NHS ELECTRONIC STAFF RECORD

ESR-NHS0222 - GUIDE TO ESRBI COMPLIANCE DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

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29/03/2019	Matt Madya	15.0	Updated following new ESRBI developments
10/06/2019	Matt Madya	16.0	Updated following new ESRBI developments
04/02/2020	Matt Madya	17.0	Updated following new ESRBI developments
28/02/2020	Matt Madya	18.0	Updated following new ESRBI developments
06/07/2020	Matt Madya	19.0	Updated following new ESRBI developments
04/09/2020	Matt Madya	20.0	Updated following new ESRBI developments
23/10/2020	Matt Madya	21.0	Updated following new ESRBI developments
12/02/2021	Matt Madya	22.0	Updated following new ESRBI developments
18/06/2021	Matt Madya	23.0	Updated following new ESRBI developments
30/11/2021	Matt Madya	24.0	Updated following new ESRBI developments
04/02/2022	Matt Madya	25.0	Updated following new ESRBI developments
30/05/2022	Matt Madya	26.0	Updated following new ESRBI developments
06/06/2023	Matt Madya	27.0	Updated following new ESRBI developments
25/08/2023	Matt Madya	28.0	Updated following new ESRBI developments

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DISTRIBUTION

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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Compliance Dashboard

Description

This dashboard is designed to provide users with intelligence around compliance levels within the organisation.

Allocation

This dashboard is available to the following URPs:

XXX Administrator Self Service (Payroll Approvals Not Required)
XXX Administrator Self Service (Payroll Approvals Required)
XXX Career Management
XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Learning Administration
XXX Manager Self Service (Payroll Approvals Not Required)
XXX Manager Self Service (Payroll Approvals Required)
XXX Supervisor Self Service
XXX Supervisor Self Service (Limited Access)
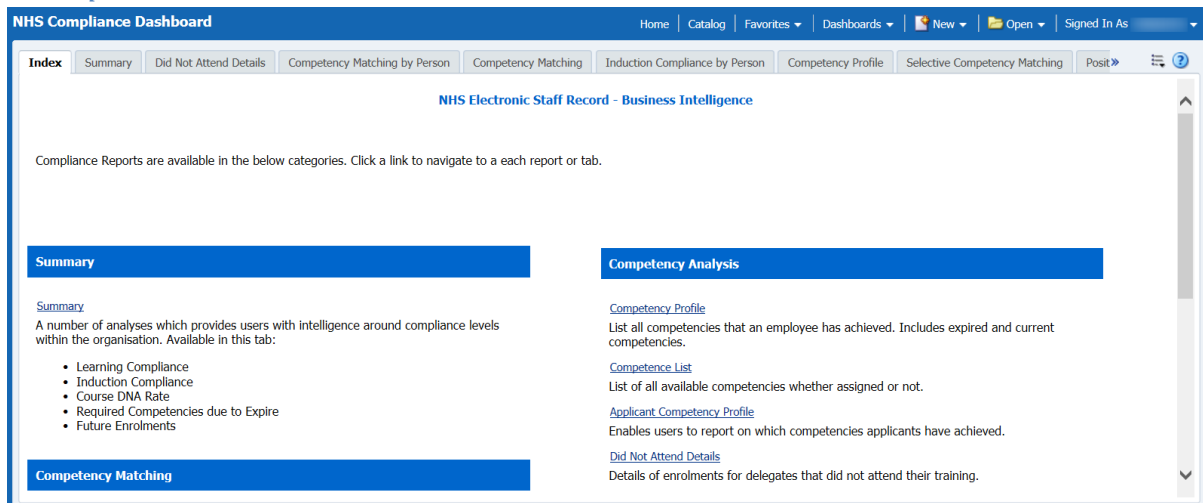
Index

Description

Compliance reports are available in four different categories below:

- Summary
- Competency Analysis
- Competency Matching
- Competency Requirements

From this tab users can click on links provided to navigate to reports.

Example Screenshot

Overview Tab

Prompts

Organisation(s)
Person Type(s) (Default: Employee, Employee and Applicant)
Employee Person Type
Assignment Category
Assignment Number
Assignment Status
Staff Group
Primary Assignment Only
Organisation Level 1-13
Employee Location
Job Role
Supplementary Role

Learning Compliance

Description

This analysis is designed to show the number of competencies obtained as a percentage of those required grouped by Staff Group, Competency Name or Organisation Level 1-13. Please note that this analysis uses complex calculations and therefore may take longer to run than other analyses. Limiting the analysis to specific frameworks may increase the speed of the analysis. Users have the option to exclude Open Ended Sickness Absence (Long Term) based on the Absence Start Date.

Prompts

Competency Framework(s) (Default: MAND,LOCAL,KSF,LANG)
Competency (Default All)
Effective Date
Exclude Open Sickness Absence - Start Date
Employee Hire Date
Essential

Data Items

Title	Description
Staff Group	Staff Group linked to Job in Position
Assignment Count	Count of Distinct Assignment Number
Competencies Required	The number of competencies required for each position
Competencies Achieved	The number of competencies that are: • In date • Have a level matching or above that of the requirement • Or the achieved level is null • Or the required level is null
Compliance %	Competencies Achieved / Competencies Required * 100
Competence Name	
Competence Name with Essential Flag	
Organisation Level 1-13	
Employee Location	

Filters

Include required competencies only.
Where multiple achievements of the same competency have been recorded, retrieve only the latest.
Include requirements where the required start date is less than or equal to the current date.
Include requirements where the required end date is greater than or equal to the current date or is null.

Example Screenshot

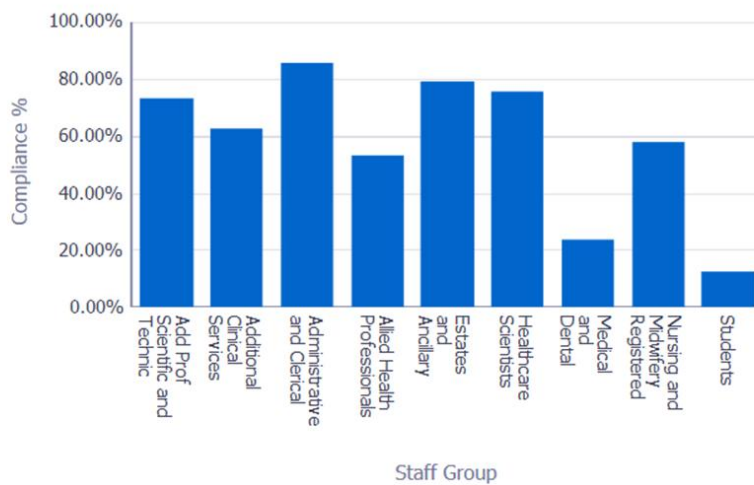**Learning Compliance**

Effective Date (Historical Dates Only) 13/06/2018 00:00:00 📅 Competencies (All Column Values) ▼

Competency Framework(s) KSF;LANG;LOCAL;M ▼   Employee Hire Date <= 13/06/2018 00:00:00 📅

Exclude Open Sickness Absence - Start Date <= [   ] 📅   Essential --Sele ▼

Apply   Reset ▼

Assignment Count	Required	Achieved	Compliance %
4142	63817	46005	72.09%

Group By Staff Group ▼

View as Column Graph ▼

Actions

Click -> Navigate to Learning Compliance by Person

Induction Compliance

Description

The Induction Compliance analysis enables a user to select a number of competencies from a list of competency requirements, the start date the analysis should begin from and the number of months an employee should have achieved the competency based on their latest start date. The analysis provides two percentages:

•'Req. Compliance %'. This is the number of competencies required out of the competencies selected in the list that employees have achieved.

•'Full Compl %'. This is the number of assignments that have achieved all of the competencies selected that they require.

Prompts

*Induction Competencies

Within 'x' months (Default: 6)

Hire Date >= (Default: Today – 12 months)

*Framework

*Include Requirements? (Yes/No)

Data Items

Title	Description
Assignments	Number of Assignments
Full Compliance	Number of assignments that have achieved all required competencies selected
Full Compliance %	100* (Number of assignments that have achieved all required competencies selected)/(Number of assignments)
Required Competencies	Number of Competencies Required
Required Competencies Achieved	Competencies Achieved
Compliance %	100 * (Competencies Achieved)/(Competencies Required)

Example Screenshot

Induction Compliance

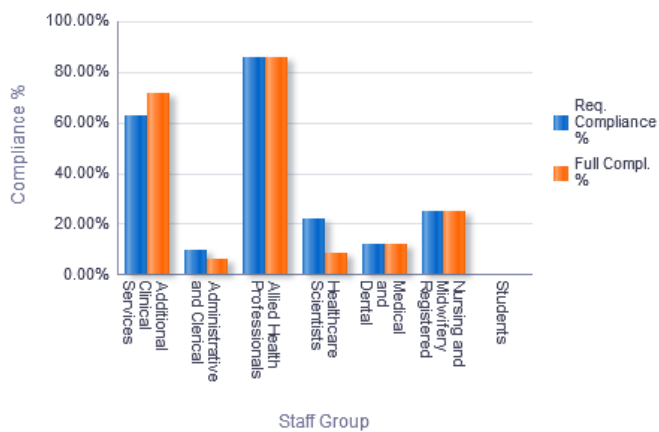* Framework (All Column Values) ▼   * Induction Competencies NHS|MAND|Moving & ▼

Completed within 'x' months 6.0   Hire Date >= 11/02/2013 12:00:00 📅   * Include Requirements? Yes ▼

[Apply] [Reset ▾]

Assignments	Full. Compl.	Full Compl. %
345	50	14.49%

Assignments	Req. Comps. △▽	Req. Comps. Achieved	Req. Compliance %
345	371	56	15.09%

View as Graph ▼

Actions

Click -> Navigate to Induction Compliance by Person

Required Competencies due to Expire

Description

This analysis is designed to show users a list of competencies against staff that are required and are due to expire within the next month.

Data Items

Last Name	Competence
First Name	Expiry Date
Title	Future Enrolment Date
Organisation	

Filters

Include required competencies only.

Sort by Expiry Date Ascending, then by Surname, First name.

Example Screenshot

Competence Valid Until Between 18/08/2015 12:00:00 - 30/09/2015 12:00:00

Assignment Number (All Column Values)   Competency (All Column Values)

Apply   Reset

Assignment Number	Last Name	First Name	Title	Organisation	Competency	Expiry Date	Future Enrolment Date
20055651	007Lawrence	Mary	Mrs.	504 Ward 9	NHS|CSTF|Fire Safety - 1 Year|	31/08/2015	
20055651	007Lawrence	Mary	Mrs.	504 Ward 9	NHS|CSTF|Moving and Handling - Level 1 - 1 Year|	31/08/2015	
20055561	008Lewis	Sarah	Miss	504 Ward 9	NHS|CSTF|Information Governance - 1 Year|	31/08/2015	
20055529	008Steele	Kerry	Mrs.	504 Ward 9	NHS|CSTF|Fire Safety - 1 Year|	31/08/2015	
20055529	008Steele	Kerry	Mrs.	504 Ward 9	NHS|CSTF|Moving and Handling - Level 1 - 1 Year|	31/08/2015	
20055419	Ayres02	Pamela	Mrs.	504 Ward 7	NHS|CSTF|Fire Safety - 1 Year|	31/08/2015	
20055419	Ayres02	Pamela	Mrs.	504 Ward 7	NHS|CSTF|Moving and Handling - Level 1 - 1 Year|	31/08/2015	
20055673	Ayres05	Pamela	Mrs.	504 Ward 7	NHS|CSTF|Information Governance - 1 Year|	31/08/2015	
20055665	Ayres11	Pamela	Mrs.	504 Ward 7	NHS|CSTF|Fire Safety - 1 Year|	31/08/2015	
20055665	Ayres11	Pamela	Mrs.	504 Ward 7	NHS|CSTF|Moving and Handling - Level 1 - 1 Year|	31/08/2015	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Course DNA Rate

Description

This analysis is designed to show the DNA rate of staff in the organisation on a number of courses.

Data Items

Title	Description
Staff Group	Staff group associated with the job role in position
Course Name Enrolment Count	Name of the course Number of Enrolments excluding Enrolment Status = 'Withdrawn'
DNA Count	Number of enrolments with status of 'Did Not Attend'

Prompts

Class Date Between (Default between first day of month 3 months ago, and last day of last month)
DNA Rate Limit % (Default 5)

Filters

Include non-"Online e-Learning" only.
Include enrolments where class start date is between the from and to date Prompts.

Column Selectors

Group by Course or Staff Group (Default: Staff Group).

View Selectors

View as Pie Graph, Bar Graph, Column Graph or Table (Default: Column Graph).

Formatting

Red flag or change colour to red when DNA rate is above the rate set in Prompts.

Example Screenshot
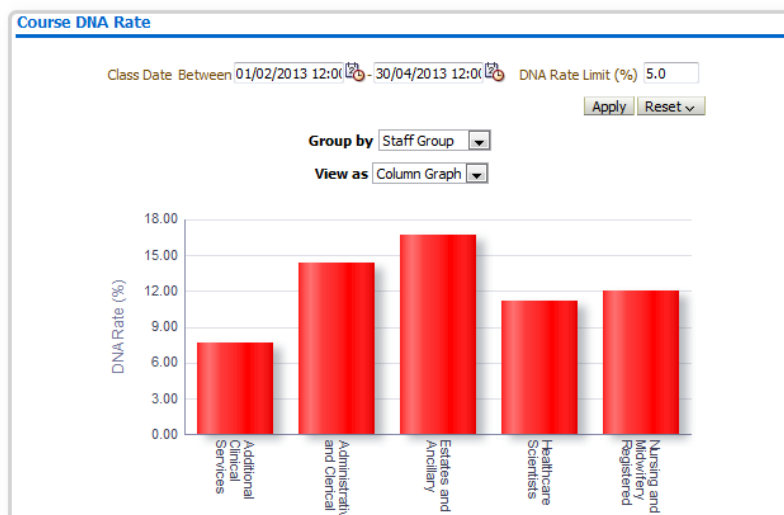
Future Enrolments

Description

This analysis is designed to show a list of enrolments on future classes either for all staff, or for the staff included in the supervisor hierarchy if accessed via SSHR.

Prompts

Class Start Date Between

Data Items

Course Name
Class Start Date
Employee Name

Filters

Restrict to classes occurring within the next month (prompt is available to update this).

DNA Detail Tab

Description

This tab is designed to give the details of each enrolment to the user. By default the data is restricted to 'DNA' enrolments only, however users can change this using the prompt provided.

Prompts

Starting Organisation
Class Date Between
Enrolment Status
Person Type
Employee Person Type(s)
Staff Group
Job Role
Supplementary Role

Data Items

Employee Number	Organisation
Course Name	Organisation Level 1-13
First Name	Supervisor Name
Last Name	Supervisor Email Address
Class Start Date	Employee Email Address
Class End Date	Staff Group
Enrolment Status	Position Title

Competency Matching by Person Tab

Description

This analysis is designed to show the number of competency requirements that are applicable to each person against the number of competencies each person has achieved, with a percentage. Users have the option to exclude Open Ended Sickness Absence (Long Term) based on the Absence Start Date.

Prompts

Organisation
Job Role
Competency Framework
Competency
Effective Date
Assignment Number
Effective Date
Exclude Open Sickness Absence - Start Date
Employee Hire Date
Supplementary Role
Employee Location

Column Selectors

Organisation Level 1-13 (X 4)
Staff Group
Occupation Code
Pay Scale
Position Title

Actions

Navigate to ESR Self Service (available to self-service users only)

Data Items

Title	Description
Staff Group	
Employee Number	
Assignment Number	
Employee Name	
Assignment Number	
Required	Number of competency requirements applicable
Achieved	Number of competencies achieved with the correct level
Compliance %	Achieved / Required * 100
Organisation Level (1-13)	

Example Screenshot

Effective Date (Historical Dates Only) 18/01/2016 12:00:00   Exclude Open Sickness Absence - Start Date <=

Competencies (All Column Values)   Competency Framework(s) KSF;LANG;LOCAL;MA   Employee Hire Date <= 18/01/2016

Apply   Reset

Group by Organisation   and   and

Employee Number	Assignment Number	Employee Name	Organisation		Required	Achieved	Compliance %
12345678	12345678	Jones, Miss. Lily	504 Ward 9		22	2	9.09%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	13	100.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		24	8	33.33%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		25	12	48.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		20	1	5.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		14	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	13	100.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		21	2	9.52%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		14	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		22	11	50.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		25	13	52.00%

Actions

Click Assignment Number -> Navigate to Competency Matching

Competency Matching Tab

Competency Matching

Description

This analysis is designed to show the detail of matching competency requirements against the competencies a person has achieved.

Prompts

Organisation
Job Role
Competency Framework
Competency
Effective Date
Assignment Number
Employee Number
Employee Location
Display Requirement Source?
Employee Hire Date
Area of Work
Supplementary Role

Data Items

Title	Description
Employee Number	
Assignment Number	
Employee Name	
Email Address	
Supervisor Name	
Supervisor Email Address	
Organisation Level 1-13	
Position Title	
Position Name	
Competency Name	
Level Required	Low Level Rating on Competency Requirements form
Competency Match	If the person has achieved the competency at the correct level (or the level is null) then show a green cell with 'Match'. If the person has achieved it but at a lower level, then leave the cell red with 'Lower Level'. Otherwise the cell is red.
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Requirement Inherited From	Where the requirement was inherited from. If this is null, the requirement was set against the position.
Future Enrolment Date	
Date Last Awarded	
Area of Work	
Staff Group	
Employee Location	
Pay Grade	

Column Selector

Organisation Level 1-13 (X4)

Position Title

Position Name

Occupation Code

Job Role

Example Screenshot

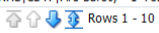**Non-Required Competencies**

Description

This analysis is designed to return all non-required competencies against all assignments. Alternatively the Compliance Matrix can be used however it is designed to run for specific competencies only as opposed to this analysis which return all non-required competencies per assignment.

Data Items

Title	Description
Employee	
Employee Name	
Email	
Supervisor Name	
Supervisor Email Address	
Competency	
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Competency Match	Only Non-Requirement Competency shown
Level Achieved	
Date Last Awarded	
Assignment	
Organisation Name	
Competence Date From	

Example Screenshot

Induction Compliance by Person Tab

Description

The Induction Compliance analysis enables the user to select a number of competencies from a list of competency requirements, the start date the analysis should begin from and the number of months an employee should have achieved the competency by based on their latest start date.

Prompts

*Induction Competencies
Staff Group
Job Role
Within 'x' months (Default: 6)
Hire Date >= (Default: Today – 12 months)

*Framework

*Include Requirements? (Yes/No)

Data Items

Employee Number	Competencies Required
Last Name	Achieved
First Name	Staff Group
Title	Hire Date
Organisation	Assignment Number
Competencies Achieved	Compliance %

Example Screenshot

Employee Number	Assignment Number	Last Name	First Name	Title	Organisation	Staff Group	Hire Date	Comps. Req.	Achieved	Compliance %
20101413	20101413	Beardsmore	Nigel	Mr.	504 Ward 2	Nursing and Midwifery Registered	01/07/2015	4	0	0.00%
20101323	20101323	Bradley01	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	2	50.00%
20101324	20101324	Bradley02	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/05/2014	4	1	25.00%
20101325	20101325	Bradley03	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/06/2014	4	4	100.00%
20101326	20101326	Bradley04	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/07/2014	4	4	100.00%
20101327	20101327	Bradley05	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/08/2014	4	4	100.00%
20101328	20101328	Bradley06	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/09/2014	4	4	100.00%
20101329	20101329	Bradley07	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/01/2014	4	2	50.00%
20101330	20101330	Bradley08	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/02/2014	4	2	50.00%
20101331	20101331	Bradley09	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/03/2014	4	2	50.00%
20101332	20101332	Bradley10	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	4	100.00%
20101333	20101333	Bradley11	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/05/2014	4	4	100.00%
20101334	20101334	Bradley12	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/06/2014	4	4	100.00%
20101335	20101335	Bradley13	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/07/2014	4	4	100.00%
20101336	20101336	Bradley14	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/08/2014	4	4	100.00%
20101337	20101337	Bradley15	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/09/2014	4	4	100.00%
20101338	20101338	Bradley16	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/01/2014	4	4	100.00%
20101339	20101339	Bradley17	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/02/2014	4	4	100.00%
20101340	20101340	Bradley18	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/03/2014	4	4	100.00%
20101341	20101341	Bradley19	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	4	100.00%

Competency Profile Tab

Description

This analysis is designed to list all competencies that an employee has achieved. It includes expired and current competencies.

Prompts

Organisation(s)
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Occupation Code
Job Role
Primary Assignments Only
Assignment Number
Supplementary Role
Employee Location
Employee Number
Employee Name
Competence Framework
Competency
* Effective Date (Historical Dates Only)
Active Competencies Only? (default: No)

Column Selectors

Org L1-13
Staff Group
Job Role

Data Items

Employee Number	Awarded By Title
Assignment Number	Competency
Last Name	Level Achieved
First Name	Date From
Title	Date To
Position	Organisation
Latest Start Date	Last Updated By
Date Last Awarded	Awarded By
Org Level 1-13	Supervisor Name
Employee Email Address	Supervisor Email Address

Example Screenshot

Employee Number	Last Name	First Name	Title	Position	Organisation	Latest Start Date	Competency	Date From	Date To	Level Achieved	Date Last Awarded
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/10/2013		1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/11/2013	31/10/2016	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/03/2014	28/02/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/08/2014	31/07/2015	1 - Assessed	
20055651	007Lawrence	Mary	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/11/2013	31/10/2016	1 - Assessed	
20055651	007Lawrence	Mary	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/03/2014		0 - Not Assessed	
20055651	007Lawrence	Mary	Mrs.	84278|Staff Nurse Band 5|N6A|Surgery|	504 Ward 9	01/01/2001	NHS|ESR|Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	

Selective Competency Matching Tab

Selective Competency Matching Summary

Description

This analysis is designed to allow the user to select a number of competencies and return a grouping percentage where each competency has been achieved. Where the *Based on Requirements* prompt has been set to 'Yes', a percentage based on requirements is returned. Where it has been set to 'No', an Overall Percentage is returned.

Prompts

Competencies

Number of Days to Define Expiring Soon (Days)

Based on Requirements? (default: Yes)

Data Items

Organisation Level 1-13	
Competency Percentage	
Supervisor	

Example Screenshot

Summary

Group by [Org L1 ▾] [Org L4 ▾] [▾]

Org L1	Org L4		Equality, Diversity and Human Rights - 3 Years	Fire Safety - 1 Year	Health, Safety and Welfare - 1 Year	Infection Prevention and Control - Level 1 - 1 Year	Information Governance - 1 Year	Moving and Handling - Level 1 - 1 Year	Resuscitation - Level 1
504 ESR Hospitals NHS Trust	104 Midwifery Team		95.45%	18.18%	0.00%	0.00%	19.70%	17.68%	0.00%
504 ESR Hospitals NHS Trust	504 A &E Department		100.00%	32.14%	0.00%	0.00%	53.57%	21.43%	0.00%
504 ESR Hospitals NHS Trust	504 Acute Nurse Management		100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
504 ESR Hospitals NHS Trust	504 Anaesthetics		95.00%	18.33%	0.00%	0.00%	18.33%	18.33%	0.00%
504 ESR Hospitals NHS Trust	504 Breast Screening		100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%
504 ESR Hospitals NHS Trust	504 Human Resources		100.00%	37.50%	0.00%	0.00%	43.75%	18.75%	0.00%
504 ESR Hospitals NHS Trust	504 Psychology		100.00%	46.15%	0.00%	0.00%	50.00%	26.92%	0.00%
504 ESR Hospitals NHS Trust	504 Team Midwifery		100.00%	28.57%	0.00%	0.00%	71.43%	14.29%	0.00%
504 ESR Hospitals NHS Trust	504 Trust Board		100.00%	41.18%	0.00%	0.00%	60.29%	19.12%	0.00%
504 ESR Hospitals NHS Trust	504 Ward 1		93.75%	31.25%	0.00%	0.00%	50.00%	12.50%	0.00%
504 ESR Hospitals NHS Trust	504 Ward 10		100.00%	19.35%	0.00%	0.00%	35.48%	18.55%	0.00%

Selective Competency Matching Detail

Description

This analysis is designed to allow the user to select a number of competencies and return employee details where each competency is either Not Required (grey cell), Required, Expiring Soon (including expiry date) or a Match (to competency requirements). A RAG status is assigned to the cell colour of the results. The Future Enrolment Date is included against each result where populated.

Prompts

Organisation(s)
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Position Title
Occupation Code
Job Role
Primary Assignments Only
Assignment Number
Supplementary Role
Exclude Open Ended Absence - Start Date <=
Employee Number
Employee Name Competencies
Competency Framework
Number of Days to Define Expiring Soon (Days)
Based on Requirements? (default: Yes)
Effective Date (default: Current Date)
Employee Hire Date <= (Excludes Employees where Latest Start Date is Greater than the date entered)

Data Items

Title	Description
Assignment Number	
Employee Name	
Position Title	
Organisation Level 1-13	
Supervisor	
Competency Match?	Title of the Competency selected and match status.
Expiry Date	Included when result is Match or Expiring Soon
Future Enrolment Date	Included where populated
Position Number	
Hire Date	
Staff Group	
Assignment Status	

FTE	
Assignment Category	
Role	
Email Address	
Pay Step Date	
Employee Location	
Assignment Category	
Pay Scale	
Date of Pay Affecting Pay Step	

Conditional Formatting

RAG Status is set against the results cells. The Amber (Expiring Soon) results can be set using the Number of Days to Define Expiring Soon (Days) Prompt.

Example Screenshot

Position Competency Requirements Tab

Description

The analysis returns a detail view of all positions and the competency requirements set against them. It allows users to filter for specific positions, competencies and competency frameworks.

Prompts

Effective Date

Position Number

Occupation Code

Area Of Work

Competence Full Name

Competence Framework

Level Inherited From

Hiring Status

Role

Data Items

Position Name	Position Number
Area of Work	Occupation Code
Competence Full Name	Competence Framework
Competence Date From	Competence Date To
Low Rating	High Rating
Essential	Inherited From
Level Inherited From	Role
Staff Group	Organisation
Pay Grade	Organisation Level 1-13
Hiring Status	

View Selector

View (Requirements by Position/Requirements Only)

Example Screenshot

Competency Requirements Matrix Tab

Description

The analysis returns a list of positions showing where each position has or does not have the competency set as a requirement.

Prompts

Effective Date
Position Number
Occupation Code
Area Of Work
* Competence Full Name
Competence Framework
Level Inherited From
Role
Hiring Status

Data Items

Position Number	Occupation Code
Position Name	Job

Example Screenshot

Positions Without Requirements Tab

Description

This analysis returns all positions that do not have a competency or a selection of competencies set as requirements against them (or higher levels) or a selection of competencies set as requirements where some have additional requirements set but not all. The analysis also allows users to filter for specific competencies, organisation, job role or staff group.

Prompts

Mode
Competence(s)
Organisation
Job Role
Staff Group
Effective Date

Data Items

Organisation	Position Number
Staff Group	Position Title
Role	Date From
Hiring Status	Organisation Level 1-13

Example Screenshot

Actions

Click -> Position Number to navigate to Position Competency Requirements

Competence List Tab

Description

This analysis is designed to return a list of all available competencies whether assigned or not.

Prompts

Trust Identifier

Framework

Family Group

Competence Name

Data Items

Trust Identifier	Proficiency Rating Scale
Competence Framework	Certification Required
Competence Name	Primary Evaluation Method
Family Group	Renewal Period
Competence Description	Renewal Period Units
Valid Date From	Behavioural Indicator
Valid Date To	

Example Screenshot

Trust Identifier	Competence Framework	Competence Name	Family Group	Competence Description	Valid Date From	Valid Date To	Proficiency Rating Scale	Certification Required	Primary Evaluation Method	Renewal Period
NHS	MAND	Adult Basic Life Support - 1 Year		Adult Basic Life Support - 1 Year Renewal Period	01/01/1951	31/12/4712		No		1
NHS	MAND	Adult Basic Life Support - 2 Years		Adult Basic Life Support - 2 Years	01/01/1951	31/12/4712		No		2
NHS	MAND	Adult Basic Life Support - 3 Years		Adult Basic Life Support - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Adult Basic Life Support - No Renewal		Adult Basic Life Support - No Renewal	01/01/1951	31/12/4712		No		
NHS	MAND	Aseptic Non Touch Technique - 1 Year		Aseptic Non Touch Technique - 1 Year	01/01/1951	31/12/4712		No		1
NHS	MAND	Aseptic Non Touch Technique - 2 Years		Aseptic Non Touch Technique - 2 Years	01/01/1951	31/12/4712		No		2
NHS	MAND	Aseptic Non Touch Technique - 3 Years		Aseptic Non Touch Technique - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Aseptic Non Touch Technique - No Specified Renewal		Aseptic Non Touch Technique - No Specified Renewal	01/01/1951	31/12/4712		No		
NHS	MAND	Blood Transfusion - 1 Year		Blood Transfusion - 1 Year	01/01/1951	31/12/4712		No		1
NHS	MAND	Blood Transfusion - 2 Years		Blood Transfusion - 2 Year Renewal Period	01/01/1951	31/12/4712		No		2
NHS	MAND	Blood Transfusion - 3 Years		Blood Transfusion - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Blood Transfusion - No Renewal		Blood Transfusion - No Renewal	01/01/1951	31/12/4712		No		

Applicant Competency Profile Tab

Description

This analysis enables users to report on which competencies applicants have achieved.

Prompts

Applicant Number
* Application Status
Staff Group
Person Type
Effective Date (Historical Only) (Default: Current Date)

Data Items

Applicant Number	Date From
Applicant Name	Date To
Organisation	Proficiency Level
Position Title	Date Last Awarded
Staff Group	Awarded By
Assignment Last Updated Date	Title
Competency	

Example Screenshot

Applicant Number	Applicant Name	Organisation	Position Title	Staff Group	Assignment Last Updated Date	Competency	Date From	Date To	Proficiency Level	Date Last Awarded
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS|MAND|Understanding ESR|	13/07/2015	12/07/2016		13/07/2015
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS|MAND|Understanding ESR|	16/06/2017	16/06/2018	1 - Assessed	16/06/2017
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS|MAND|Understanding ESR|	16/06/2017		1 - Assessed	16/06/2017
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	05/12/2008	NHS|MAND|Understanding ESR|	09/08/2005			09/08/2005
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS|MAND|Understanding ESR|	27/08/2009		1 - Level 1	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS|MAND|Understanding ESR|	27/08/2009		2 - Level 2	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS|MAND|Understanding ESR|	27/08/2009		3 - Level 3	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS|MAND|Understanding ESR|	03/12/2010		2 - Level 2	

Compliance Matrix Tab

Description

This Compliance Matrix analysis is similar to the Selective Competency Matching analysis but allows users to include Non-Requirement Competencies (Blue cell) and the ability to see when the person's competency expired, if they are no longer in date. The Compliance Matrix also has separate columns for future booking dates and expiry dates.

Prompts

Organisation(s)
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Occupation Code
Role
Primary Assignments Only
Assignment Number
Effective Date
Latest Start Date >=
* Competencies

Data Items

Employee Name	Job Role
Assignment Number	Occ Code
Position	Assignment Status
Organisation	Competency Full Name
Organisation Level 1-13	Matching Status
FTE	Competence Date To
Staff Group	Future Enrolment Date
Employee Latest Start Date	Supervisor Name
Employee Email Address	Supervisor Email Address

Example Screenshot

Assignment Number	Position	Organisation	NHS|CSTF|Equality, Diversity and Human Rights - 1 Year|			NHS|CSTF|Fire Safety - 1 Year|			NHS|CSTF|Health, Safety and Welfare - 1 Year|			NHS|CSTF|Infection Prevention and Control - Level 1 - 1 Year|		
			Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date
20055150	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	30/06/2017		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055198	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	30/06/2017		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055202	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	31/10/2016		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055222	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	31/10/2016		Not Required	31/08/2015		Not Required			Not Required		
20055241	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	31/10/2016		Not Required	31/05/2015		Not Required			Not Required		
20055248	84696|Director of Nursing|N0A|Administration	504 Trust Board	Not Required	31/10/2016		Not Required	30/04/2015		Not Required			Not Required		

Applicant Competency Matching Tab

Description

This analysis is designed to show the detail of matching competency requirements against the competencies an applicant has achieved. The analysis is similar to the employee compliance matching analysis but filters to persons with an 'Applicant Flag' only.

Prompts

Competencies
Competency Framework(s)
Effective Date (Historical Dates Only)
Display Requirement Source? (Default: Yes)

Data Items

Title	Description
Applicant Number	
Employee Number	
Applicant Name	
Person Type	
Application Status	
Email Address	
Organisation Name	
Competency Name	
Level Required	
Competency Match	If the applicant has achieved the competency at the correct level (or the level is null) then show a green cell with 'Match'. If the applicant has achieved it but at a lower level, then leave the cell red with 'Lower Level'. Otherwise the cell is red.
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Level Achieved	
Date Last Awarded	
Future Enrolment Date	
Requirement Inherited From	

Column Selector

Organisation Level 1-13
Area of Work
Staff Group
Employee Location
Pay Grade
Position Title
Position Name
Occupation Code

Example Screenshot

Competency	Level Required	Competency Match	Expiry Date	Level Achieved	Date Last Awarded	Future Enrolment Date	Req. Inherited From
NHS|CSTF|Equality, Diversity and Human Rights - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Fire Safety - 2 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Health, Safety and Welfare - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Infection Prevention and Control - Level 1 - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Information Governance (Wales) - 2 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Moving and Handling - Level 1 - 2 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Resuscitation - Level 1 - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Safeguarding Adults - Level 1 - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Safeguarding Children - Level 1 - 3 Years|	1 - Assessed						NHS Business Group
NHS|CSTF|Violence and Aggression (Wales) - Module A - No Specified Renewal|	1 - Assessed						NHS Business Group
NHS|CSTF|Equality, Diversity and Human Rights - 3 Years|	1 - Assessed	Match	01/05/2021	1 - Assessed	01/05/2018		NHS Business Group
NHS|CSTF|Fire Safety - 2 Years|	1 - Assessed	Match	29/06/2020	1 - Assessed	01/05/2018		NHS Business Group
NHS|CSTF|Health, Safety and Welfare - 3 Years|	1 - Assessed	Match	26/04/2021	1 - Assessed	26/04/2018		NHS Business Group
NHS|CSTF|Infection Prevention and Control - Level 1 - 3 Years|	1 - Assessed	Match	01/05/2021	1 - Assessed	01/05/2018		NHS Business Group
NHS|CSTF|Information Governance (Wales) - 2 Years|	1 - Assessed	Match	25/06/2020	1 - Assessed	27/04/2018		NHS Business Group
NHS|CSTF|Moving and Handling - Level 1 - 2 Years|	1 - Assessed	Match	29/06/2020	1 - Assessed	01/05/2018		NHS Business Group

Benchmarking

Description

This tab returns Competency Matching % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.

Calculations

Benchmarking Competency Matching %:

Benchmarking Competencies Achieved (All) / Benchmarking Competencies Required (All) *100

Non-Benchmarking Competency Matching %:

Competencies Achieved (All) / Competencies Required (All) *100

Note: The data returned is effective as at the last day of the previous month in line with Benchmarking data refresh cycle. For example if the report is run in February, the data returned is effective as at the end of January.

Prompts

Staff Group
Area of Work
Job Role
Occupation Code (Initial)
Employee Person Type
Assignment Category
Assignment Status
Organisation Type
Month

Column Selectors (Detail Views only)

Staff Group
Job Role
Area of Work
Employee Category

Assignment Category

Summary

Description

This analysis provides a summary view of Competency Matching % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.

Data Items

Title	Description
Month	
Team	Competency Matching % at Manager / Team level (Supervisor hierarchy apply)
Trust	Competency Matching % at Trust level
Region	Competency Matching % at Region level
Country	Competency Matching % at Country level
National	Competency Matching % at National level

View Selectors

View as Graph by Level, Graph by Month or Table (Default Graph by Level)

Example Screenshot

Benchmarking Detail

Description

This analysis provides a detail view of Competency Matching % benchmarking figures at Trust, Region, Country and National levels, w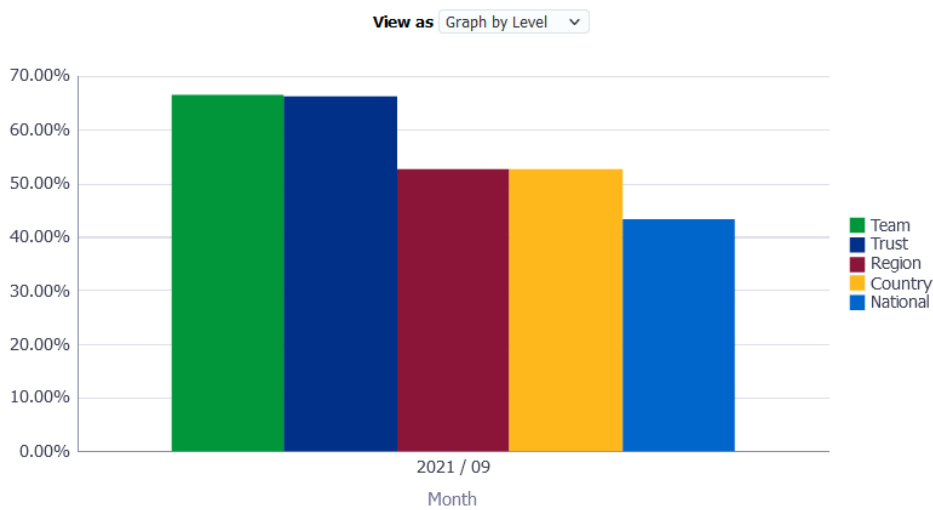hich can be compared against figures at Manager / Team level using the Non-Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Trust	Competency Matching % at Trust level
Region	Competency Matching % at Region level
Country	Competency Matching % at Country level
National	Competency Matching % at National level

Example Screenshot

Group by Staff Group

	2021 / 09			
	Trust	**Region**	**Country**	**National**
Add Prof Scientific and Technic	75.00%	51.25%	51.31%	42.62%
Additional Clinical Services	67.43%	59.30%	59.31%	46.65%
Administrative and Clerical	64.13%	52.72%	53.77%	42.60%
Allied Health Professionals	74.64%	60.18%	60.19%	49.62%
Estates and Ancillary	83.12%	51.85%	51.85%	50.15%
Healthcare Scientists	76.88%	57.05%	57.05%	47.14%
Medical and Dental	34.81%	6.39%	7.03%	15.21%
Nursing and Midwifery Registered	67.26%	59.29%	59.29%	48.77%
Students	33.33%	29.66%	29.66%	36.72%

Refresh - Print - Export - Add to Briefing Book

Non-Benchmarking Detail

Description

This analysis provides a detail view of Competency Matching % benchmarking figures at Manager / Team level, which can be compared against figures at Trust, Region, Country and National levels using the Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Team	Competency Matching % at Manager / Team level (Supervisor hierarchy apply)

Example Screenshot

Group by Staff Group

	2021 / 09
	Team
Add Prof Scientific and Technic	75.00%
Additional Clinical Services	67.88%
Administrative and Clerical	64.90%
Allied Health Professionals	74.64%
Estates and Ancillary	83.12%
Healthcare Scientists	76.88%
Medical and Dental	34.81%
Nursing and Midwifery Registered	67.26%
Students	33.33%

Refresh - Print - Export - Add to Briefing Book