ELECTRONIC STAFF RECORD

Procedure for requesting a new supplementary role

The list of values for supplementary role is managed by the NHS ESR Central Team. In order to request a new value, the following procedure should be followed:

The request for a new supplementary role should be completed on the attached form and emailed to [julie.bickerton@nhs.net](mailto:julie.bickerton@nhs.net).

The justification should include details on:

* how the proposed change would support any national strategy or initiative.
* the benefits that the change would provide.
* how the proposed change would improve the usability of ESR and increase productivity, or efficiency and effectiveness.
* whether it should be included for managers to record.

Requests will be reviewed within two weeks of submission and a response will be provided to the initiator following that review.

**NHS ELECTRONIC STAFF RECORD**

**Request for new supplementary role**

|  |  |
| --- | --- |
| Date requested: |  |
| Requested by:  (name, trust, VPD) |  |

|  |  |
| --- | --- |
| Full name for new supplementary role |  |
| Definition of new supplementary role |  |
| Justification for new supplementary role |  |
| Specify type of role\* | 1. Standard full list that is visible to Professional Users 2. Sub-set list of supplementary roles that Managers/Supervisors can assign 3. Further sub-set that employees will be able to assign to their own records |

|  |  |
| --- | --- |
| Approved Y/N |  |
| If no, reason for not approving |  |

\* Choose one and delete other types as appropriate

\*\* Justification should include details on how the proposed change would support any national strategy or initiative; the benefits that the change would provide; and how the proposed change would improve the usability of ESR and increase productivity, or efficiency and effectiveness

This form should be completed fully and emailed to [julie.bickerton@nhs.net](mailto:julie.bickerton@nhs.net).