country of Birth, Age, Status, Nationality, and Disabled. Below this is an "Effective Dates" section with fields for "From" (29-SEP-2012), "To", and "Latest Start Date". At the bottom are buttons for "Address", "Contact", "Assignment", "Special Information", and "Others...".

5.2.6. Terminating an Application/Applicant

Where a Medical Trainee withdraws from an appointment into a placement, the Medical Staffing Officer will receive the Update to Medical Rotation – Applicant Withdrawn notification. The user is then required to end the application appropriately. This is an important step as it also ensures that the 'New Starter Notification' is **not** sent to the MSO role in error 5 days before the projected hire date.

The user should access the applicant record within the Recruitment and Applicant Enrolment URP using the following navigation (as described in previous sections).

ESR Project

Navigation> Recruitment and Applicant Enrolment URP> Enter and Maintain> Application

Application: 21-FEB-2012(Terminate, Mrs. Applicant)

Received Date: 15-FEB-2012 | Terminated: | Projected Hire: 25-FEB-2012 | Current Employer: [|]

Assignment

Recruitment Activity: | Vacancy: |

Organization: 504 Anaesthetics | Group: Default Home||

Job: Medical and Dental|Senior House | Position: 84118|S.H.O. - Anaesthetics|091|

Grade: NHS|MN21|Senior House Officer | Location: 504 ESR Hospital

Status: Shortlisted 1st Interview | Reason: [||]

Recruiter | Application Source | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | ▶

Name: | Number: |

Effective Dates: From 20-FEB-2012 To: |

Interview | **End Application** | Extra Information

The user should click the **'End Application'** button, as highlighted above.

Terminate Applicant: 15-FEB-2012(Terminate, Mrs. Applicant)

Application Dates

Received: 15-FEB-2012 | Terminated: 15-FEB-2012

Reason: Other | Status: Terminate Applicant

Terminated Person Type: Ex-Applicant [...] [|]

Terminate | Reverse Termination

The user will be presented with the Terminate Applicant form (shown above). The termination date should be entered in the **'Terminated'** field, and the Reason of **'Other'** in the **'Reason'** field.

ESR Project

The screenshot shows a software window titled "Enter Recruitment Personal Information: 22-FEB-2012". The window contains several input fields and dropdown menus. On the left, under the "Name" section, there are fields for Last, First, Title, Prefix, Suffix, and Middle. The "Last" field contains the word "Terminate" and is highlighted in yellow. The "First" field contains "Applicant", "Title" contains "Mrs.", and the others are empty. On the right, there is a "Gender" dropdown set to "Female", an "Action" dropdown, and a "Person Type for Action" field. Below these is a "Person Types" section with a dropdown set to "Ex-Applicant". Further down is an "Identification" section with a dropdown set to "Applicant", a text field containing "18627", and an "NI Number" field containing "NE987123C". At the bottom of the window is a tabbed interface with tabs labeled "Personal", "Employment", "Office Details", "Applicant", "Further Name", and "Other". The "Personal" tab is currently selected.

As this is the Doctor's only application, this completes the termination and both the applicant and the associated application will be purged from ESR 13 months from the termination date. If the user datetracks ahead to the day after the termination, the user is able to see (in the Enter and Maintain screen) the person type for the Medical Trainee has been changed to 'Ex-Applicant' (as shown in the example above).

For guidance on terminating applicants with multiple applications, please see the eLearning support materials produced for the implementation of the Streamlined Deanery Interface process.

ESR Project

5.2.7. The (Outbound) Streamlined Deanery Interface Process

The outbound portion of the Streamlined Deanery Interface process transfers ESR information into the Deanery system on a daily basis. This will ensure the Deanery system is kept up-to-date with regard to changes made to position and person information within ESR on a daily basis.

Before the decision is made to implement the Streamlined Deanery Interface process, it must be agreed (between the Trust and Deanery Body), whether person information in the Deanery system should be updated by changes made in ESR. The Deanery Body is expected to send a confirmation email to each trust they wish to implement the Deanery interface. The email should be attached to the Go Live SR as described in Section 5.1.4.

The outbound Streamlined Deanery Interface process has two running modes:

- 'All Records' mode will extract both person and position information out of ESR and share this with the appropriate Deanery Body.
- 'Part Records' mode will extract only position information out of ESR and share this with the appropriate Deanery Body.

The Streamlined Deanery interface process should be run in 'All Records' mode, where both position and person data may be updated in the Deanery Body system by ESR changes.

If the Deanery Body wish to transfer Junior Doctor information to their partner NHS organisations, but does not wish to process ESR updates, then the Streamlined Deanery interface process should be run in 'Part Records' mode.

The running mode for the Streamlined Deanery Interface process should be included in the detail of the email from the Deanery, which is attached to the Trusts Go-Live SR.



Best Practice Advice: Deanery organisations should look to transition to 'All Records' mode at the earliest opportunity. This will help Deanery organisations minimise their duplication of data entry, whilst ensuring that the Trainee Doctor information being transferred to trusts through the Streamlined Deanery Interface process is as accurate as possible.

The type of information transferred from ESR into the Deanery system is described in section 4.1.3. The extract process is automated from the ESR perspective. It therefore requires no intervention from the ESR user point of view, once the Go-Live SR process is completed.

ESR Project

Within the Intrepid System the Deanery Administrator will need to set a number of defaults in the ESR Field Defaults section of Intrepid, which will define how each piece of information is treated. This can be accessed by clicking on the ESR Field Defaults hyperlink on the home screen. Rules defined within this section will then be used when importing ESR information into Intrepid. This is the screen shown in the illustration below, where you can see the following example: - the Deanery Body have decided that Surname may be overwritten by ESR data but Forename may not be.

ESR INTERFACE - FIELD DEFAULTS			
FIELD DEFAULTS			BACK
Type	Field Name	Description	Default overwrite setting
PER	Surname	Staff: Surname	Overwrite
PER	Forenames	Staff: Forenames	Do not overwrite
PER	MaidenName	Staff: Maiden Name	Overwrite
PER	Title	Staff: Title	Overwrite only if field is currently I
PER	Sex	Staff: Sex	Overwrite
PER	DateOfBirth	Staff: Date of Birth	Never overwrite (field will not be p
PER	ESRNumber	Staff: ESR Number	Overwrite
PER	NINumber	Staff: NI Number	Overwrite
PER	HomePhone	Staff Address: Permanent Home Phone Number	Overwrite
PER	MobileNumber	Staff Address: Current Mobile Number	Overwrite
PER	SitePhone	Staff Address: Site Phone Number	Overwrite
PER	FaxNumber	Staff Address: Current Fax Number	Overwrite
PER	EmailNumber	Staff Address: Current Email Address	Overwrite
PER	EthnicOrigin	Staff: Ethnic Origin	Overwrite
PER	EEAResident	Staff: EEA Resident	Overwrite
PER	WorkPermit	Staff: Work Permit	Overwrite
PER	WorkPermitRenewalDate	Staff: Work Permit Renewal Date	Overwrite
PER	NTN	Staff: NTN	Overwrite
PER	NHSSStartDate	Staff: NHS Start Date	Overwrite
PBD	GMCNumber	Staff: GMC Number	Overwrite

Page 1 of 3 Pages: 1 Total records: 57

In order to process the information provided by ESR, Deanery administrators should click on the Update Interface hyperlink. Once in the ESR Interface – Update – Unprocessed form, the administrator should use the 'Select' check box against each unprocessed data item and use either the 'Ignore' or 'Update' button at the bottom of the list to process accordingly (see the screen below for more information).

ESR INTERFACE - UPDATE - UNPROCESSED

SEARCH CRITERIA - UPDATE INTERFACE

BACK

Surname:

Forenames:

Search

Clear

UNPROCESSED RECORDS

All/None
Select

Name	Field name	ESR value	Intrepid value	
Anand, Amit	Surname	CCN705EttoEEmployeeNintyNine	Anand	☒
Anand, Amit	Title	Mrs.	Dr	☒
Anand, Amit	Sex	Female	Male	☐
Anand, Amit	DateOfBirth	19690101	20120305	☒
Anderson, David (Contact)	Surname	GMCEndtoEndLastName6	Anderson	☒
Anderson, David (Contact)	Sex	Male		☒
Anderson, David (Contact)	DateOfBirth	19800101	19800313	☒
Anderson-Franco, Paul Damon Marie	Surname	CCN705EttoEEmployeeSix	Anderson-Franco	☒
Anderson-Franco, Paul Damon Marie	Forenames	E2ETest06	Paul Damon Marie	☒
Anderson-Franco, Paul Damon Marie	Title	Mr.		☐
Anderson-Franco, Paul Damon Marie	DateOfBirth	19780101	19730221	☐
Crick, Mark Jeanie	Surname	GMCEndtoEndLastName4	Crick	☐
Crick, Mark Jeanie	Forenames	Test04	Mark Jeanie	☐
Crick, Mark Jeanie	Title	Mrs.	Dr	☐
Crick, Mark Jeanie	Sex	Female		☐
Crick, Mark Jeanie	DateOfBirth	19800101	19930209	☐
Crick, Mark Jeanie	EthnicOrigin	D Mixed - White & Black Caribbean Not stated		☐

Ignore

Update

ESR Project

The London Deanery will implement a process to update their Deanery system with ESR information on a date yet to be determined.

6. Implementation Checklist

- ☐ Is your partner Deanery/Deaneries ready to use the Streamlined Deanery interface process and have you informed the local Deanery System supplier (most Deaneries will need to use version 10 of the Intrepid system – London Deanery trusts should contact London directly)?
- ☐ Does the Medical Staffing Officer (or other individuals responsible for the recruitment of Junior Doctor's) have access to the Recruitment Administration URP and do they know how to use it?
- ☐ Have you set up all positions relating to the Deanery Training Post? It is anticipated that all posts are set up in your ESR hierarchy as soon as application is obtained from the Deanery.
- ☐ Have you ensured that Deanery Post Numbers are entered on all your trainee doctor positions?
- ☐ Have you altered all of your training posts, which were previously established as 'Bucket Posts' to individual posts?
- ☐ Have you allocated the new 'Medical Staff Officer' Notification role to someone within your Trust?
- ☐ Have you raised an SR with the ESR Central Team to notify them of your wish to go live with the Streamlined Deanery Interface process?
- ☐ Have you confirmed your approach on rotating Doctors internally?
- ☐ Have you added the Workplace Organisation Code onto your ESR Positions where you host on behalf of another NHS Trust, such as a Lead Employer arrangement? (see User Notice 559 for details)
- ☐ Have you agreed the use of IAT for rotating Doctors externally during their training programme?
- ☐ Have you received notification from your partner Deanery / Deaneries of the posts you will be hosting on their behalf?
- ☐ Are you aware which Deanery manages each of your training posts?

For example, sometimes, training posts are managed by a Deanery which sits outside of your Geographical Area, but the post has a local Deanery Post Number. All Deanery Posts which are managed in this manner, i.e. a local training post managed by a non-local Deanery must be managed by ensuring that the ESR Position form holds the

ESR Project

correct managing Deanery details. This will ensure the Update interface file is sent to the correct Deanery in order to update trainee information.

- ☐ Has an agreement been reached on management of training post which require training outside of the organisation?

For example a programme run and hosted within your trust, but part of that training involves a placement off site

or

only part of the programme is run within your organisation, but then the remainder of the placement and pay arrangements are managed by an external trust.

- ☐ Local awareness of date tracking in ESR / update and correct / insert & replace

ESR Project

7. Frequently Asked Questions

Business Process

- *My Deanery organisation uses version 9 of Intrepid – can I use the Streamlined Deanery Interface process?*

No, your Deanery must use Version 10 of Intrepid in order to use the Streamlined Deanery Interface process.

- *How can our trust make use of the ESR Recruitment Module, as we do not currently use this functionality in ESR?*

The Recruitment module is available to all Employing Authorities as part of the whole ESR solution, and can be utilised at any time. The local ESR Administrator is able to allocate the Recruitment and Applicant Enrolment Administration URP and Medical Staffing Officer Notification Role to the appropriate users and no additional setup is required to begin using the module, though some local training may be required.

- *Do I have to ask the ESR Central Team to switch the functionality on?*

The recruitment module in ESR is nationally enabled. This means as long as your system administrator allocates the Recruitment and Applicant Enrolment Administration URP, and then you will be able to use this functionality to manage your medical trainee applicants. However, in order to utilise the Streamlined Deanery interface process, the ESR NHS Central Team require a Service Request to be raised on the Remedy Helpdesk. This will prompt the team to transition your organisation to the Streamlined interface process and disable the legacy process.

- *Does the streamlined process still require users to create a vacancy and requisition and recruitment activity?*

The new process has been streamlined to remove the need to create a vacancy, vacancy requisition and recruitment activity. It will match on position number and identifier. A user can still create a vacancy if that is what your local process determines and organisations that have not upgraded to the new process will still need to create a Vacancy/Vacancy Requisition.

- *What happens for a Doctor in training if their post sits within a University or Hospice (or other NHS site)? Will these appear in ESR?*

Users will now need to enter the Workplace Organisation Code ('Workplace Org') on the position DFF for those positions that are paid by

ESR Project

their Employing Authority but where the work is actually undertaken on a location managed by another Employing Authority. This additional data item enables users to comply with the following annual Medical & Dental Workforce Census requirement:

Please ensure all re-charge doctors who are directly paid by your organisation are included. In the case of Lead Employer arrangements it is necessary for the Lead Employer to create an Employee Record and the local organisation may wish to create an honorary (non paid) record in ESR. (Further guidance on this approach is provided separately)

Please see User Notice 559 for full details with regard to Workplace Org Code.

- *How will the interface affect hosting trusts, where the training posts are physically based at a different NHS Organisation?*

It is now possible to record whether you have a host arrangement for a training post within your ESR VPD. This information enables Deaneries to share information with the lead and host employers.

- *What happens if I received late notification of a new starter from the Deanery, for example, the day before they are due to commence work?*

Use ESR's Direct Hire Functionality. It is important to note that applicants in ESR cannot be hired on the same day as their applicant assignment is created, as an overnight process has to be run before this is possible.

- *What happens to the Deanery Post Number once the applicant leaves their post? Is it recycled?*

The Deaneries across England and Wales employ the principle that the Deanery Post Number is applied to the post and **not** the person. Therefore, when a person leaves a post, the Deanery Post Number will continue to apply to that post but is no longer associated with that particular individual. In a sense, the DPN reference is therefore re-used when the next doctor is assigned to that position.

- *How will ESR deal with the issue of junior doctors rotating within one trust, maybe working in three different departments/wards within a trust over a year and how the costing of this is to be handled to ensure that the correct information is transferred to the general ledger?*

The approach to rotations within ESR is expected to vary from Trust to Trust. However, it is anticipated that the interface will initially be used for transfer of applicant data for the first post within the rotation within a single employer. The internal movement of trainees between departments/wards as they progress through their training programme may be handled on ESR, as per the normal staff movement processes. (See the User Manual for details). Each position a trainee occupies must have the appropriate DPN allocated to it. Alternatively, a trust may wish to use the Deanery

ESR Project

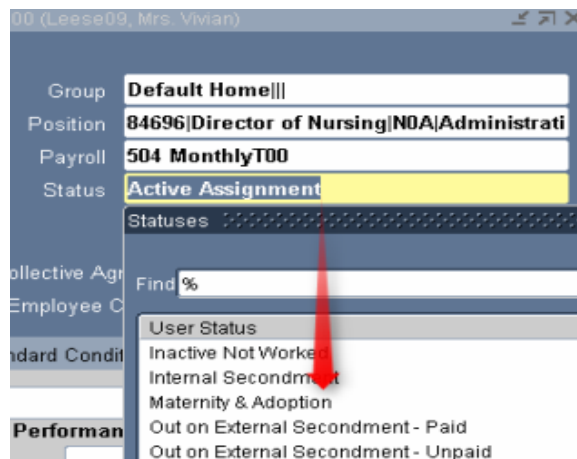
Recruitment Interface to create an applicant record for the trainees next appointment.

- *I understand that it is proposed that the Deanery Post Number must be linked to a position on ESR. Is this correct? If so, how can I do this?*

In order for the interface to work correctly you must apply the correct Deanery Post Number (DPN) to each training position within ESR. Please refer to earlier sections for further details.

- *What do I need to do when a trainee goes on maternity or adoption leave?*

The trainee's assignment status in ESR must be updated to 'Maternity & Adoption'. This status is then subsequently picked up by the update interface and enables a replacement to be recruited against the original DPN using the recruitment interface.



- *What should we do when two people are allocated to the one position i.e. a job share?*

It is possible for ESR to hold two employee records (assignments) against the same Position with a single Deanery Post Number, as long as the position type is 'shared' in ESR workstructures (Note: A post set up as 'single incumbent' will not allow two people to occupy the same post). This approach should be employed to accommodate Flexible Trainees. However, it is advised that the Trust are careful when they set up these records, to ensure the correct number of hours and remuneration are applied to the Employee assignment.

- *How will the interface work when a training post is managed by a Deanery with a different Deanery code to that within the training number? For example, an East of England post which is actually managed by the London Deanery.*

ESR Project

In this event the Managing Deanery Body field in ESR should be populated. The Managing Deanery Body field is held in ESR on the same form where the Deanery Post Number is currently recorded. This will allow the interface to post the vacancy file to the correct Deanery system. When this field is completed, the interface will override the DPN and use the Managing Deanery information as the destination for the vacancy file. In the example above, the Deanery Post Number field should be completed with the East of England Post number, but the London Deanery value should be selected in the Managing Deanery field thus allowing London Deanery to receive the interface updates.

- *Currently our deanery posts have many different pay scales that could be applicable to one Deanery post. Is it possible to specify multiple pay scales (i.e. mark valid grade on the position set up)?*

Yes, it is possible to set up a Position with a number of valid pay scales (Grades); with the appropriate one being selected for each Assignment in order for the person to receive the correct payment. This flexibility in ESR means that it is not necessary to create a separate version of the Position for each possible Grade that may be required. However, it is important to consult with your Finance Team, as this will have a direct impact on the use of subjective codes, ledger and budget reports. See the kbase links for further guidance on this activity:

<http://portal.mhapp.nhs.uk/esrusermanual/html/NAVU609.htm> for position instructions and

<http://portal.mhapp.nhs.uk/esrusermanual/html/NAVU522.htm> for assignment instructions.

- *Doctor Jones is already on ESR, in a Position in Trust X, but it does not have a Deanery Post Number. In the next Deanery recruitment round for training grade doctors starting in Trust X in August, Doctor Jones applies and is appointed to a Deanery training grade doctor post. This post does have a Deanery Post Number. Once the Recruitment Interface is run, and the person details for the same doctor become available, how will ESR recognise that this person already has an ESR record? Is it GMC number? What if the GMC number is not on either the intrepid interface or ESR?*

ESR will match existing records by comparing the all existing records in the VPD and the:

- Date of Birth matches
- Surname matches (case insensitive)
- First name matches (case insensitive)
- National Insurance Number (where provided)
- GMC Number

If a match is found, an applicant assignment will be created against the existing record.

ESR Project

ESR Project

8. Useful Contacts and Other Information

Name	SHA	Deanery	Code	Deanery Database
Alister.Lindsay@westmidlands.NHS.UK	West Midlands	West Midlands	WMD	Intrepid
Brenda.Bewick@northeast.nhs.uk	North East	Northern	NTH	Intrepid
mwojtowiec@KSSDEANERY.AC.UK	South East Coast	KSS	KSS	Intrepid
thorburnti@cf.ac.uk	Welsh Assembly	Wales	WAL	Intrepid
Adrian.Ashley@southwest.nhs.uk	South West	Severn	SEV	Intrepid
John.Thompson@southwest.nhs.uk		South West Peninsula	PEN	
dawn.day@nesc.nhs.uk, Robert.Pink@nesc.nhs.uk	S Central & SW	Wessex	WES	Intrepid
		Oxford	OXF	
Anita.cheng@nhs.net	East Midlands	North	EMD	Intrepid
		South		
m.johnson@NWpgmd.nhs.uk	North West	North Western	NWN	Intrepid
Dale.Gilbert@merseydeanery.nhs.uk, Martin.smith@merseydeanery.nhs.uk		Mersey	MER	
Helan.Raynor@yorksandhumber.nhs.uk	Yorkshire & Humber	Yorkshire & Humber	YHD	Intrepid
TBD	East of England	EOE	EOE	Intrepid
ESRInterface@londondeanery.ac.uk	London	London	LDN	Empower

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