


UN2890 1 of 2 07 th APR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Streamlined Doctor in Training Interface – Management of April Rotations	
Purpose	To inform users on how to manage redundant applicants and employees received via the Streamlined Doctor in Training Interface with TIS in relation to the April 2020 rotations.	
Intended Audience	ESR Leads; HR and Recruitment Teams; Medical Staffing Officer Role Holders	

SUBJECT

This User Notice is to advise users that in response to the Covid-19 outbreak, Health Education England (HEE) have advised that many of the April rotations for Doctors in Training (DiT) have not gone ahead, with existing placements being extended. Redundant applicant and employee records received as a result of the Streamlined Doctor in Training Interface with TIS should not be hired and will need to be appropriately terminated.

DETAIL

The Streamlined Doctor in Training Interface will have sent applicant records from TIS into ESR for trainees who were due to rotate into a new position on 1st April.

Due to the ongoing Covid-19 pandemic, HEE have advised that the majority of the April rotations for DiTs have not gone ahead and existing placements have been extended. Consequently, applicant records received for trainees rotating into new placements should be terminated in ESR, along with individuals hired into redundant positions.


ESR workflow notifications will indicate placements that have been extended and withdrawn trainees.

HEE have identified some exceptions where the DiT rotations have gone ahead and individuals should remain hired into these positions. Your local HEE Office will be able to advise on the affected rotations.

There are currently no plans to suspend the interface process between TIS and ESR, but this will be reviewed regularly by HEE and the NHS BSA ESR Teams.

ACTION REQUIRED

- Regularly review the notifications within ESR, which will identify extended end-dates and withdrawn trainees.
- Confirm with your local HEE Office which, if any, DiT rotations have gone ahead.
- Do not hire existing applicants within your ESR system that have been received as a result of the TIS/ESR interface, unless the trainee has started work.

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- Terminate any applicant records and cancel any hires that are not required following normal best practice, so that these become eligible for the purge process.

FURTHER INFORMATION

Please contact your local HEE Office for any queries relating to Doctor in Training rotations.

For more information on applicant record management and the interface, the ESR User Manual is available via the URL: <https://my.esr.nhs.uk/esrusermanual/> if on a device connected to the HSCN (was N3) network, or otherwise via Infopoint: <https://www.infopoint.esr.nhs.uk/>.

NEXT UPDATE

Not applicable