# Doctors in Training (DiT) Employment Checks API FAQs

## Introduction

NHS England has developed the Enabling Staff Movement Programme which “aims to improve the pre-employment experience of Postgraduate Doctors in Training by enabling staff to move seamlessly between NHS organisations. It seeks to break down unnecessary bureaucracy, promote standardisation of policies, processes and systems, and reduce burden on HR teams.” Ultimately, the programme seeks to improve the movement of NHS staff within and around the Service by reducing duplication of training and induction admin.

There are approximately 50,000 Postgraduate Doctors in Training (DiT) that rotate through NHS Organisations every year and one of the objectives of the Enabling Staff Movement Programme is to streamline the onboarding processes for them. Most of the records for these DiT are created within ESR by the Streamlined Doctors in Training interface, which operates between Health Education England (HEE’s) Trainee Information System (TIS) and ESR. Additionally, some employers use systems such as Trac to manage the employment checks process for DiTs.

The NHSBSA Electronic Staff Record (ESR) team and Civica (supplier of the Trac recruitment management software) have been working with NHS Organisations to develop a solution that supports recruitment processes for DiT and complements the use of existing interface capability to manage DiT applicant records within ESR. This offering is known as the Doctors in Training Employment Checks API (API stands for Application Programming Interface). The solution allows DiT applicant records to be created within ESR, via the interface with TIS, as per the current processes, and for NHS Organisations to supplement those applicant records with employment check details managed and recorded within Trac. The improved link between the two systems enables employers to use both Trac and ESR for managing end to end DiT recruitment processes. It will also ensure that datasets across the systems are aligned and work in harmony with one another.

The solution outlined in this document is currently in place with Trac, but it should be noted that this is a generic Doctors in Training Employment Check API solution for the ESR service, which could be used by other e-Recruitment suppliers or Applicant Tracking Systems.

## Document Purpose

This FAQ document has been developed to assist existing and prospective users with some common questions/answers and to provide a brief overview of the interface functionality, as well as lending insight to key business process considerations and troubleshooting.

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# FAQs

## What is the purpose of the interface?

Discovery work identified that some NHS Organisations used the existing Streamlined Doctors in Training interface between TIS and ESR to transfer DiT applicant records into ESR, but they also managed their employment checks in a third-party E-Recruitment system, such as Trac. These NHS Organisations were also using the ESR E Recruitment Interfaces to transfer the employment checks.

This resulted in duplicate applicant records within ESR for DiT and in unnecessary applicant data existing within ESR. Thus, impacting local reporting; adversely impacting data quality; and causing ambiguity for HR staff as to which record should be taken through the hire process.

The aim of the new DIT Employment Checks API is to allow NHS Organisations to use the link between TIS and ESR to create the applicant record, while managing employment checks for DITs in third-party E-Recruitment systems, thus avoiding the above duplicate applications. A one-off feed will subsequently copy the employment checks for the DITs from the third-party E-Recruitment system to ESR.

## Are there any pre-requisites?

A pre-requisite for the Go Live of this service is that the NHS Organisation should also have activated the interface between their DIT Provider and ESR. (The provider should be Trainee Information System / TIS for Health Education England regions and Hicom for Health Education and Improvement Wales / HEIW). Or alternatively, they should have an ongoing implementation request for it.

## How do I request the DIT Employment Checks API?

NHS Organisations wishing to implement the DIT Employment Checks API between their third-party E-Recruitment system and ESR will need to raise a Service Request on the ESR Service Desk.

To request access to the interface you will need to raise a Service Request on the ESR Service Desk using the following options: Request a new service > AC > ESR Interfaces > Other system interfaces and answer the prompted questions.

## Is there a cost to the DIT Employment Checks API?

The DIT Employment Checks API is a chargeable interface and will be subject to the standard charging model for APIs, including the one-off implementation fee and the ongoing annual support costs.

NHS Organisations will be advised on the specific cost to their Organisation as part of the Service Request process.

## Which third-party E-Recruitment / Applicant Tracking system suppliers is the DIT Employment Checks API available with?

The DIT Employment Checks API is a generic solution that is available for use with any existing ESR E-Recruitment / Applicant Tracking provider, subject to successful development work by the third party.

Currently, the API development work has been completed by Trac and the solution is available for deployment with this supplier.

## What information is shared between the systems?

Once the employment checks for a DIT have been completed in Trac and the applicant has reached a status of 'outcome recruited', the new solution will automatically copy the employment checks over to the applicant record already in ESR (via TIS to ESR interface), using API technology. This is a one-off transfer.

Information relating to the following employment checks are eligible for transfer from Trac to ESR:

- DBS Record
- Professional Registration Record
- References Record
- Employment Checklist Record
- Illegal Working Checklist Record
- EU Status Record

It is important to note that information relating to identity should continue to be entered manually in ESR to protect the integrity of ESR's link with NHS Digital's Spine solution, which manages NHS Smartcards and other IT infrastructure. Furthermore, Occupational Health information on the employment check list is not in scope for this interface and is not included, therefore, any detailed Occupational Health information would have to be handled within the ESR system directly.

If a Professional Registration record already exists within ESR, this will supersede any information being sent from Trac.

This is a high-level view and not every field for each record is transferred over. For a full list of data items shared, organisations should discuss this with Trac or their e-recruitment/ATS supplier.

## How often is ESR updated with Employment Checks?

This solution offers a one-off transfer and is therefore not an iterative process. This is a single direction exchange of information to copy the employment checks from Trac to ESR, controlled by the user, at a defined stage of the employment checking process – usually once all checks have been completed and recorded.

## Who is included on the interface?

The DiT Employment Checks API only covers Doctors and Dentists in training (DiT) applicants sent through the TIS interface. As such, DiT records created manually within ESR, and employees, are not in scope.

Furthermore, data will only be exchanged for records in scope, where a matching record can be identified within Trac.

## Do I need to cleanse my data?

Prior to the interface implementation, it is recommended that a data cleanse of your organisation's information is performed within ESR. Key activities include, but are not limited to:

- Ensuring details within the ESR Person Record are up to date and free from error, specifically around First Name, Last Name and date of birth which are used to perform matches;
- Ensuring any historic ESR Person and Applicant Records are closed appropriately, specifically relating to Doctors in Training.

Cleansing your data will ensure that only relevant data is exchanged across the API and will increase the chance of a successful match being made between ESR and Trac, ultimately helping you to make the most out of the interface.

If you need help with how to do this in ESR, please contact your ESR Functional Account Manager or refer to the 'HR Best Practice Guide' which is available in the ESR Hub 'Document Library'.

## Who should I contact for support?

In the first instance, any queries should be investigated locally with the support of your ESR Lead.

If you need the assistance of the NHS ESR Central Team, please raise a Service Request on the ESR Service Desk where a member of the Support Team will be more than happy to help.

For further information and resources on ESR functionality, please consult the 'Document Library' section or 'ESR User Manual' on the ESR Hub:
https://my.esr.nhs.uk/dashboard/web/esrweb/home.