

NHS ELECTRONIC STAFF RECORD

ESR-NHS0228 - GUIDE TO ESRBI HR FORMS DASHBOARD

Information Classification: PUBLIC

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
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16/08/2016	Matt Madya	2.0	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.

HR Forms Dashboard

Description

This dashboard is designed to provide users with a range of pre-populated standard HR Forms such as a New Hire or Standard Reference form. Depending on the type of form, either applicant or employee data is populated, with users being able to produce a printable version of each of the forms.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX HR Management

XXX HR Administration

XXX HR Administration (With RA)

Summary Tab

Action Links

New Hire Form>Navigate to Applicant List Page

Standard References>Navigate to Employee List Page

Board Member Reference Form>Navigate to Board Member List Page

Applicant Tab

Applicant List

Description

This analysis provides a list of applicants based on the range of dashboard prompts (including Effective Date and Applicant Status Start Date) provided. Users are then able to click on a specific applicant and produce a New Hire form for the Applicant. Alternatively users are able to produce a Basic Hire Form for all returned Applicants.

Data Items

Applicant Number	Applicant Name
NI Number	Employee Number
Email Address	Position
Status From Date	Create

Prompts

Effective Date (Default: Current Date)

Applicant Status Start Date

Status

Position

Vacancy

Hiring Manager

Recruiter

Organisation

Applicant Number

Action Links

Create>Hire Form – Users have the option of creating a Basic Hire form which will return quicker but contains fewer items of data or creating a Hire Form which contains a greater data set.

Example Screenshot

Applicant Number	Applicant Name	NI Number	Employee	Email Address	Position	Status From Date	Create
10782	Burnley25, Mr. James				84710 Staff Nurse Band 5 N6A Surgery	01/07/2003	
10786	Burns25, Mr. James				84710 Staff Nurse Band 5 N6A Surgery	01/07/2003	
10785	Carter25, Mrs. Fiona				84710 Staff Nurse Band 5 N6A Surgery	01/07/2003	
10839	Cruise, Mr. Gerald				84885 Admin Asst 3 - Plastic Surgery G2D Plastic Surgery	12/08/2004	
10843	French, Miss Leigh				84885 Admin Asst 3 - Plastic Surgery G2D Plastic Surgery	10/08/2004	
10840	Gray, Lady Julia				84885 Admin Asst 3 - Plastic Surgery G2D Plastic Surgery	20/08/2004	
10841	Harrison, Mr. Hugh				84885 Admin Asst 3 - Plastic Surgery G2D Plastic Surgery	12/08/2004	
10805	Hunter01, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10808	Hunter02, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10822	Hunter03, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10813	Hunter04, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10816	Hunter05, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10819	Hunter06, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	
10821	Hunter07, Miss Louise				84160 Modern Matron - Midwifery Nurse Management NOC Maternity	01/09/2004	

Hire Form

Description

The Hire Form is designed using HTML and below is a list of the fields included within the form. Some fields are excluded from the Basic Hire Form which can be used for increased performance.

Please note that information on the following fields will not be included in this form: Date of Birth Verified, Gender, Ethnic Group, Religious Belief and Marital Status. This is due to an issue currently being investigated and when a solution is found the data will be restored to the form.

Data Items

Applicant Number	Applicant Employee Number
Applicant Title	Applicant First Name
Applicant Last Name	Applicant Previous Last Name
Applicant Email Address	Applicant Mobile Phone Number
NI Number	Applicant Recruitment Source
Applicant NHS Org Recruitment Source	Applicant NHS Entry Date
Applicant DOB	Applicant Nationality
Applicant Marital Status	Applicant Home Phone
Applicant Preferred Name	Applicant DOB Verified
Applicant Gender	Applicant Ethnic Group
Applicant Religion	Applicant Address (Line 1, 2, 3)
Applicant Address City	Applicant Address Region
Applicant Address Postal Code	Applicant Address Country
Applicant Latest Hire Date	Position
Position Title	Area of Work
Pay Grade	Pay Grade Description
Pay Point	Contract Hours
FTE	Assignment Category
Fixed Term Temp Contract End Date	Fixed Term Temp Contract Reason
Incremental Date	Payroll Name
Probation Period Length	Probation Period Length Units
Employee Location	Staff Group
Organisation	Pay Frequency
Professional Registration Membership Body (Not available in Basic Hire Form)	Professional Registration Membership Number (Not available in Basic Hire Form)
Expiry Date (Not available in Basic Hire Form)	Visa Type (Not available in Basic Hire Form)
Visa Ref Number (Not available in Basic Hire Form)	Visa Issue Date (Not available in Basic Hire Form)
Visa Expiry Date (Not available in Basic Hire Form)	DBS Number (Not available in Basic Hire Form)
Type of DBS Disclosure (Not available in Basic Hire Form)	Date DBS/CoGS Received (Not available in Basic Hire Form)
Last Updated Date	Created Date
Prof Reg Registration Status (Not available in Basic Hire Form)	Applicant Status

Example Screenshot

Applicant Number		10753		Existing Employee Number		20055151	
Surname		Tuller04		Forename		Lily	
Previous Surname				Title (Mr, Mrs, Miss etc.)		Mrs.	
Preferred Name				NHS Entry Date			
Date of Birth (dd/mm/yyyy)		21/09/2046		NI Number		JS504268A	
Gender		Female		Nationality		British	
Marital Status		Sexual Orientation		Ethnic Origin			
Civil Partnership	Bisexual	A White - British		J Asian or Asian British - Pakistani			
Legally Separated	Heterosexual	B White - Irish		K Asian or Asian British - Bangladeshi			
	Gay	C White - other		L Asian or Asian British - Any other Asian background			
Married	Lesbian	D Mixed - White & Black Caribbean		M Black or Black British - Caribbean			
Unknown		E Mixed - White & Black African		N Black or Black British - African			
Single		F Mixed - White & Asian		P Black/Black British - Any other Black background			
Divorced		G Mixed - Any other mixed background		R Chinese			
Widowed		H Asian or Asian British - Indian		S Any Other Ethnic Group			
Religious Belief							
Atheism	Buddhism	Christianity	Hinduism	I do not wish to disclose			
Islam	Jainism	Judaism	Sikhism	Other			
Country		United Kingdom		Address Line 1		1 Colham Avenue	
Address Line 2				Address Line 3			
County		Middlesex		Post Code		UB7 8EU	
Home Phone				Mobile			
E-mail Address							
Emergency Contact Details							
Title (Mr, Mrs, Miss etc.)				Relationship		Gender	
Surname				Forename/s			
Country				Home Post Code			
Address							
Telephone				Mobile			
Professional Registrations (if applicable)							
Professional Body				Registration Number			
Expiry				Type / Level			
Previous Employer							
Nature of Employer (e.g. NHS)							
Name of previous NHS Trust if applicable							

Applicant Number	10753		Existing Employee Number	20055151	
Surname	Tuller04		Forename	Lily	
Previous Surname			Title (Mr, Mrs, Miss etc.)	Mrs.	
Preferred Name			NHS Entry Date		
Date of Birth (dd/mm/yyyy)	21/09/2046		NI Number	JS504268A	
Gender	Female		Nationality	British	
Marital Status	Sexual Orientation	Ethnic Origin			
Civil Partnership	Bisexual	A White - British	J Asian or Asian British - Pakistani		
Legally Separated	Heterosexual	B White - Irish	K Asian or Asian British - Bangladeshi		
	Gay	C White - other	L Asian or Asian British - Any other Asian background		
Married	Lesbian	D Mixed - White & Black Caribbean	M Black or Black British - Caribbean		
Unknown		E Mixed - White & Black African	N Black or Black British - African		
Single		F Mixed - White & Asian	P Black/Black British - Any other Black background		
Divorced		G Mixed - Any other mixed background	R Chinese		
Widowed		H Asian or Asian British - Indian	S Any Other Ethnic Group		
Religious Belief					
Atheism	Buddhism	Christianity	Hinduism	I do not wish to disclose	
Islam	Jainism	Judaism	Sikhism	Other	
Country	United Kingdom		Address Line 1	1 Colham Avenue	
Address Line 2			Address Line 3		
County	Middlesex		Post Code	UB7 8EU	
Home Phone			Mobile		
E-mail Address					
Emergency Contact Details					
Title (Mr, Mrs, Miss etc.)		Relationship		Gender	
Surname			Forename/s		
Country			Home Post Code		
Address					
Telephone			Mobile		
Professional Registrations (if applicable)					
Professional Body			Registration Number		
Expiry			Type / Level		
Previous Employer					
Nature of Employer (e.g. NHS)					
Name of previous NHS Trust if applicable					

Employee Tab

Employee List

Description

This analysis provides a list of employees based on the dashboard prompts provided. Users are then able to click on a specific employee and produce a Standard Reference Form for the Employee.

Data Items

Assignment Number	Employee Name
Position	Organisation
Termination Date	Start Date
Create	

Prompts

Employee Name

Employee Number

National Insurance Number

Effective Date

Action Links

Create>Standard Reference Form

Example Screenshot

Assignment	Employee Name	Position Title	Organisation	Termination Date	Start Date	Create
20055417	007Lane, Mrs. Sarah	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055651	007Lawrence, Mrs. Mary	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055462	007Lewis, Miss Sarah	Health Care Asst Band 3	504 Ward 9		01/01/2001	
20055290	007Neville, Mrs. Chrstine	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055459	007Smith, Mr. Ben	Staff Nurse Band 5	504 Ward 9		15/07/2003	
20055550	008Holloway, Mr. Simon	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055247	008Lawrence, Mrs. Mary	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055561	008Lewis, Miss Sarah	Health Care Asst Band 3	504 Ward 9		01/01/2001	
20055577	008Smith, Mr. Ben	Staff Nurse Band 5	504 Ward 9		15/07/2003	
20055529	008Steele, Mrs. Kerry	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20095269	320, Miss Monica	Staff Nurse Band 6	504 Ward 10		01/06/2006	
20095048	320, Mrs. Neela	Staff Nurse Band 6	504 Ward 10		01/06/2006	
20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse Band 7	504 Acute Nurse Management		01/01/2000	
20055496	Atkins25, Mrs. Kerry May	Staff Nurse Band 5	504 Ward 1		01/01/2000	
20055657	Ayres01, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055419	Ayres02, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055263	Ayres03, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055378	Ayres04, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055673	Ayres05, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055301	Ayres06, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055224	Ayres07, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	

Standard Reference Form

Description

The Standard Reference is designed using HTML and below is a list of the fields included within the form.

Prompts

Include NI Number, DOB or Both (Default = NI Only)

Employee Number

Assignment Number

Populate Reason for Leaving?

Define End Date as: Actual Termination Date or Substantive Post End Date (Default = Actual Termination Date)

Data Items

Employee Last Name	Employee First Name
Employee Title	Employee Middle Name
NI Number	Employee DOB
Employee Latest Start Date	Employee Termination Date
Position Title	Pay Level Name
Date DBS/CoGS Received	Type of DBS Disclosure
Childrens Barred List Chk Required	Adult Barred List Chk Required

Example Screenshot

CONFIRMATION OF EMPLOYMENT REQUEST	
Employer Name	504 ESR Hospitals NHS Trust
Last Name	Dixon01
First Name	Simon
Title	Mr.
Middle	
National Insurance Number	PX504105A
Date of Birth	
Employment Dates	From: 01/01/2000 To: Present
Applicant's Current / Most Recent Job Title and Grade	- NHS
Reason for Leaving	Not Applicable
1. Are there any warnings on the applicant's record that have not been disposed of?	<input type="text"/>
If yes, please give details (this may include warnings that could have been imposed, if the individual had not left before an investigation had concluded):	
<input type="text"/>	
2. Is the applicant under investigation for any matter (incl. conduct, or performance) under any of your employment policies?	<input type="text"/>
If yes, please give details (this may include any formal action that could have been taken, if the individual had not left before the investigation had concluded):	
<input type="text"/>	
3. Please provide details of when you last completed a DBS check	
Date when DBS was last completed	01/12/1999
Please indicate the level of DBS check undertaken (Standard/Enhanced/Enhanced with Barred List Check)	Standard
If Enhanced with Barred List check was undertaken, please indicate which barred list this applies to	Adults <input type="checkbox"/>
	Children <input type="checkbox"/>
Did the check return any information that required further investigation?	<input type="text"/>
Recent/Outstanding Allegations?	<input type="text"/>
4. Are you aware of any recent/outstanding allegations that were made against the applicant that relate to any safeguarding issues/referrals (including any referrals to the DBS)?	<input type="text"/>
If yes, please give details:	
<input type="text"/>	
5. The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.	
Referee name (please print)	Telephone Number <input type="text"/>
Email address: <input type="text"/>	Date <input type="text"/>

Standard Reference Form with Sickness

Description

This form is similar to the Standard Reference Form but also includes sickness absence for the previous two years. Below is a list of the fields included within the form.

Prompts

Include NI Number, DOB or Both (Default = NI Only)

Employee Number

Assignment Number

Populate Reason for Leaving?

Define End Date as: Actual Termination Date or Substantive Post End Date (Default = Actual Termination Date)

Data Items

Employee Last Name	Employee First Name
Employee Title	Employee Middle Name
NI Number	Employee DOB
Employee Latest Start Date	Employee Termination Date
Position Title	Pay Level Name
Date DBS/CoGS Received	Type of DBS Disclosure
Childrens Barred List Chk Required	Adult Barred List Chk Required
Absence Days	# Absence Occurrences

Example Screenshot

CONFIRMATION OF EMPLOYMENT (WITH SICKNESS ABSENCE) REQUEST	
Employer Name	504 ESR Hospitals NHS Trust
Last Name	Dixon01
First Name	Simon
Title	Mr.
Middle	
National Insurance Number	PX504105A
Date of Birth	
Employment Dates	From: 01/01/2000 To:
Applicant's Current / Most Recent Job Title and Grade	- NHS
Reason for Leaving	Not Applicable
1. How many days absence (other than annual leave) has the applicant had over the last two years of their employment, and in how many episodes?	None
2. Are there any warnings on the applicant's record that have not been disposed of?	
If yes, please give details (this may include warnings that could have been imposed, if the individual had not left before an investigation had concluded):	
3. Is the applicant under investigation for any matter (incl. conduct, or performance) under any of your employment policies?	
If yes, please give details (this may include any formal action that could have been taken, if the individual had not left before the investigation had concluded):	
4. Please provide details of when you last completed a DBS check	
Date when DBS was last completed	01/12/1999
Please indicate the level of DBS check undertaken (Standard/Enhanced/Enhanced with Barred List Check)	Standard
If Enhanced with Barred List check was undertaken, please indicate which barred list this applies to	Adults <input type="checkbox"/> Children <input type="checkbox"/>
Did the check return any information that required further investigation?	
Recent/Outstanding Allegations?	
5. Are you aware of any recent/outstanding allegations that were made against the applicant that relate to any safeguarding issues/referrals (including any referrals to the DBS)?	
If yes, please give details:	
6. The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.	
Referee name (please print)	Telephone Number
Email address:	Date

Board Member Tab

Board Member List

Description

This analysis provides a list of board member employees based on the dashboard prompts provided. Users are then able to click on a specific employee and produce a Board Member Reference Form for the Employee.

Data Items

Assignment Number	Employee Name
Position	Organisation
Termination Date	Start Date
Create	

Prompts

Employee Name

Employee Number

Job Role

Effective Date

Action Links

Create> Board Member Reference Form

Example Screenshot

Assignment	Employee Name	Position Title	Organisation	Termination Date	Start Date	Create
20055417	007Lane, Mrs. Sarah	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055651	007Lawrence, Mrs. Mary	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055462	007Lewis, Miss Sarah	Health Care Asst Band 3	504 Ward 9		01/01/2001	
20055290	007Neville, Mrs. Christine	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055459	007Smith, Mr. Ben	Staff Nurse Band 5	504 Ward 9	15/07/2003		
20055550	008Holloway, Mr. Simon	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055247	008Lawrence, Mrs. Mary	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20055561	008Lewis, Miss Sarah	Health Care Asst Band 3	504 Ward 9		01/01/2001	
20055577	008Smith, Mr. Ben	Staff Nurse Band 5	504 Ward 9	15/07/2003		
20055529	008Steele, Mrs. Kerry	Staff Nurse Band 5	504 Ward 9		01/01/2001	
20095269	320, Miss Monica	Staff Nurse Band 6	504 Ward 10		01/06/2006	
20095048	320, Mrs. Neela	Staff Nurse Band 6	504 Ward 10		01/06/2006	
20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse Band 7	504 Acute Nurse Management		01/01/2000	
20055496	Atkins25, Mrs. Kerry May	Staff Nurse Band 5	504 Ward 1		01/01/2000	
20055657	Ayres01, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055419	Ayres02, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055263	Ayres03, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055378	Ayres04, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055673	Ayres05, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055301	Ayres06, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	
20055224	Ayres07, Mrs. Pamela	Staff Nurse Band 6	504 Ward 7		02/10/2002	

Board Member Reference Form

Description

The Board Member Reference Form is designed using HTML and below is a list of the fields included within the form.

Prompts

Include NI Number, DOB or Both (Default = NI Only)

Employee Number

Assignment Number

Populate Reason for Leaving?

Define End Date as: Actual Termination Date or Substantive Post End Date (Default = Actual Termination Date)

Data Items

Employee Last Name	Employee First Name
Employee Title	Employee Middle Name
NI Number	Employee DOB
Employee Latest Start Date	Employee Termination Date
Position Title	Pay Level Name
Date DBS/CoGS Received	Type of DBS Disclosure
Childrens Barred List Chk Required	Adult Barred List Chk Required
Actual Salary	Previous Employer Names
Previous Start Dates	Previous End Dates

Example Screenshot

CONFIRMATION OF EMPLOYMENT BOARD MEMBER REFERENCE	
Employer Name	000 NHS Organisation
Last Name	Blogs
First Name	Joe
Title	Dr
Middle	Ben
National Insurance Number	NH101010B
Date of Birth	
Employment Dates	From: 01/07/1998 To:
Applicant's Current / Most Recent Job Title and Grade	Medical Director - Adhoc
Please confirm Applicant remuneration in current role (this question only applies to Executive Director board positions applied for)	Current Salary: £151,543.00
Reason for Leaving	Not Applicable
1. Employment History:	
Previous Employers	From To
2. Please confirm all Learning and Development undertaken during employment: (this question only applies to Executive Director board positions applied for)	
3. How many days absence (other than annual leave) has the applicant had over the last two years of their employment, and in how many episodes? None	
4. Please provide details of when you last completed a DBS check	
Date when DBS was last completed	31/10/2003
Please indicate the level of DBS check undertaken (Standard/Enhanced/Enhanced with Barred List Check)	Enhanced
If Enhanced with Barred List check was undertaken, please indicate which barred list this applies to	Adults <input type="checkbox"/> Children <input type="checkbox"/>
5. Did the check return any information that required further investigation?	
If yes, please provide a summary of any follow up actions that need to/are still being actioned:	
6. Please confirm if all annual appraisals have been undertaken and completed Yes <input type="checkbox"/>	
(This question is for Executive Director appointments and non-Executive Director appointments where they are already a current member of an NHS Board) No <input type="checkbox"/>	
Please provide a summary of the outcome and actions to be undertaken for the last 3 appraisals:	
7. Is there any relevant information regarding any outstanding, upheld or discontinued complaint(s) or other matters tantamount to gross misconduct or serious misconduct or mismanagement including grievances or complaint(s) under any of the Trust's policies and procedures (for example under the Trust's Equal Opportunities Policy)? Yes <input type="checkbox"/>	
(For applicants from outside the NHS please complete as far as possible considering the arrangements and policy within the applicant's current organisation and position) No <input type="checkbox"/>	
If yes, please provide a summary of the position and (where relevant) any findings and any remedial actions and resolution of those actions:	
8. Is there any outstanding, upheld or discontinued disciplinary action under the Trust's Disciplinary Procedures including the issue of a formal written warning, disciplinary suspension, or dismissal tantamount to gross or serious misconduct that can include but not be limited to: Yes <input type="checkbox"/>	
<ul style="list-style-type: none"> • Criminal convictions for offences leading to a sentence of imprisonment or incompatible with service in the NHS • Dishonesty • Bullying • Discrimination, harassment, or victimisation • Sexual harassment • Suppression of speaking up • Accumulative misconduct 	
(For applicants from outside the NHS please complete as far as possible considering the arrangements and policy within the applicant's current organisation and position) No <input type="checkbox"/>	
If yes, please provide a summary of the position and (where relevant) any findings and any remedial actions and resolution of those actions:	
9. Please provide any further information and concerns about the applicant's fitness and propriety, not previously covered, relevant to the Fit and Proper Person Test to fulfil the role as a director, be it executive or non-executive. Alternatively state Not Applicable. (Please visit links below for the CQC definition of good characteristics as a reference point) (7)(12)	
Regulation 5: Fit and proper persons: directors - Care Quality Commission (cqc.org.uk) The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (legislation.gov.uk)	
10. The facts and dates referred to in the answers above have been provided in good faith and are correct and true to the best of our knowledge and belief.	
Referee name (please print)	Signature:
Referee Position Held:	
Email address:	Telephone Number:
Date:	

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