

# Electronic Staff Record

## Recording Mask Fit Testing

### Best Practice

National Competencies have been created for use in ESR to support the Fit Testing recording and reporting for FFP3 masks. Staff should be assigned the competency for the mask they have been fit tested for from the date when they were fit tested. Further guidance on [FFP3 resilience principles in acute settings](#) is available from NHS England.

Staff who have been trained by a Fit2Fit accredited trainer to carry out fit testing to NHS staff on FFP3 masks should be assigned the NHS | MAND | FFP3 Fit Tester competency from the date when the training was completed.

The use of competences to record mask fit testing enables automated reminder notifications to be sent to the employee. Standard reports can then be run to plan future fit tests. Where a National Competency is not available for an FFP3 mask, then it can be recorded as a Local Competency as an exception.

### Mass Update Assistance Available

It is recognised that organisations may have recorded fit testing data in different ways and on different systems to meet national reporting requirements and enable local monitoring. In order to assist the recording of fit testing data within ESR, the ESR Central Team can support the **initial** bulk uploads of existing data via the mass update service.

### Competences

Where Competence Expiry Periods are recorded, automated reminder notifications can be issued to competence holders, role holders (where allocated) and managers (where MSS/SSS is implemented).

Reports are also available providing a range of competence information including competence holders, start/end dates, RAG status etc.

A list of local and national competences is available in the ESR BI > NHS Compliance Dashboard > Competence List tab. Competences can be recorded by either Class/Learning Administrators, Manager/Supervisor or employees (with manager approval).

Whilst all organisations should be following national guidance on recording fit testing, other functions within ESR can be used to record additional information relating to masks and fit testing outcomes. This will assist your organisation in planning future testing and supply requirements:

- Record testing and results using **External Learning** or **Classes** in the Learning Management catalogue.
- Masks allocated can be recorded as assets in the **Property Register** enabling reporting on stock used.
- Devolve access to testers using the **Class Administration** and/or **Property Management** URPs.

### More Information

If you would like more information regarding the information above, get in touch with your regional ESR Functional Account Manager:

[North of England Team](#)

[London Team](#)

[South of England Team](#)

[Midlands & East of England Team](#)

