

Workstructures

Positions



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Overview

The Workstructure details must reflect the way in which you wish to record and report upon your Organisation.

Workstructures should be decided through collaboration between HR and finance Departments. However the needs of Payroll and the organisation's management tiers need to be considered.

The set-up of Workstructures within ESR is critical for meaningful Organisational reporting.

Many of the data items and List of Values used within ESR are driven by formal NHS requirements, with which all organisations must comply. These values can be found in the National Workforce Data Definitions document.

Once Organisations have been established the next step is to determine the positions or posts that exist within each organisation.

Each Position will have a common set of attributes, for example job title, Occupation Code, Area of Work, Financial Code. More than one employee can be placed in the Position and the funded establishment can also be set.

Benefits

- Workstructures set-up facilitates the availability of information at all levels of the Organisation. This information can be used for planning workforce changes, development and re-organisation.
- Establishment Control can be enabled by providing details of the Funded versus the Actual FTE values against Positions.
- Data maintained by the Workstructures functionality is available to all other components of ESR –HR, Recruitment, Finance, Payroll and so on. This eliminates multiple data entry that is prone to error and causes much time to be wasted.
- Information entered against Positions can facilitate interfaces with 3rd party systems such as the DBS Update Service and the Deanery Interface.
- Qualifications, Professional Registration, DBS and Occupational Health requirements can be set against Positions so that if any employees in the Position do not have the requirements it can be identified.

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What it looks like

Create a Position

Within ESR it is possible to have:

A one to one relationship between the position and the employee:

- 1 post one post holder/employee

Or a one to many relationship

- 1 post = 2 or more post holders/employees



Organisations are advised that best practice is to adopt a one to many relationship for most positions as this makes system maintenance more manageable especially in larger Organisations.

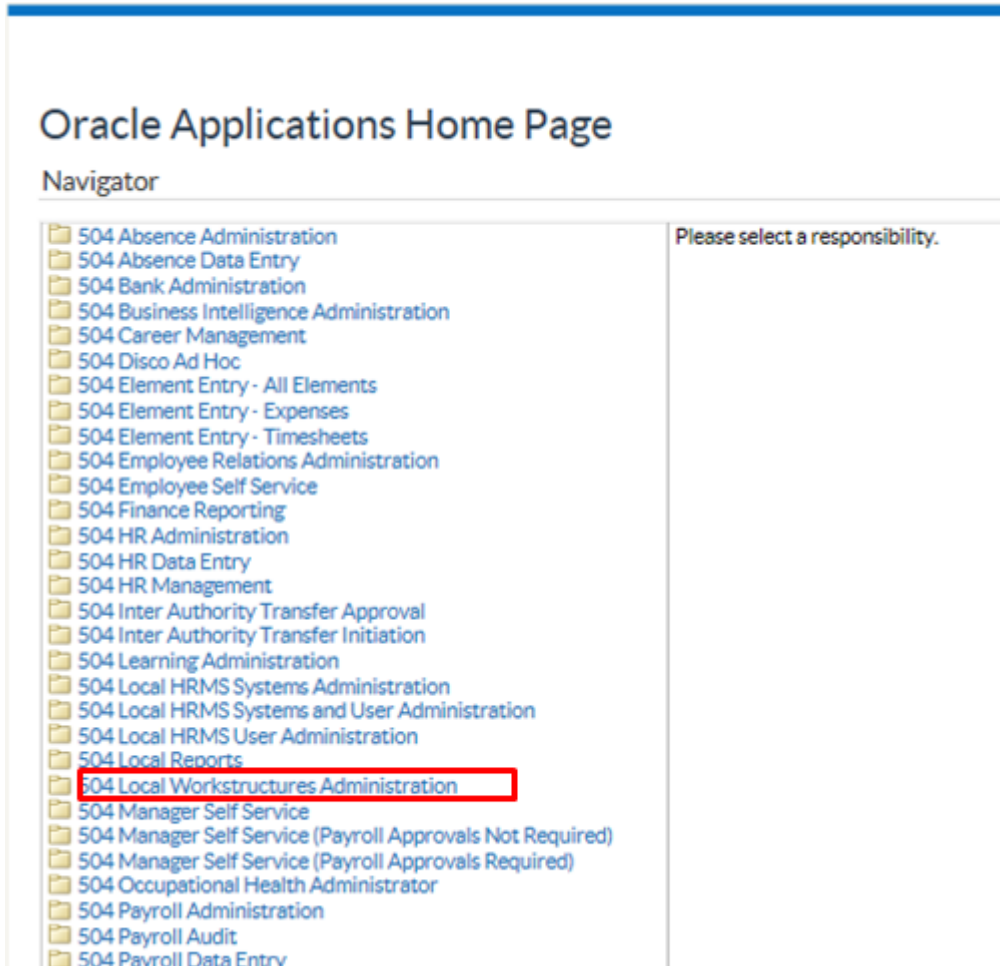
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Oracle Applications Home Page

Navigator

<ul style="list-style-type: none">504 Absence Administration504 Absence Data Entry504 Bank Administration504 Business Intelligence Administration504 Career Management504 Disco Ad Hoc504 Element Entry - All Elements504 Element Entry - Expenses504 Element Entry - Timesheets504 Employee Relations Administration504 Employee Self Service504 Finance Reporting504 HR Administration504 HR Data Entry504 HR Management504 Inter Authority Transfer Approval504 Inter Authority Transfer Initiation504 Learning Administration504 Local HRMS Systems Administration504 Local HRMS Systems and User Administration504 Local HRMS User Administration504 Local Reports504 Local Workstructures Administration504 Manager Self Service504 Manager Self Service (Payroll Approvals Not Required)504 Manager Self Service (Payroll Approvals Required)504 Occupational Health Administrator504 Payroll Administration504 Payroll Audit504 Payroll Data Entry	Please select a responsibility.
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Login to your user account and click on XXX Local Workstructures Administration.

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Oracle Applications Home Page

Navigator

<ul style="list-style-type: none">504 Absence Administration504 Absence Data Entry504 Bank Administration504 Business Intelligence Administration504 Career Management504 Disco Ad Hoc504 Element Entry - All Elements504 Element Entry - Expenses504 Element Entry - Timesheets504 Employee Relations Administration504 Employee Self Service504 Finance Reporting504 HR Administration504 HR Data Entry504 HR Management504 Inter Authority Transfer Approval504 Inter Authority Transfer Initiation504 Learning Administration504 Local HRMS Systems Administration504 Local HRMS Systems and User Administration504 Local HRMS User Administration504 Local Reports<u>504 Local Workstructures Administration</u>504 Manager Self Service504 Manager Self Service (Payroll Approvals Not Required)504 Manager Self Service (Payroll Approvals Required)504 Occupational Health Administrator504 Payroll Administration504 Payroll Audit504 Payroll Data Entry	<p>Organisation</p> <ul style="list-style-type: none">LocationsDescriptionHierarchyDiagrammer <p>Position</p> <ul style="list-style-type: none">DescriptionMass MoveNHS Position CopyNHS Mass Position Update <p>Workstructures</p> <ul style="list-style-type: none">View Grade DescriptionView Pay ScaleView Point ValuesView Grade StepView Generic Rate Retrieval <p>Requests</p> <ul style="list-style-type: none">Submit RequestView RequestWorkflow Notifications <p>Business Intelligence</p> <ul style="list-style-type: none">Business Intelligence
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Click on Description.

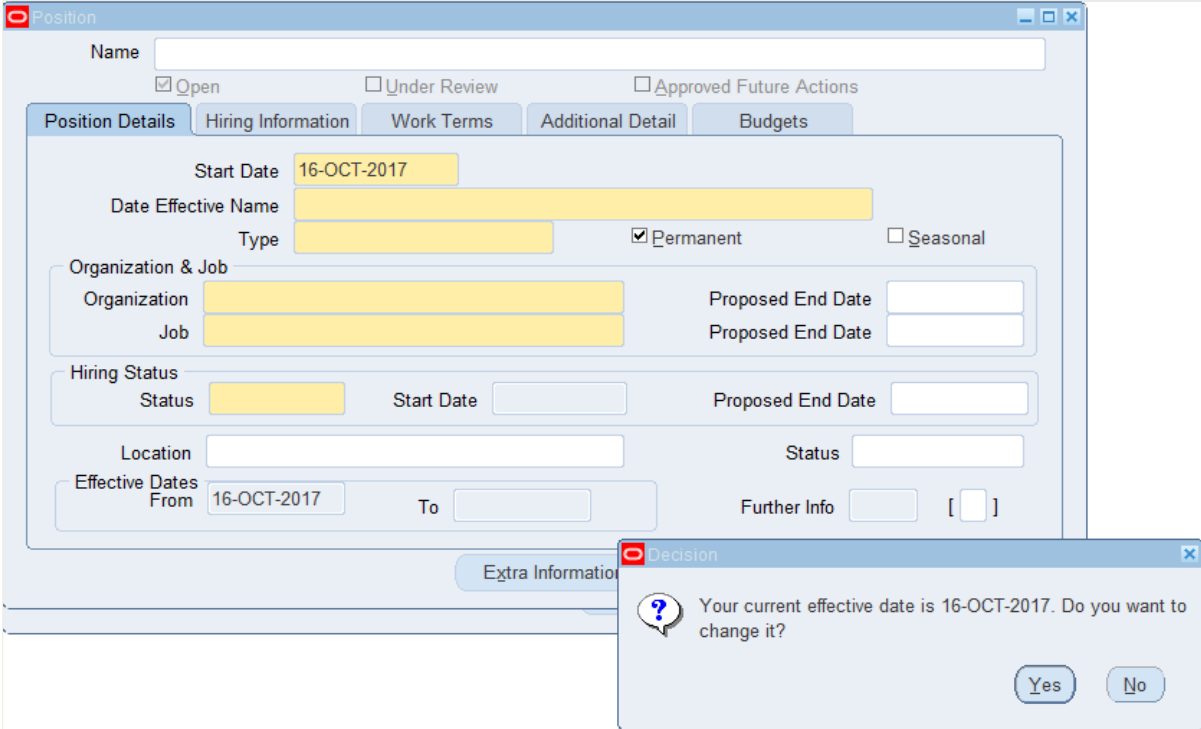
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The screenshot shows the 'Position' form in the NHS Electronic Staff Record Programme. The form is titled 'Position' and has a 'Name' field. Below the name field are three checkboxes: Open, Under Review, and Approved Future Actions. The form is divided into several tabs: Position Details, Hiring Information, Work Terms, Additional Detail, and Budgets. The 'Position Details' tab is active, showing the following fields: Start Date (16-OCT-2017), Date Effective Name (redacted), Type (redacted), Permanent, and Seasonal. Below these are the 'Organization & Job' section with Organization and Job fields (both redacted), and two 'Proposed End Date' fields. The 'Hiring Status' section includes Status (redacted), Start Date, and Proposed End Date fields. The 'Location' section has a Location field and a Status field. The 'Effective Dates' section shows 'From' as 16-OCT-2017 and 'To' as a redacted field. There is also a 'Further Info' field with a dropdown menu. A 'Decision' dialog box is open in the foreground, displaying a question mark icon and the text: 'Your current effective date is 16-OCT-2017. Do you want to change it?'. The dialog box has 'Yes' and 'No' buttons.

Click on the No icon to accept the current effective date or click Yes and change the date.

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Click New to open the Position Form.

Click in the Date Effective Name Field.

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The NHS Position Flexfield will open with the New Position Number already populated. Click in the Position field and enter the required title. This is a 60 character free text field.



Occupation Code, Area of Work and Job Role (with its associated Staff Group) are key fields that are used within many ESR and Data Warehouse reports as both outputs and as selection parameters. It is crucial therefore that the relevant user guides are referred to when allocating these values. These guides are issued by NHS Digital.

Click the icon next to the Occupation Code Field.

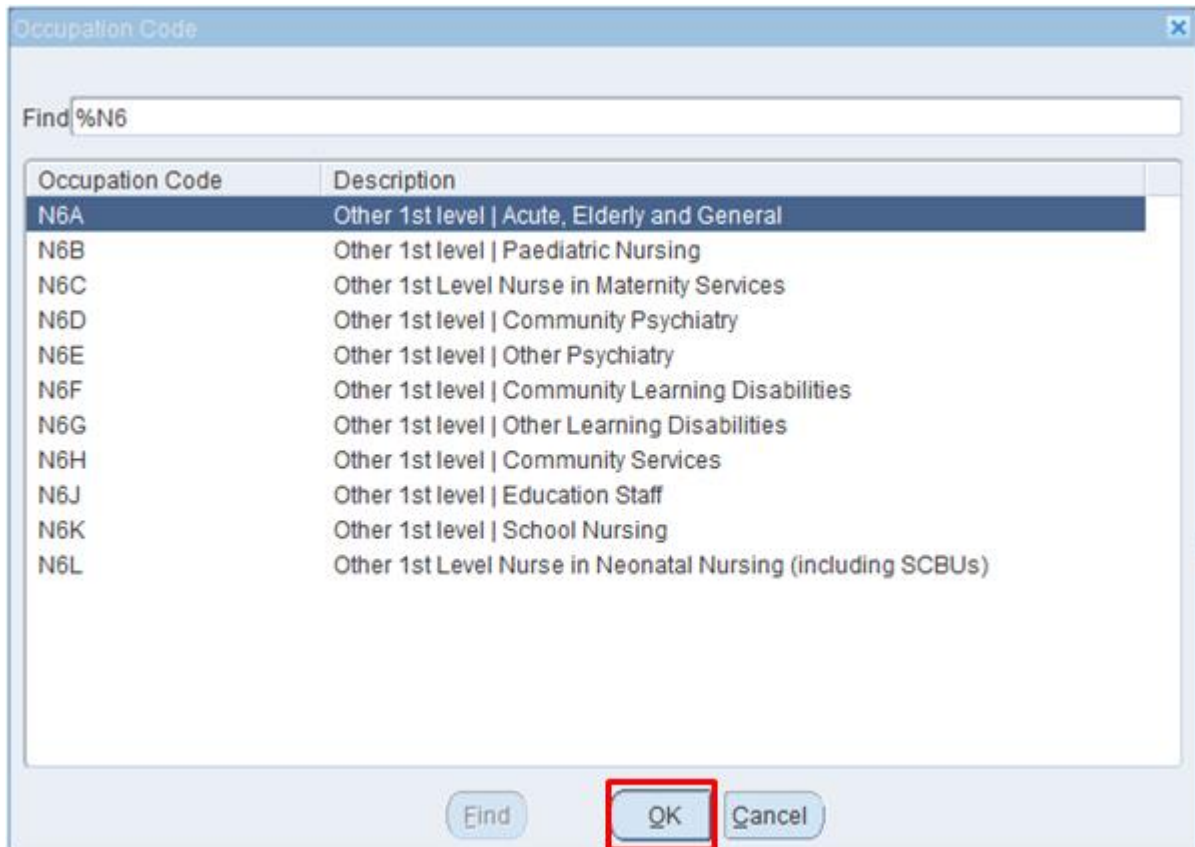
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Highlight the correct Occupation Code for the Position and click OK.



The Occupation Code Manual must be referred to when allocating Occupation Codes. This can be found on NHS Digital website.

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Positions



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Position: 01-JAN-1951

Name

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date 01-JAN-1951

Date Effective Name

Type Permanent Seasonal

Organization & Job

Organization

Job

Hiring Status

Status

Location

Effective Dates From

NHS Position Flexfield

Position Number 246787

Position Title Staff Nurse

Occupation Code N6A Other 1st level | Acute, Elderly and General

Area of Work General Medicine

OK Cancel Clear Help



The Area of Work should be made based on the Guidance provided by NHS Digital.

You will be returned to the Position Form.

Position: 01-JAN-1951

Name 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date 01-JAN-1951

Date Effective Name 246788|Staff Nurse|N6A|General Medicine

Type Permanent Seasonal

Organization & Job

Organization Proposed End Date

Job Proposed End Date

Hiring Status

Status Start Date Proposed End Date

Location Status

Effective Dates From 01-JAN-1951 To Further Info []

Extra Information Valid Grades Others...

Click on the icon next to the Type Field.

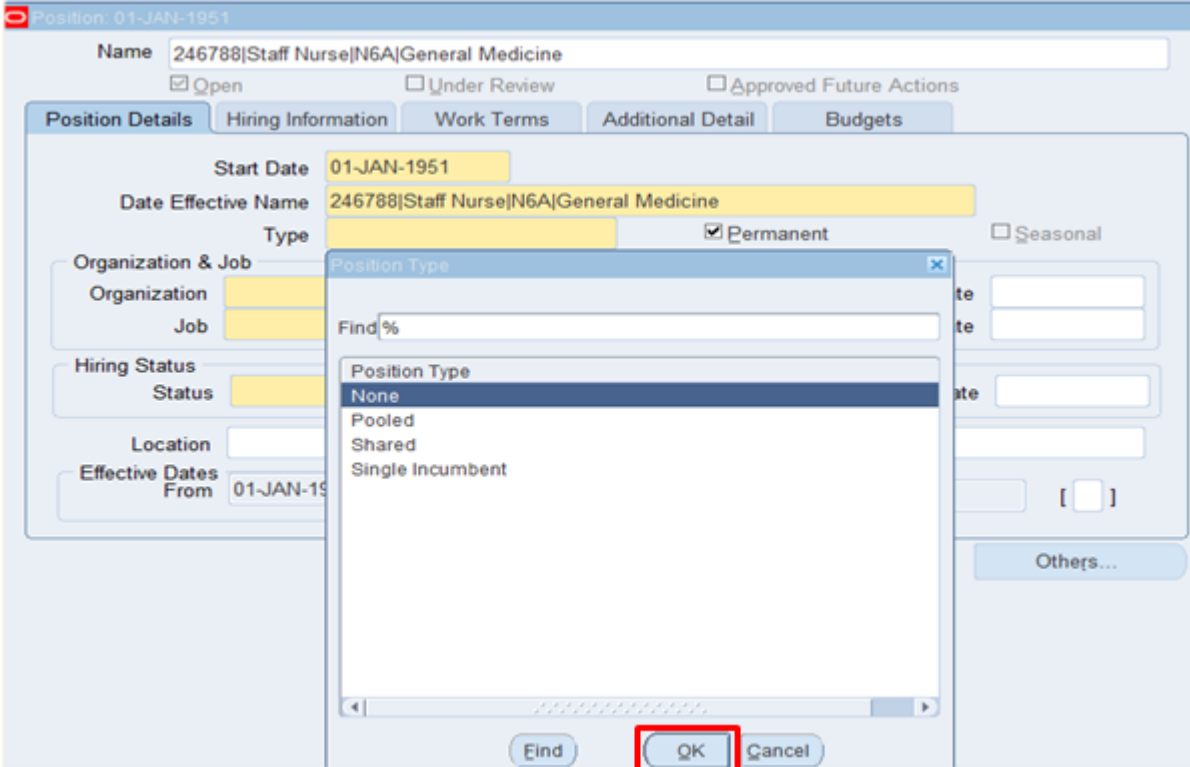
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Select Position Type and click on OK.

None - should be selected if Position Types are not being used.



Pooled – allows multiple position holders. Pooled position type will not restrict position holders by the established FTE. To restrict by the FTE defined the 'Shared' Position Type should be used.

Shared – allows multiple position holders up to the value of the FTE field.

Single Incumbent – allows only one Employee to hold the position at any time.

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Positions



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Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: [Field] ...

Job: [Field]

Proposed End Date: [Field]

Hiring Status

Status: [Field] Start Date: [Field] Proposed End Date: [Field]

Location: 504 ESR Hospital Status: [Field]

Effective Dates From: 01-JAN-1951 To: [Field] Further Info: [Field] [Field]

Extra Information | Valid Grades | Others...

Click on the icon next to the Organisation field.

Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: [Field] Proposed End Date: [Field]

Job: [Field] End Date: [Field]

Hiring Status

Status: [Field] End Date: [Field]

Location: 504 ESR Hospital Status: [Field]

Effective Dates From: 01-JAN-1951 To: [Field] Further Info: [Field] [Field]

Organizations

Find: 504 Ward 1%

Organization

- 504 Ward 1
- 504 Ward 10
- 504 Ward 11
- 504 Ward 12
- 504 Ward 13

End | **OK** | Cancel

Select the correct Organisation and click OK.

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Positions

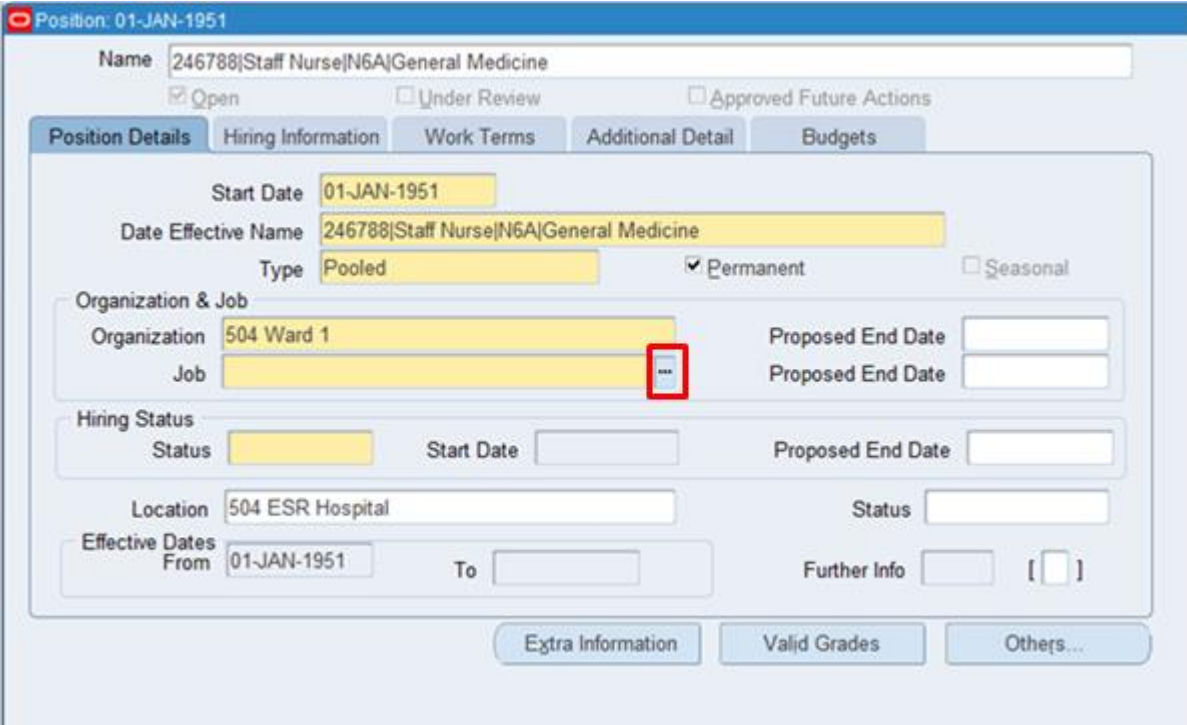


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If a location has been attached to the Organisation field the Location field will automatically populate.



Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: 504 Ward 1

Job: [Ellipsis icon]

Proposed End Date: []

Hiring Status

Status: [] Start Date: [] Proposed End Date: []

Location: 504 ESR Hospital

Status: []

Effective Dates

From: 01-JAN-1951 To: []

Further Info: [] []

Extra Information | Valid Grades | Others...

Click the icon next to the Job field.

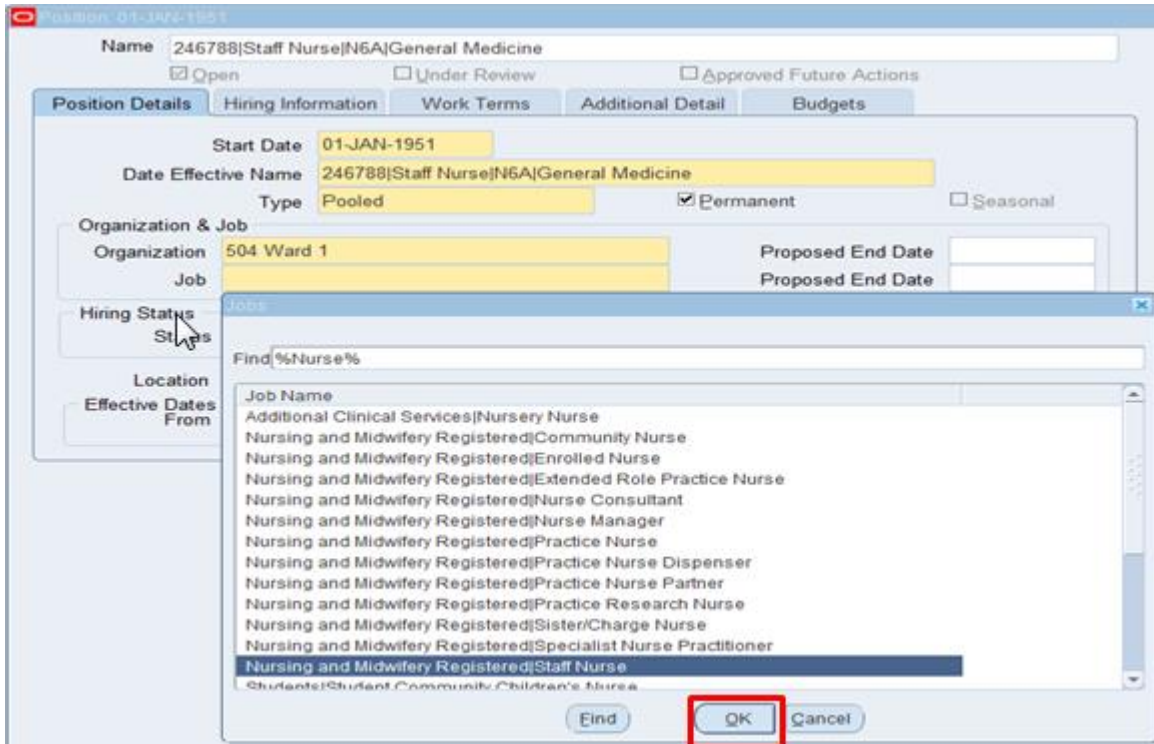
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Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: 504 Ward 1

Job: [Empty]

Hiring Status: [Empty]

Location: [Empty]

Effective Dates From: [Empty]

Proposed End Date: [Empty]

Proposed End Date: [Empty]

Jobs

Find: %Nurse%

Job Name

- Additional Clinical Services|Nursery Nurse
- Nursing and Midwifery Registered|Community Nurse
- Nursing and Midwifery Registered|Enrolled Nurse
- Nursing and Midwifery Registered|Extended Role Practice Nurse
- Nursing and Midwifery Registered|Nurse Consultant
- Nursing and Midwifery Registered|Nurse Manager
- Nursing and Midwifery Registered|Practice Nurse
- Nursing and Midwifery Registered|Practice Nurse Dispenser
- Nursing and Midwifery Registered|Practice Nurse Partner
- Nursing and Midwifery Registered|Practice Research Nurse
- Nursing and Midwifery Registered|Sister/Charge Nurse
- Nursing and Midwifery Registered|Specialist Nurse Practitioner
- Nursing and Midwifery Registered|Staff Nurse**
- Students|Student Community Children's Nurse

Find OK Cancel

Select the correct Staff Group/Job Role and click OK.



The Staff Group/Job Role choice should be made based on the Guidance provided by NHS Digital.



Once Staff Group/Job Role values have been saved against a Position they cannot be amended locally. If a change is necessary, due to error or a change to the national value set you will need to raise an SR asking to make use of the Mass Update of Job Role functionality which the NHS Central Team will assist with.

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Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: 504 Ward 1 Proposed End Date: []

Job: Nursing and Midwifery Registered|Staff Nurse Proposed End Date: []

Hiring Status

Status: [] Start Date: [] Proposed End Date: []

Location: 504 ESR Hospital Status: []

Effective Dates From: 01-JAN-1951 To: [] Further Info: [] []

Extra Information Valid Grades Others...

Click on the icon next to the Status field.

Position: 01-JAN-1951

Name: 246788|Staff Nurse|N6A|General Medicine

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-JAN-1951

Date Effective Name: 246788|Staff Nurse|N6A|General Medicine

Type: Pooled Permanent Seasonal

Organization & Job

Organization: 504 Ward 1 Proposed End Date: []

Job: Nursing and Midwifery Registered|Staff Nurse Proposed End Date: []

Hiring Status

Status: [] End Date: []

Location: 504 ESR Hospital Status: []

Effective Dates From: 01-JAN-1951 To: [] Further Info: [] []

Others...

Availability Status

Find %

Availability Status

Active

Proposed

End OK Cancel



Selecting Active will mean the Position is available for use (this should normally be used). Selecting Proposed will mean the Position can be used at some point in the future.

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Position: 01-JAN-1951

Name

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date

Date Effective Name

Type Permanent Seasonal

Organization & Job

Organization Proposed End Date


Job Proposed End Date

Hiring Status

Status Start Date Proposed End Date

Location Status

Effective Dates From To

Further Info 

Extra Information Valid Grades Others...

Click on the Additional Position Details DFF.

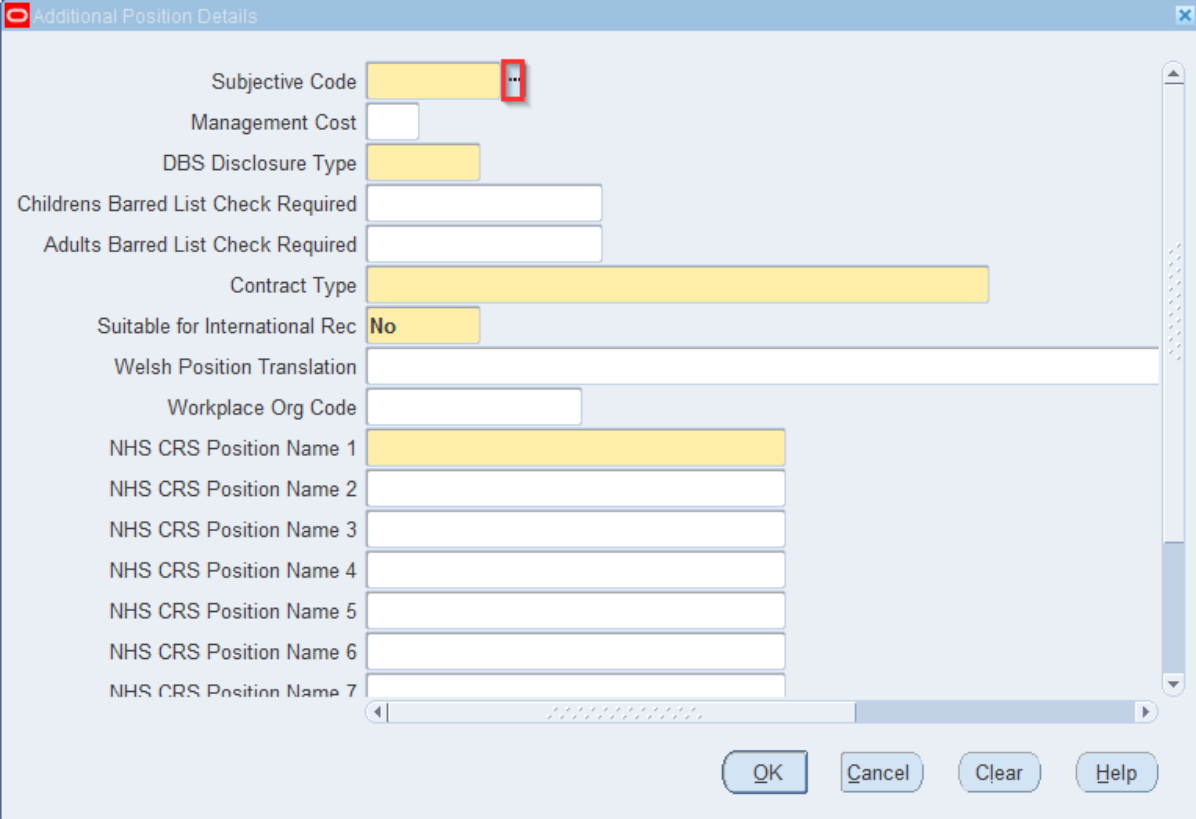
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Additional Position Details

Subjective Code

Management Cost

DBS Disclosure Type

Childrens Barred List Check Required

Adults Barred List Check Required

Contract Type

Suitable for International Rec

Welsh Position Translation

Workplace Org Code

NHS CRS Position Name 1

NHS CRS Position Name 2

NHS CRS Position Name 3

NHS CRS Position Name 4

NHS CRS Position Name 5

NHS CRS Position Name 6

NHS CRS Position Name 7

OK Cancel Clear Help

Click on the icon net to the Subjective Code field.

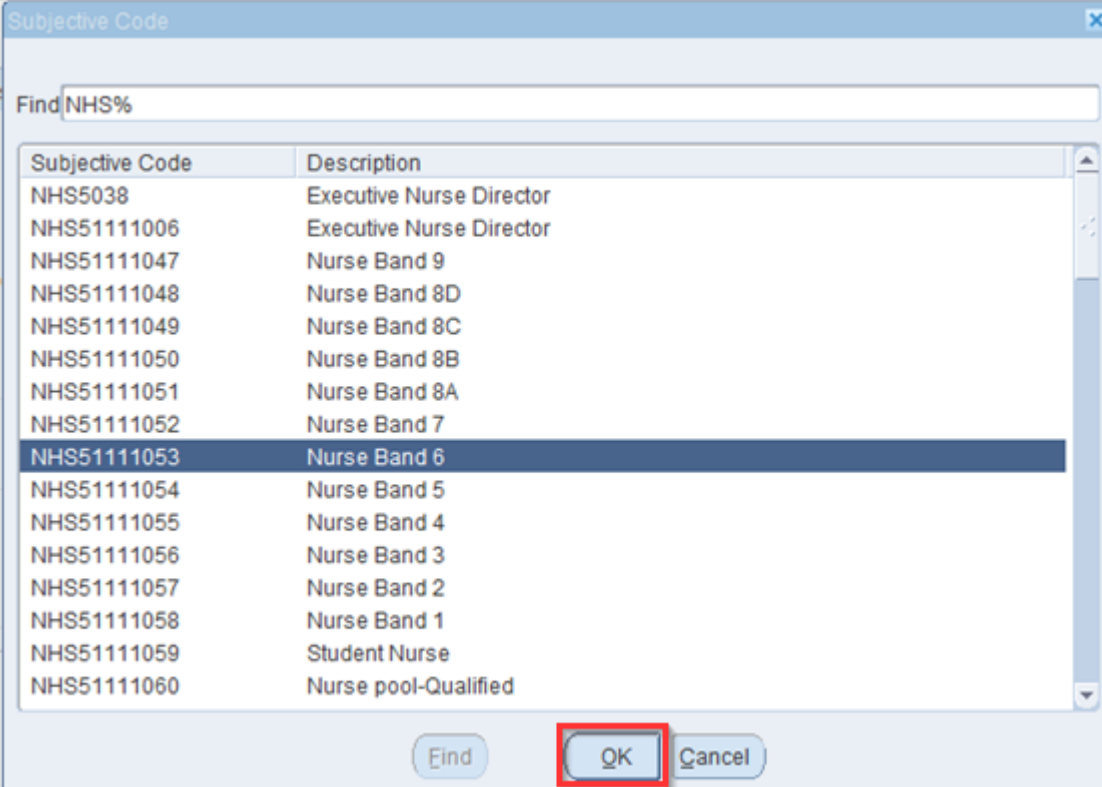
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Subjective Code	Description
NHS5038	Executive Nurse Director
NHS51111006	Executive Nurse Director
NHS51111047	Nurse Band 9
NHS51111048	Nurse Band 8D
NHS51111049	Nurse Band 8C
NHS51111050	Nurse Band 8B
NHS51111051	Nurse Band 8A
NHS51111052	Nurse Band 7
NHS51111053	Nurse Band 6
NHS51111054	Nurse Band 5
NHS51111055	Nurse Band 4
NHS51111056	Nurse Band 3
NHS51111057	Nurse Band 2
NHS51111058	Nurse Band 1
NHS51111059	Student Nurse
NHS51111060	Nurse pool-Qualified

Select the relevant Subjective Code for the Position and click on OK.



The correct subjective code for a Position will ensure that accurate cost information is applied to that Position. This can then be used for reporting purposes.

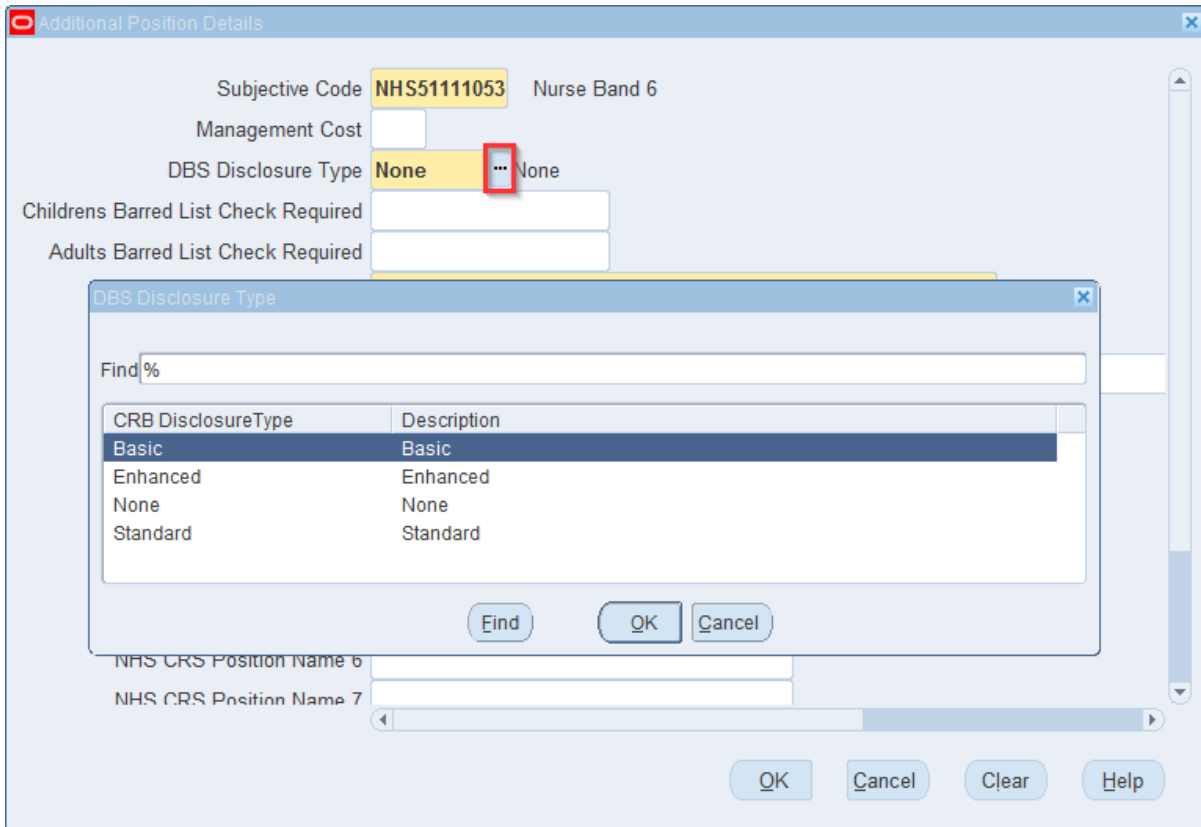
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The screenshot shows the 'Additional Position Details' form. The 'DBS Disclosure Type' field is set to 'None' and is highlighted with a red box. A dropdown menu is open, showing a list of options: Basic, Enhanced, None, and Standard. The 'None' option is currently selected. The form also includes fields for 'Subjective Code' (NHS51111053), 'Nurse Band 6', 'Management Cost', 'Childrens Barred List Check Required', and 'Adults Barred List Check Required'. There are also fields for 'NHS CRS Position Name 6' and 'NHS CRS Position Name 7'. The form has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

CRB DisclosureType	Description
Basic	Basic
Enhanced	Enhanced
None	None
Standard	Standard

The DBS Disclosure Type defaults to none. You can change this if the Position holder requires a DBS disclosure. Click the icon next to the DBS Disclosure Type. Choose the type of DBS Disclosure relevant to the Position from the dropdown list of values.



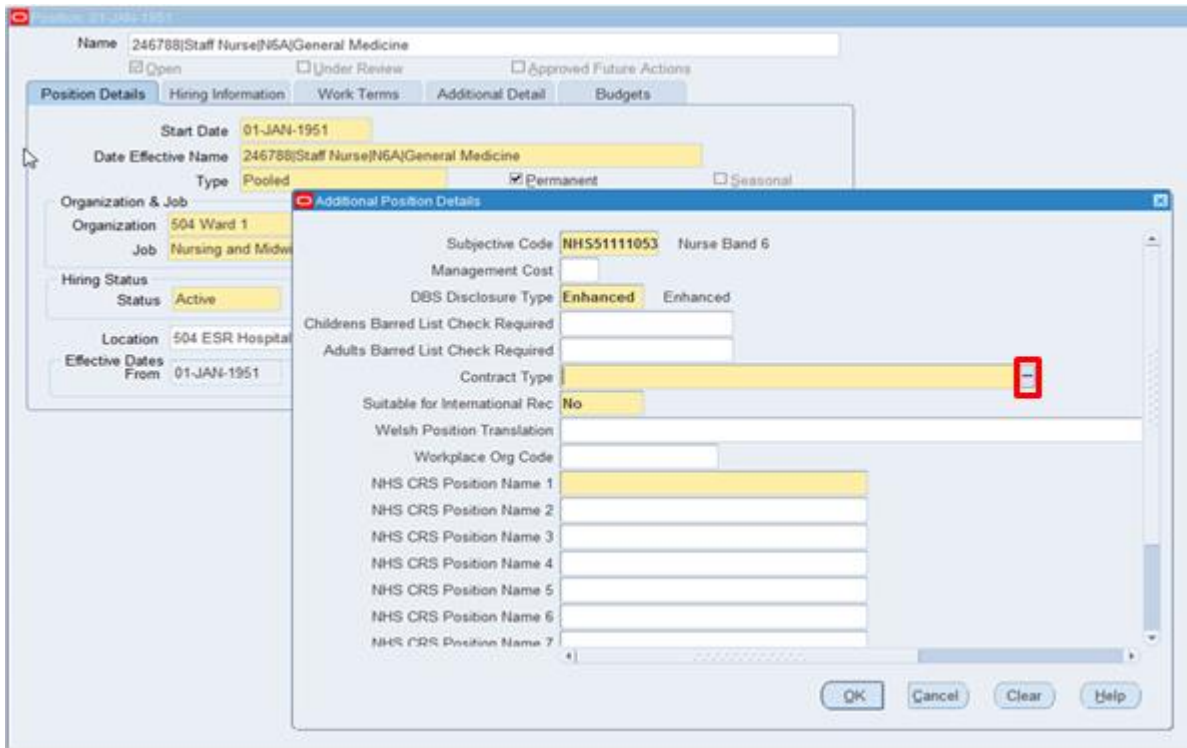
Adding this information supports the ESR link to the DBS update service, ensuring that only eligible Position holders subscribed to the service are checked.



You can also record if the Position is eligible for a Children's Barred List of Adults Barred List check.

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Click on the icon next to the Contract Type.

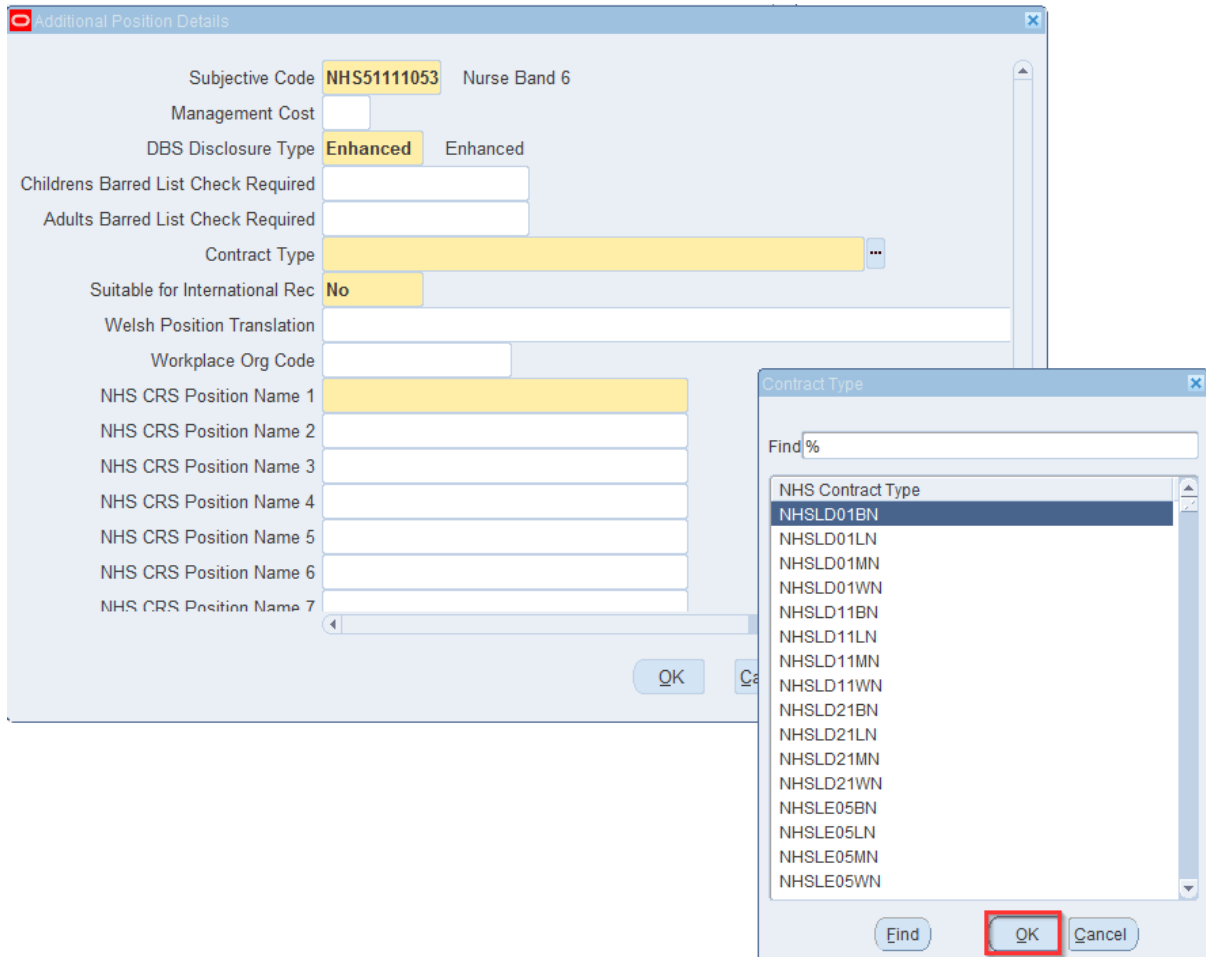
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The screenshot shows the 'Additional Position Details' form with the following fields:

- Subjective Code: **NHS51111053** Nurse Band 6
- Management Cost:
- DBS Disclosure Type: **Enhanced** Enhanced
- Childrens Barred List Check Required:
- Adults Barred List Check Required:
- Contract Type:
- Suitable for International Rec: **No**
- Welsh Position Translation:
- Workplace Org Code:
- NHS CRS Position Name 1:
- NHS CRS Position Name 2:
- NHS CRS Position Name 3:
- NHS CRS Position Name 4:
- NHS CRS Position Name 5:
- NHS CRS Position Name 6:
- NHS CRS Position Name 7:

The 'Contract Type' dropdown menu is open, showing a list of contract types. The 'OK' button is highlighted with a red box.

NHS Contract Type
NHSLD01BN
NHSLD01LN
NHSLD01MN
NHSLD01WN
NHSLD11BN
NHSLD11LN
NHSLD11MN
NHSLD11WN
NHSLD21BN
NHSLD21LN
NHSLD21MN
NHSLD21WN
NHSLE05BN
NHSLE05LN
NHSLE05MN
NHSLE05WN

Search for and select the relevant NHS Contract Type and click OK.



It is important to select the correct Contract Type as this can impact the Position FTE.

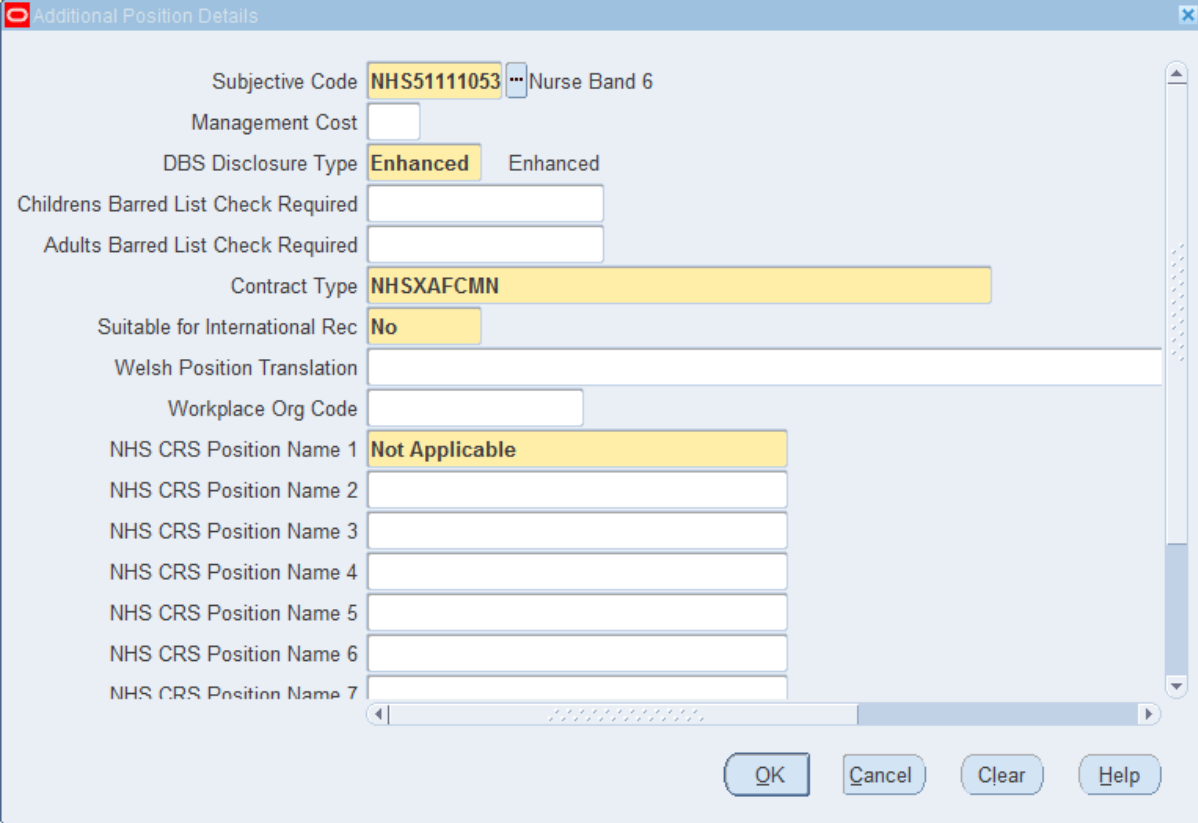
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Additional Position Details

Subjective Code **NHS51111053** Nurse Band 6

Management Cost

DBS Disclosure Type **Enhanced** Enhanced

Childrens Barred List Check Required

Adults Barred List Check Required

Contract Type **NHSXAFCMN**

Suitable for International Rec **No**

Welsh Position Translation

Workplace Org Code

NHS CRS Position Name 1 **Not Applicable**

NHS CRS Position Name 2

NHS CRS Position Name 3

NHS CRS Position Name 4

NHS CRS Position Name 5

NHS CRS Position Name 6

NHS CRS Position Name 7

Buttons: **OK** **Cancel** **Clear** **Help**

The Suitable for International Recruitment field will default to no and the NHS CRS Position Name 1 field will default to Not Applicable. These values can be changed.

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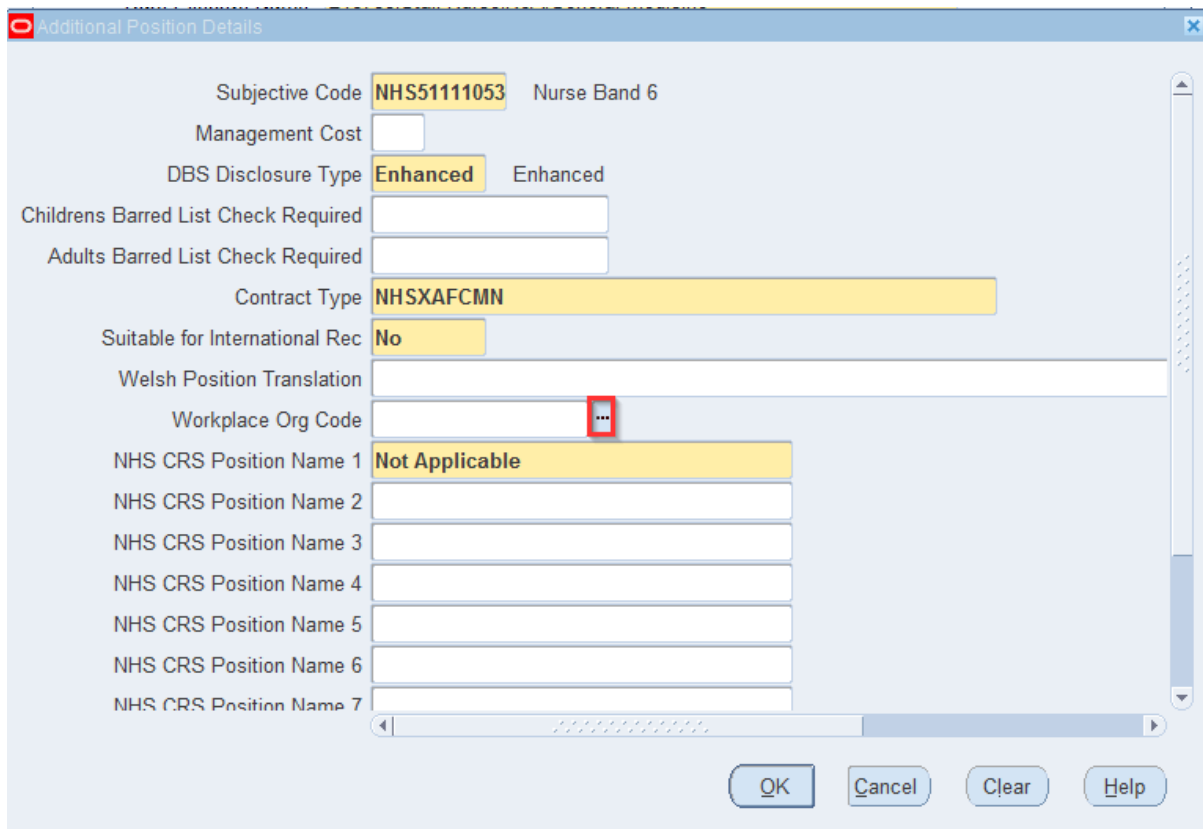
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The Workplace Org Code can be recorded if the Positions is based in a different Organisation from the Employing Authority. This information is available to Data Warehouse Users and is used for reporting purposes.

To record this click on the icon next to the Workplace Org Code field.



Additional Position Details

Subjective Code **NHS51111053** Nurse Band 6

Management Cost

DBS Disclosure Type **Enhanced** Enhanced


Childrens Barred List Check Required

Adults Barred List Check Required

Contract Type **NHSXAFCMN**

Suitable for International Rec **No**

Welsh Position Translation

Workplace Org Code 

NHS CRS Position Name 1 **Not Applicable**

NHS CRS Position Name 2

NHS CRS Position Name 3

NHS CRS Position Name 4

NHS CRS Position Name 5

NHS CRS Position Name 6

NHS CRS Position Name 7

OK Cancel Clear Help

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Additional Position Details

Subjective Code **NHS51111053** Nurse Band 6

Management Cost

DBS Disclosure Type **Enhanced** Enhanced

Childrens Barred List Check Required

Adults Barred List Check Required

Contract Type **NHSXAFCMN**

Suitable for International Rec **No**

Welsh Position Translation

Workplace Org Code

Workplace Org Code

Find %

Workplace Org Code	Description
00A	CAREFIRST (NORTH TYNESIDE) CCG
00C	NHS DARLINGTON CCG
00D	NHS DURHAM DALES, EASINGTON AND SEDGEFIELD CCG
00E	ENGAGE (NORTH TYNESIDE) CCG
00F	NHS GATESHEAD CCG
00G	NHS NEWCASTLE NORTH AND EAST CCG
00H	NHS NEWCASTLE WEST CCG
00J	NHS NORTH DURHAM CCG
00K	NHS HARTLEPOOL AND STOCKTON-ON-TEES CCG
00L	NHS NORTHUMBERLAND CCG
00M	NHS SOUTH TEES CCG
00N	NHS SOUTH TYNESIDE CCG
00P	NHS SUNDERLAND CCG
00Q	NHS BLACKBURN WITH DARWEN CCG
00R	NHS BLACKPOOL CCG
00T	NHS BOLTON CCG

Find OK Cancel

Select the required Workplace Org Code from the drop down list of values and click OK.

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A Position can be identified as an Exposure Prone Procedure (EPP) or Eligible for OH Processing Post.

To add EPP Post information.

The screenshot shows the 'Additional Position Details' form with the following fields and values:

- Adults Barred List Check Required:
- Contract Type: NHSXAFCMN
- Suitable for International Rec: No
- Welsh Position Translation:
- Workplace Org Code:
- NHS CRS Position Name 1: Not Applicable
- NHS CRS Position Name 2:
- NHS CRS Position Name 3:
- NHS CRS Position Name 4:
- NHS CRS Position Name 5:
- NHS CRS Position Name 6:
- NHS CRS Position Name 7:
- NHS CRS Position Name 8:
- EPP Post: (with a red box around the dropdown icon)
- Eligible for OH Processing:
- Short-term Supernumerary:

An 'EPP Post' search dialog is open, showing a search bar with 'Find%' and a list of options: 'EPP Post', 'No', and 'Yes'. The 'Yes' option is selected. The 'OK' button is highlighted with a red box. At the bottom of the main form, there are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Scroll down in the Additional Position Details form, click on the icon next to the EPP Post field click Yes and OK.

To add OH Processing Post information.

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Additional Position Details

Adults Barred List Check Required

Contract Type **NHSXAFCMN**

Suitable for International Rec **No**

Welsh Position Translation

Workplace Org Code

NHS CRS Position Name 1 **Not Applicable**

NHS CRS Position Name 2

NHS CRS Position Name 3

NHS CRS Position Name 4

NHS CRS Position Name 5

NHS CRS Position Name 6

NHS CRS Position Name 7

NHS CRS Position Name 8

EPP Post **Yes**

Eligible for OH Processing

Short-term Supernumerary

Eligible for OH Processing

Find%

Eligible for OH Processing

No

Yes

Find OK Cancel

OK Cancel Clear Help



EPP Post and Eligible for OH Processing Information is entered for Occupational Health purposes. Entering this data enables immunisations and checks data to be transferred securely as part of the Inter Authority Transfer (IAT) process and also enables gap reporting by comparing the Position requirements against attributes held by the employees assigned to the post.

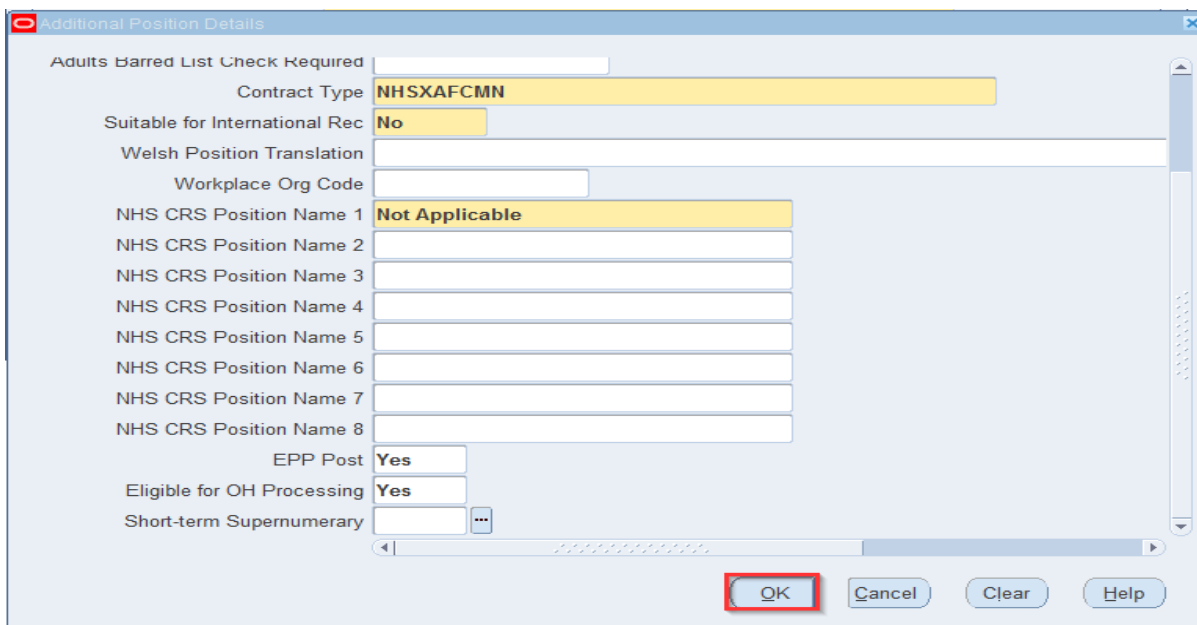
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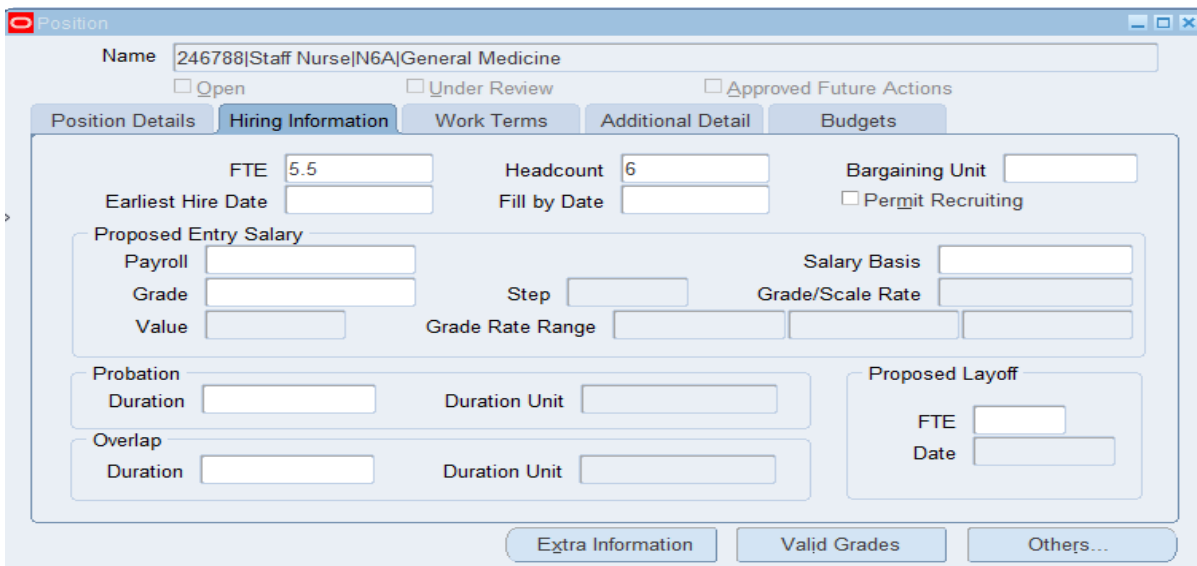
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Click OK and you will be returned to the Position Form.

To populate the funded establishment for a Position click on the Position Hiring Information Tab.



Enter the total FTE to be used as a funded/budgeted establishment figure for this Position.



This will enable establishment control by providing reporting details of the Funded versus the Actual FTE values.

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To attach the Position to a Payroll click on the icon next to the Payroll field.

The screenshot shows the 'Position' window with the 'Hiring Information' tab selected. The 'Proposed Entry Salary' section contains a 'Payroll' field with a dropdown arrow icon highlighted by a red box. Other fields include FTE (5.5), Headcount (6), Bargaining Unit, and various date and salary-related fields.

The screenshot shows the 'Position' window with a 'Payroll Frequency' dialog box open. The dialog has a search field containing '504 %' and a list of payroll options from '504 MonthlyT00' to '504 MonthlyT11'. The option '504 MonthlyT07' is selected. The 'OK' button at the bottom of the dialog is highlighted with a red box.

Select the required Payroll and click OK.

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Enter Valid Grade for a Position

To enter a Valid Grade for a Position click on the icon next to the Grade field.

The screenshot shows the 'Position' form with the 'Hiring Information' tab selected. The 'Grade' field is highlighted with a red box, and a small dropdown arrow icon is visible next to it. The form includes fields for FTE (5.5), Headcount (6), Bargaining Unit, Earliest Hire Date, Fill by Date, Proposed Entry Salary (Payroll: 504 MonthlyT07), Salary Basis, Grade/Scale Rate, Step, Grade Rate Range, Value, Probation Duration, Duration Unit, Overlap Duration, Duration Unit, and Proposed Layoff (FTE, Date). Buttons for 'Extra Information', 'Valid Grades', and 'Others...' are at the bottom.

The screenshot shows the 'Position' form with the 'Hiring Information' tab selected. A dropdown menu is open for the 'Grade' field, displaying a search bar with the text '%Band 6'. Below the search bar, two options are listed: 'NHS|XN06|Non Review Body Band 6' and 'NHS|XR06|Review Body Band 6'. The 'OK' button at the bottom of the dropdown menu is highlighted with a red box. The background form is partially visible, showing the same fields as the previous screenshot.

Select the appropriate Grade and click OK.

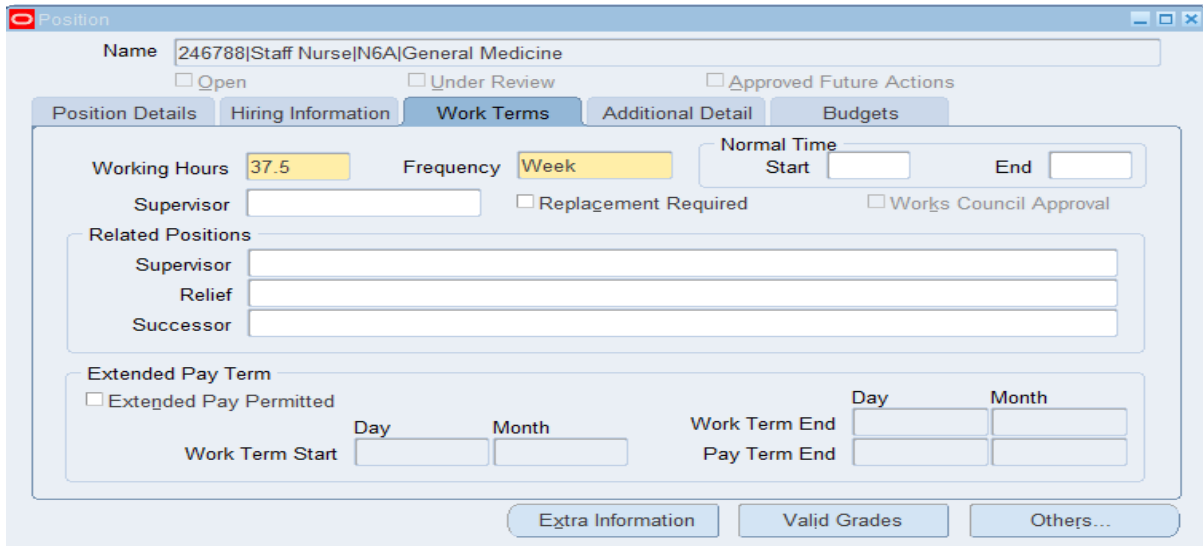
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The screenshot shows a web-based form titled 'Position'. The 'Name' field contains '246788|Staff Nurse|N6A|General Medicine'. There are three checkboxes: 'Open', 'Under Review', and 'Approved Future Actions'. Below this are five tabs: 'Position Details', 'Hiring Information', 'Work Terms' (selected), 'Additional Detail', and 'Budgets'. The 'Work Terms' tab contains several fields: 'Working Hours' (37.5), 'Frequency' (Week), 'Normal Time' (Start and End), 'Supervisor', 'Replacement Required', and 'Works Council Approval'. There is also a 'Related Positions' section with 'Supervisor', 'Relief', and 'Successor' fields. At the bottom, there is an 'Extended Pay Term' section with 'Extended Pay Permitted' checkbox, 'Work Term Start' (Day and Month), 'Work Term End' (Day and Month), and 'Pay Term End' (Day and Month). At the very bottom are three buttons: 'Extra Information', 'Valid Grades', and 'Others...'.

The Working Hours and Frequency fields will show the standard full time hours and associated frequency for the grade you have selected.



Whilst it is not considered good practice it is possible to set up multiple valid grades for a Position. If this option is considered agreement will need to be reached with finance colleagues as this will have a direct impact on the use of subjective codes, ledger and budget reports. It may be necessary to set up multiple valid grades when setting up Deanery Positions where Junior Doctors can be on varying grades during a rotational period.

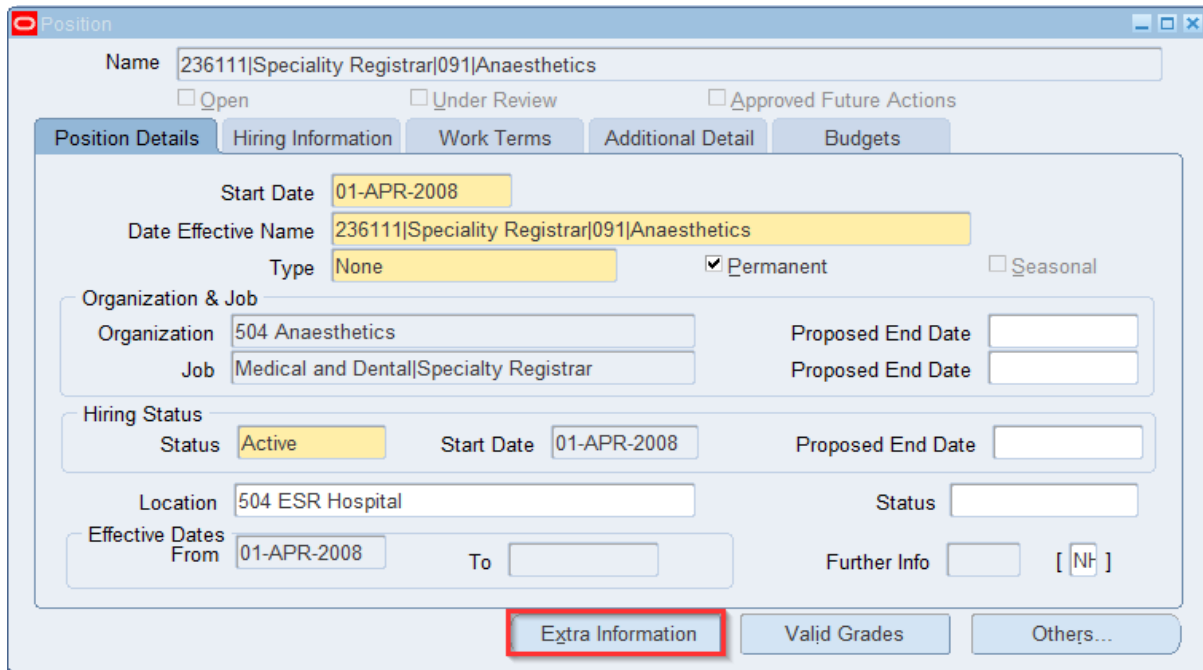
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Enter Medical and Dental Post Details



To enter Medical and Dental Post Details click on Extra Information in the Position form.

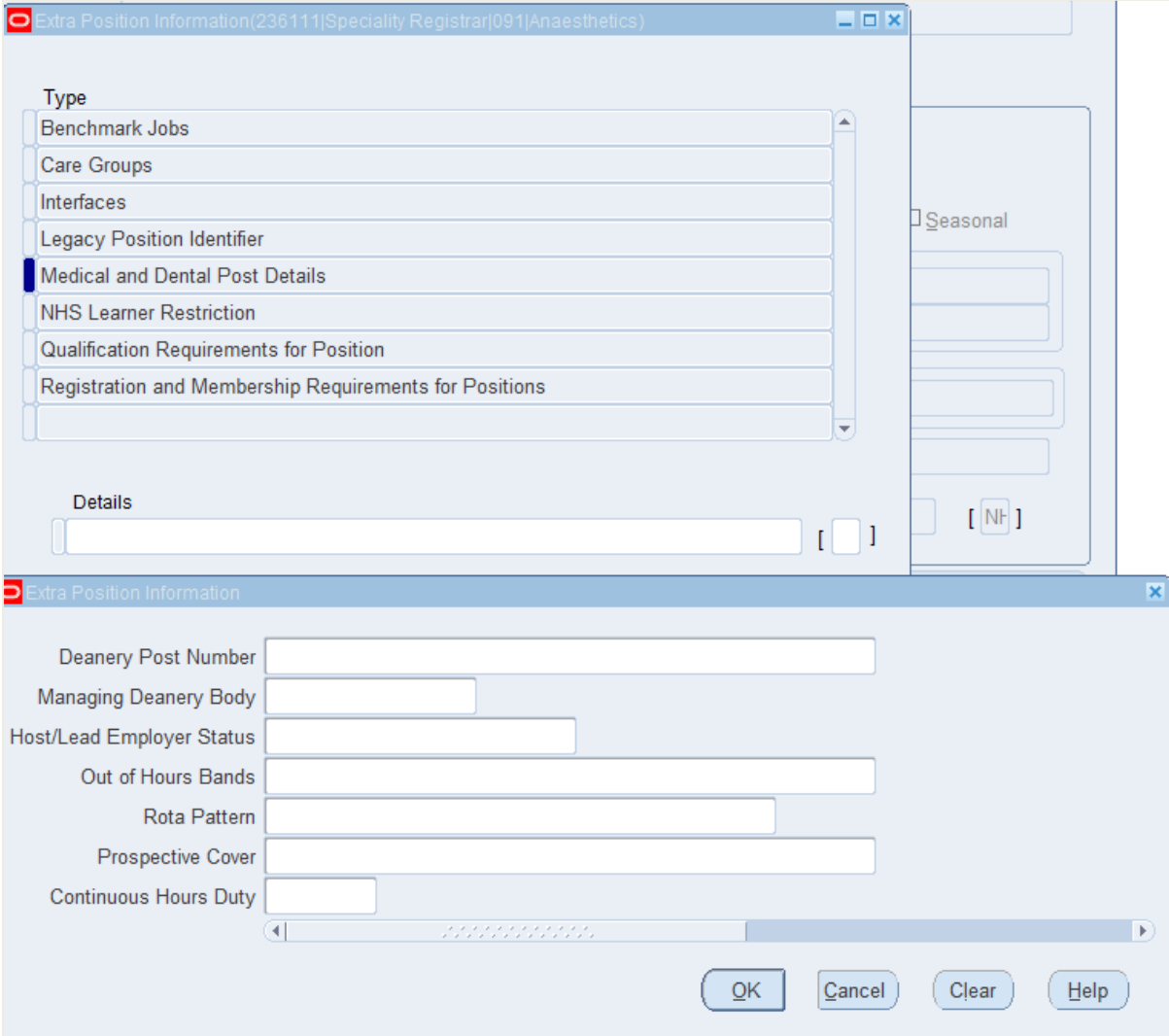
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The screenshot displays two overlapping windows from the NHS ESR system. The top window, titled 'Extra Position Information(236111|Speciality Registrar|091|Anaesthetics)', shows a 'Type' dropdown menu with the following options: Benchmark Jobs, Care Groups, Interfaces, Legacy Position Identifier, Medical and Dental Post Details (selected), NHS Learner Restriction, Qualification Requirements for Position, and Registration and Membership Requirements for Positions. Below this is a 'Details' field with a small icon. The bottom window, titled 'Extra Position Information', shows the following fields: Deanery Post Number, Managing Deanery Body, Host/Lead Employer Status, Out of Hours Bands, Rota Pattern, Prospective Cover, and Continuous Hours Duty. At the bottom of this window are buttons for OK, Cancel, Clear, and Help.

Click into the Medical and Dental Post field and then the Details field and the Extra Position form will open. Enter all relevant information from the drop down list of values.

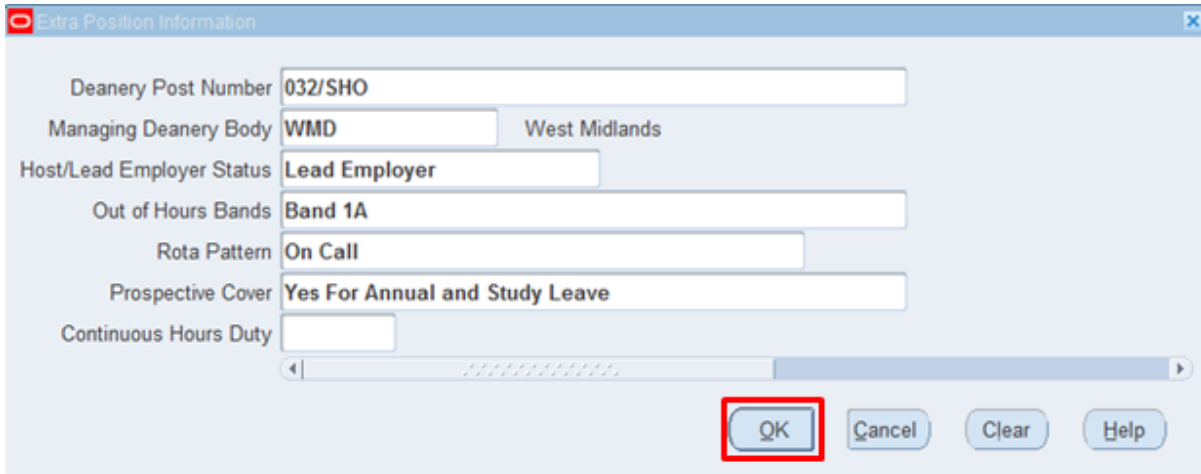
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Complete the relevant field and click OK.



Organisations are encouraged to use the Streamlined Deanery interface to illuminate duplicate data entry and ensure that up to date information is recorded and shared with the Deanery. The Deanery Post is used as an identifier for matching records.



In most circumstances it is good practice to allow more than one person to be assigned to a position. However, Doctors in Training must each be assigned to a separate Position as the Deanery Post Number identifies an individual in a particular training placement. It is not possible to enter multiple Deanery Post Numbers against a single position.

Workstructures

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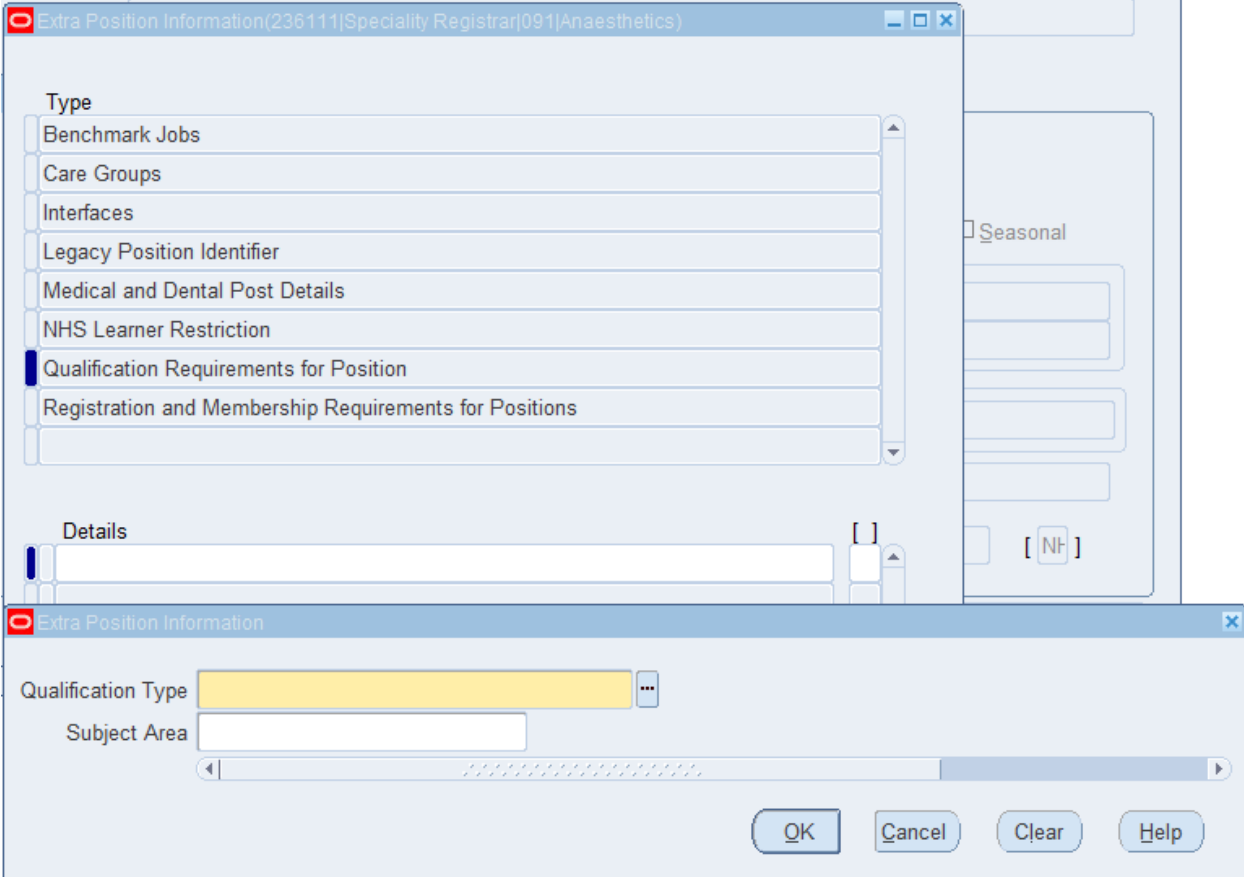
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Enter Qualification Requirement for a Position

If there is a requirement for the Position holder to hold a particular Qualification this can also be recorded against the Position.

In the Extra Position Information form Click Qualification Requirements for the Position.

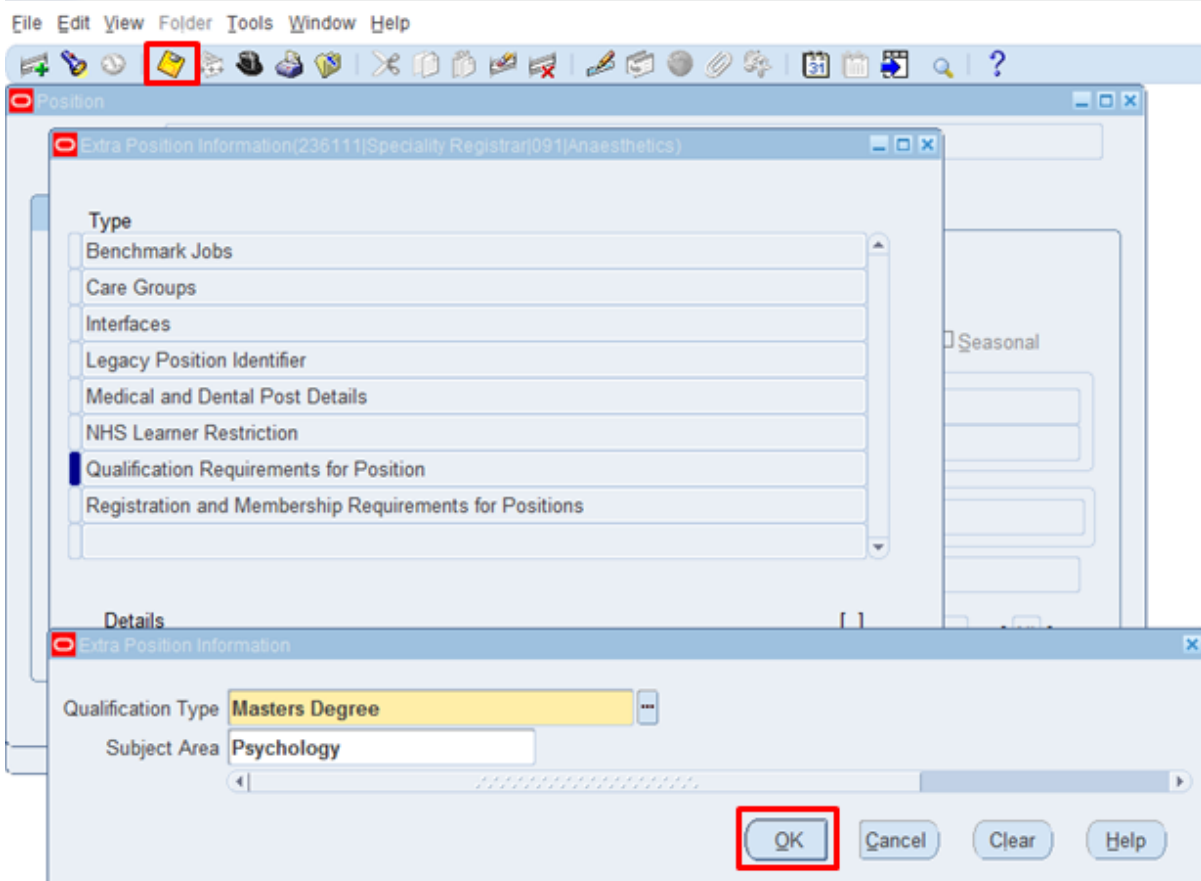


The screenshot shows two overlapping windows from the NHS Electronic Staff Record Programme. The top window, titled 'Extra Position Information(236111|Speciality: Registrar|091|Anaesthetics)', displays a list of options under the 'Type' section. The 'Qualification Requirements for Position' option is selected and highlighted in blue. Other options include Benchmark Jobs, Care Groups, Interfaces, Legacy Position Identifier, Medical and Dental Post Details, NHS Learner Restriction, and Registration and Membership Requirements for Positions. Below this list is a 'Details' section with a text input field. The bottom window, also titled 'Extra Position Information', shows a 'Qualification Type' dropdown menu (highlighted in yellow) and a 'Subject Area' text input field. At the bottom of this window are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

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The screenshot shows a software window titled 'Position' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. A sub-window titled 'Extra Position Information(236111|Speciality Registrar|091|Anaesthetics)' is open, displaying a list of categories on the left: Type, Benchmark Jobs, Care Groups, Interfaces, Legacy Position Identifier, Medical and Dental Post Details, NHS Learner Restriction, Qualification Requirements for Position (highlighted), and Registration and Membership Requirements for Positions. Below this, a 'Details' section shows 'Qualification Type' as 'Masters Degree' and 'Subject Area' as 'Psychology'. At the bottom right, the 'OK' button is highlighted with a red box, along with 'Cancel', 'Clear', and 'Help' buttons.

Enter the relevant Qualification. Click OK and then save.



More than one Qualification can be entered against a Position if appropriate.

Enter Registration and Membership Requirements for a Position

If the Position has a requirement for a particular Professional Registration Membership this can also be recorded.

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Extra Position Information(236111|Speciality Registrar|091|Anaesthetics)

Type

- Benchmark Jobs
- Care Groups
- Interfaces
- Legacy Position Identifier
- Medical and Dental Post Details
- NHS Learner Restriction
- Qualification Requirements for Position
- Registration and Membership Requirements for Positions**

Seasonal

Details

General Medical Council

Extra Position Information

Registration/Membership Body **General Medical Council**

OK Cancel Clear Help

In the Extra Position Information form Click Registration and Membership Requirements for the Position and select the relevant Professional Registration Body.

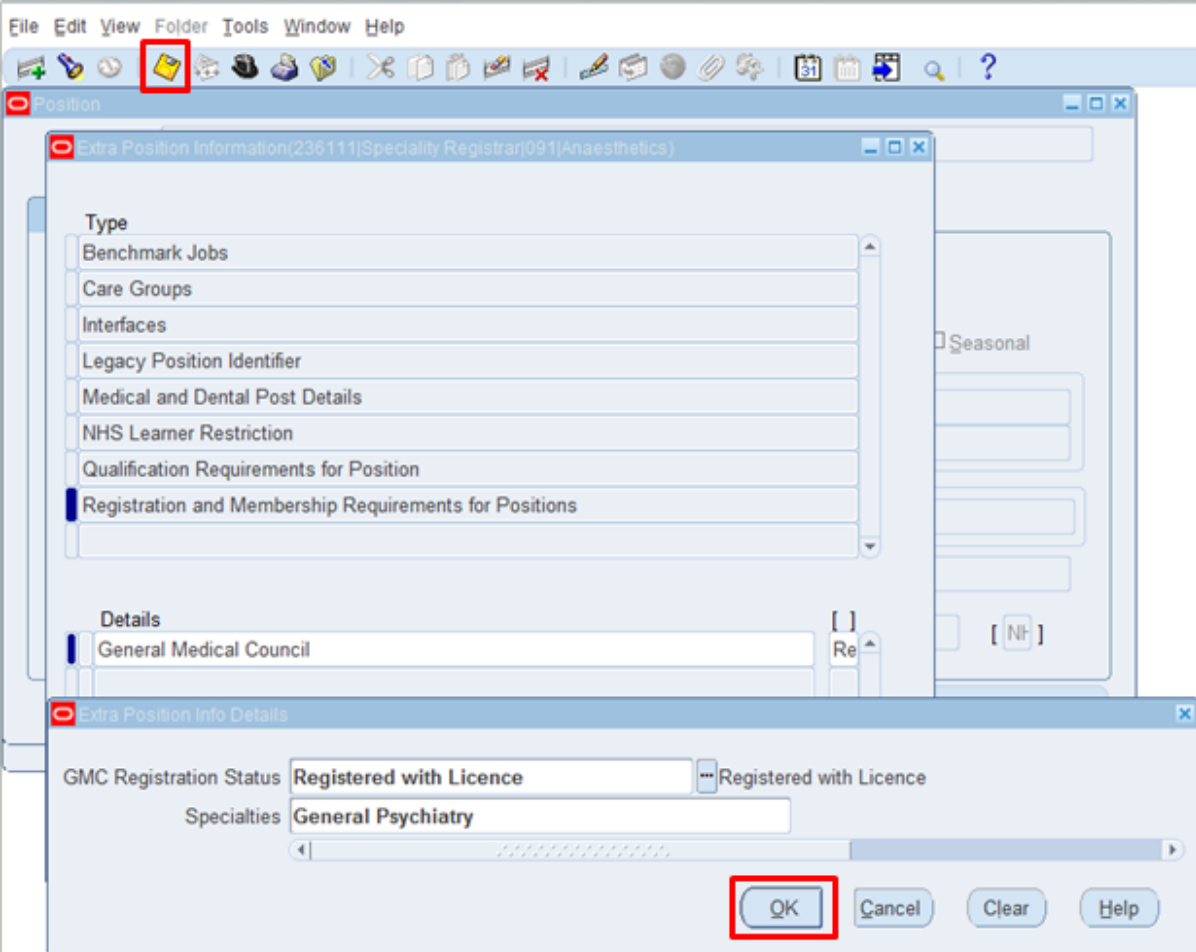
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You will need to select the Registration status. Individual Registration Bodies require the completion of additional information in the Extra Position Information form. For Medical Staff you will need to record the GMC Registration Status field. For Nurses you will need to record the Registration Part(s).



The screenshot shows the 'Position' application window with the 'Extra Position Information' form open. The 'Registration and Membership Requirements for Positions' section is expanded, showing the 'Details' field set to 'General Medical Council'. The 'GMC Registration Status' dropdown is set to 'Registered with Licence', and the 'Specialties' dropdown is set to 'General Psychiatry'. The 'OK' button is highlighted with a red box.

Once all the required information has been recorded click OK and Save.

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End a Position

To end date a Position retrieve the required Position.

The screenshot shows the 'Position' form with the 'Hiring Information' tab selected. The 'Proposed End Date' field in the 'Hiring Status' section is highlighted with a red box, indicating it is the field to be updated.

Enter the Position End Date in the Proposed End Date field.

The screenshot shows the 'Position' form with the 'Hiring Information' tab selected. The 'Proposed End Date' field in the 'Hiring Status' section is now populated with '31-DEC-2017'. A small icon is visible next to the 'Active' status field.

Enter the Proposed End Date and click on the icon next to the Hiring Status field.

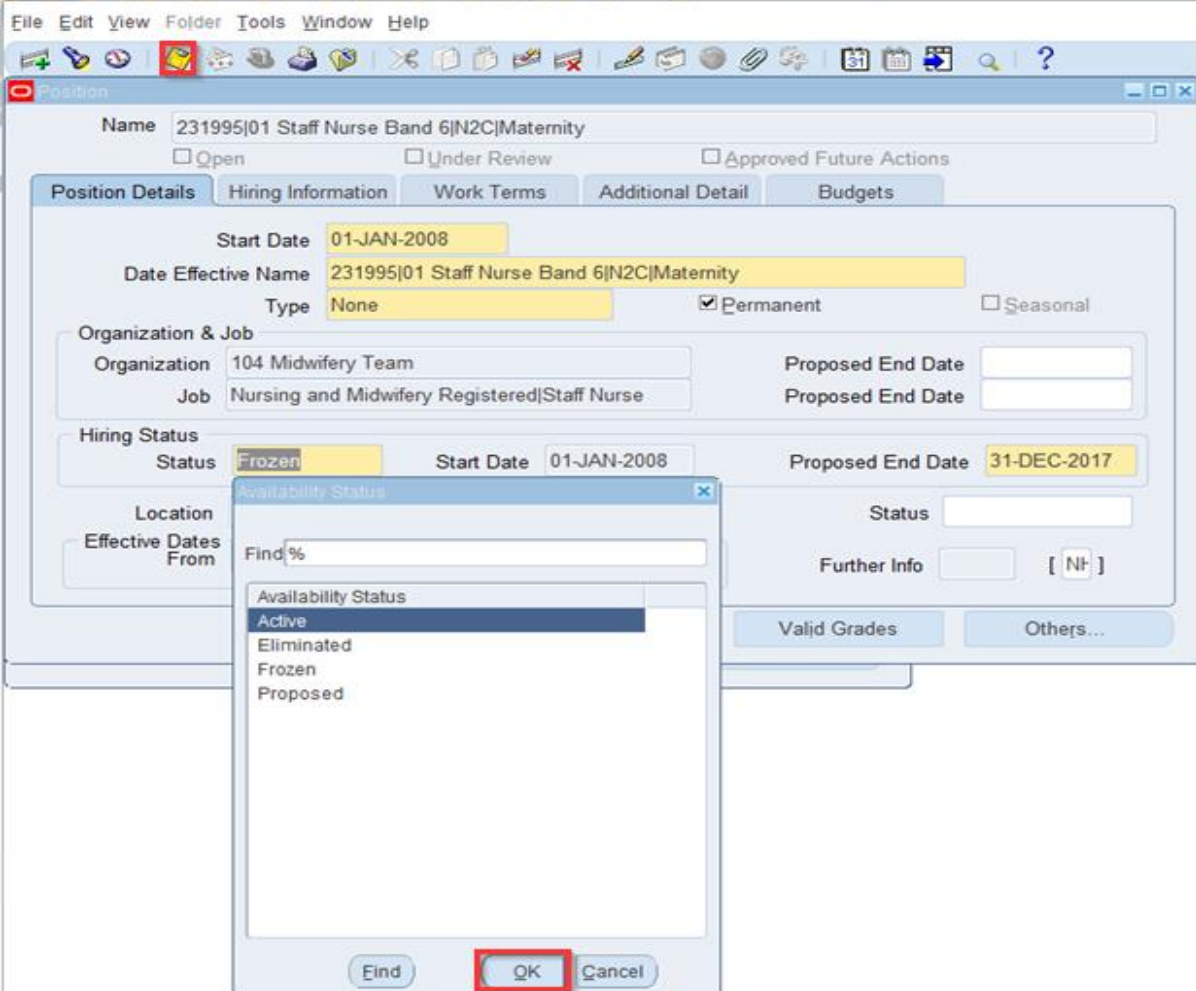
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The screenshot shows the 'Position' form in the NHS Electronic Staff Record Programme. The form is titled 'Position' and contains the following information:

- Name: 231995|01 Staff Nurse Band 6|N2C|Maternity
- Start Date: 01-JAN-2008
- Date Effective Name: 231995|01 Staff Nurse Band 6|N2C|Maternity
- Type: None
- Organization & Job: Organization: 104 Midwifery Team, Job: Nursing and Midwifery Registered|Staff Nurse
- Hiring Status: Status: Frozen, Start Date: 01-JAN-2008, Proposed End Date: 31-DEC-2017
- Location: Effective Dates From

The 'Availability Status' dropdown menu is open, showing the following options:

- Active
- Eliminated
- Frozen
- Proposed

The 'OK' button is highlighted with a red box.

Select the relevant Availability Status click OK and Save.



Eliminated - the Position is no longer in use and will not be required in the future. A Position cannot be reactivated when it has been eliminated

Frozen – No new incumbents can be placed in the Position



Positions that are no longer required should be eliminated or frozen rather than deleted, as this will ensure that historic reporting is possible. However if the Position has been set up in error you can delete it. However a position can only be deleted before its start date and cannot be reactivated once it has been deleted.

Workstructures

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Business Intelligence



The set-up of ESR Workstructures is crucial for meaningful and accurate reporting. If set-up correctly information is available for all levels of the Employing Authority hierarchy.

Dashboards on staff in post, turnover, compliance and absence management give HR Professionals and line manager's key information on their workforce in a simple and easy to use format. Drilling through to the detail below the headline information makes ESR BI essential to the HR and workforce management process.

Further Information

Further information can be obtained from the links below:

Links
ESR Website
ESR User Manual (N3 Only)
Kbase

You can also contact your local ESR Account Manager or Functional Advisor (Details available on ESR Website)