

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0231 - GUIDE TO ESRBI MEDICAL AND DENTAL DASHBOARD

Information Classification: PUBLIC

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# DOCUMENT CONTROL

## CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
16/08/2016	Matt Madya	2.0	Updated following new ESRBI developments
02/05/2018	Matt Madya	3.0	Updated following R38
01/10/2018	Matt Madya	4.0	Updated following new ESRBI developments
14/01/2019	Matt Madya	5.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	6.0	Updated following new ESRBI developments
22/03/2021	Matt Madya	7.0	Annual Review
04/02/2022	Matt Madya	8.0	Updated following new ESRBI developments
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## DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

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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.

## Medical and Dental Dashboard

### *Description*

This dashboard shows the number of assignments with a specific Job Role (specified in the prompts) who have a Medical and Dental Job Plan that is either Expired, Unsigned or Current (i.e. within the last 12 months). Gauges are provided for each and can either be shown as combined (both Consultant and SAS) or Split (a Gauge for each).

### *Allocation*

This dashboard is available to the following URPs:

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

### *Prompts*

Job Role (Default: 'Other' Community Health Service  
Clinical Assistant; Clinical Director – Dental; Clinical Director – Medical; Clinical Medical Officer  
Consultant; Dental Surgeon acting as Hospital Consultant; Director of Public Health; Hospital  
Practitioner; Medical Director; Professor; Senior Clinical Medical Officer; Special Salary Scale in  
Public Health Medicine; Specialty Doctor; Staff Grade (Closed); Trust Grade Doctor - Career Grade  
level)  
Amber From (default: 60%)  
Green From (default: 80%)  
Primary Assignments Only  
Months Plan is Valid For (default: 12 months)  
Org Level 1-13  
Effective Date  
\*Required Plan Type (Consultant, SAS or Both) (Default: Both)  
Person Type  
Employee Person Type  
Assignment Category  
Assignment Status  
Location

## Medical and Dental Job Plans

### Description

This analysis is designed to show the percentage of Medical and Dental Staff (identified by pay grade) with an Expired Job Plan, an Unsigned Job Plan, a Current Job Plan and a Detail View. RAG Status can be set using the available prompts. Gauges are provided for each and can either be shown as combined (both Consultant and SAS) or Split (a Gauge for each).

### Data Items

Assignments	
Job Role	
Organisation	
Assignments with an Expired Plan	
% Assignment with an Expired Plan	
Assignments with an Unsigned Plan	
% Assignment with an Unsigned Plan	
Assignments with a Current Plan	
% Assignments with a Current Plan	

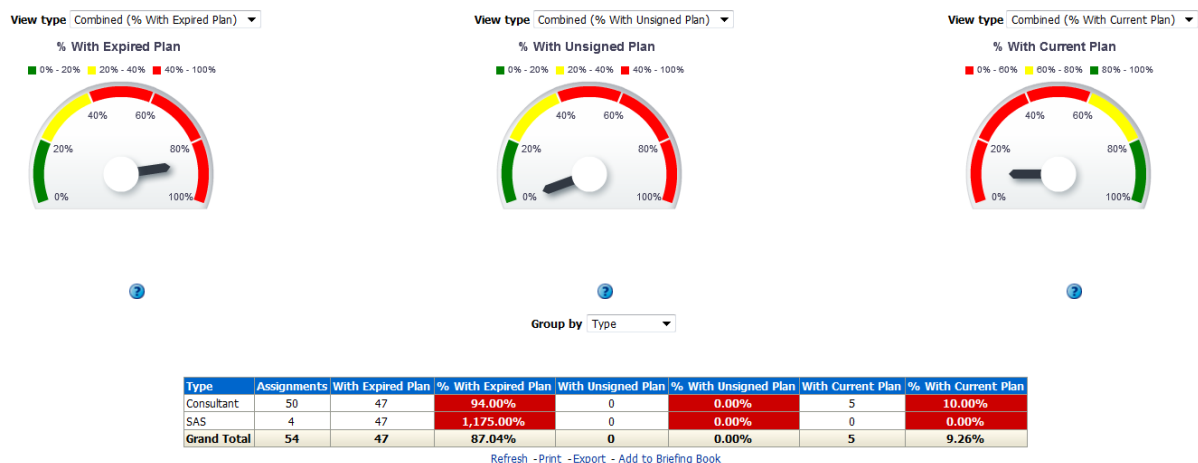
### View Selectors

None

### Prompts

Group By (default: Job Role)

### Example Screenshot



### Actions

Job Role > Job Plan Detail

## Job Plan Detail Tab

### Description

This analysis is designed to provide a detail view of Medical and Dental Job Plan information.

### Data Items

Employee Number	Org Level (2)
Employee Name	Org Level (3)
Role	Research/Education PA Hours
Occupation Code	Additional Responsibilities Hours
Pay Grade	Additional Responsibilities Sessions
FTE	SAS In Hours
Organisation	SAS Out of Hours
Job Plan Type	On-Call Rota Arrangements
Date Last Reviewed	Management Responsibilities Hours
Months Since Review	Management Responsibilities Sessions
Email Address	Travelling Time
Signed at Last Review	Other External Relevant NHS Duty Hours
Next Review Date	Additional Fee Paying Work Hours
Direct Clinical Care Duties- Hours	Responsibility Allowance PA Hours
Direct Clinical Care Duties – Sessions	Average Weekly Private Practice Hours
On-Call Hours	Total DCC/SPA Hours
On-Call Sessions	Total DCC/SPA Sessions
Supporting Professional Activities Hours	Total Hours of Other Duties
Supporting Professional Activities Sessions	Total Commitment in Hours

### View Selectors

None

### Prompts

Include Entries (Default: Latest Entry Only)

Group By (Org Level 1-13)

### Example Screenshot

Group by

Employee Number	Assignment Number	Employee Name	Role	Pay Scale	Org L2	Org L3	Organisation	Job Plan Type	Date Last Reviewed	Months Since Review	Email Address	Signed at Last Review	Next Review Date	Direct Clinical Care Duties (Including on-call work) Hours	Direct Clinical Care Duties (Including on-call work) Sessions	On-Call Hours (Included in DCC)
20055417	20055417	007Lane, Mrs. Sarah	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055651	20055651	007Lawrence, Mrs. Mary	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055462	20055462	007Lewis, Miss Sarah	Enrolled Nurse	NR03	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055290	20055290	007Neville, Mrs. Christine	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055499	20055499	007Smith, Mr. Ben	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055550	20055550	008Holloway, Mr. Simon	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055247	20055247	008Lawrence, Mrs. Mary	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055561	20055561	008Lewis, Miss Sarah	Enrolled Nurse	NR03	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055577	20055577	008Smith, Mr. Ben	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20055529	20055529	008Steele, Mrs. Kerry	Staff Nurse	NR05	504 Trust Board	504 Directorate of Surgery	504 Ward 9									
20095269	20095269	320, Miss Monica	Staff Nurse	NR06	504 Trust Board	504 Directorate of Surgery	504 Ward 10									
20095048	20095048	320, Mrs. Neela	Staff Nurse	NR06	504 Trust Board	504 Directorate of Surgery	504 Ward 10									
20055584	20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse	NR07	504 Trust Board	504 Directorate of Surgery	504 Acute Nurse Management									
20055496	20055496	Alfon25, Mrs. Kerry May	Enrolled Nurse	NR05	504 Trust Board	504 Directorate of Medicine	504 Ward 1									

### Actions

None

## Competency Analysis Tab

### Description

This analysis is designed to show the number and percentage of assignments with Consultant or SAS Job Plans that require and have achieved specific Competencies (as defined by the user).

### Data Items

Assignment Count (Required)	
Assignment Count (Attained)	
Percentage	
Contract Type	

### View Selectors

View as (Default: Both)

### Prompts

\*Competency

### Example Screenshot

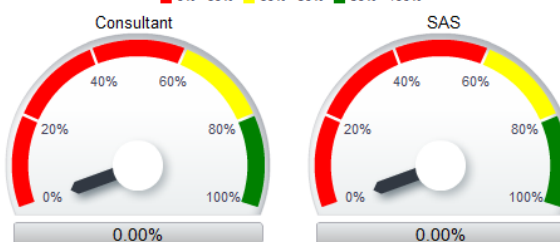
\* Required Plan Type  Person Type  Employee Person Type  Assignment Category   
Assignment Status  Job Roles  \* Amber From  \* Green From  Primary Assignments Only   
\* Competency  Effective Date

[Return](#)

	Required	Attained	Percentage
Contract Type			
Consultant	53	0	0.00%
SAS	43	0	0.00%
Total	96	0	0.00%

View as

0% - 60% 60% - 80% 80% - 100%



[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

### Actions

None



## Competency Detail Tab

### Description

This analysis is designed to provide a detail view of assignments with Consultant or SAS Job Plans that require and have achieved specific Competencies (as defined by the user).

### Data Items

Employee Number	Assignment Number
Employee Name	Position Title
Type	Competency
Attained (Yes/No)	

### View Selectors

None

### Prompts

\*Competency

### Example Screenshot

Employee	Assignment	Name	Position Title	Type	Competency	Attained?
20055417	20055417	007Lane, Mrs. Sarah	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055651	20055651	007Lawrence, Mrs. Mary	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055462	20055462	007Lewis, Miss Sarah	Health Care Asst Band 3	SAS	Test Competency	⊗ No
20055290	20055290	007Neville, Mrs. Chrstine	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055459	20055459	007Smith, Mr. Ben	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055550	20055550	008Holloway, Mr. Simon	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055247	20055247	008Lawrence, Mrs. Mary	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055561	20055561	008Lewis, Miss Sarah	Health Care Asst Band 3	SAS	Test Competency	⊗ No
20055577	20055577	008Smith, Mr. Ben	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20055529	20055529	008Steele, Mrs. Kerry	Staff Nurse Band 5	SAS	Test Competency	⊗ No
20095269	20095269	320, Miss Monica	Staff Nurse Band 6	SAS	Test Competency	⊗ No
20095048	20095048	320, Mrs. Neela	Staff Nurse Band 6	SAS	Test Competency	⊗ No
20055584	20055584	Anton25, Ms. Gloria Rachel	Sister/Charge Nurse Band 7	SAS	Test Competency	⊗ No
20055496	20055496	Atkins25, Mrs. Kerry May	Staff Nurse Band 5	SAS	Test Competency	⊗ No

### Actions

None

## Job Plan By Status Tab

### Description

This analysis is designed to show the number of assignments with a Medical and Dental Job plan grouped by Job Plan Status

### Data Items

Title	Description
Count of Assignments	
Job Plan Type	Consultant or SAS
Job Plan Status	Expired, Unsigned or Current

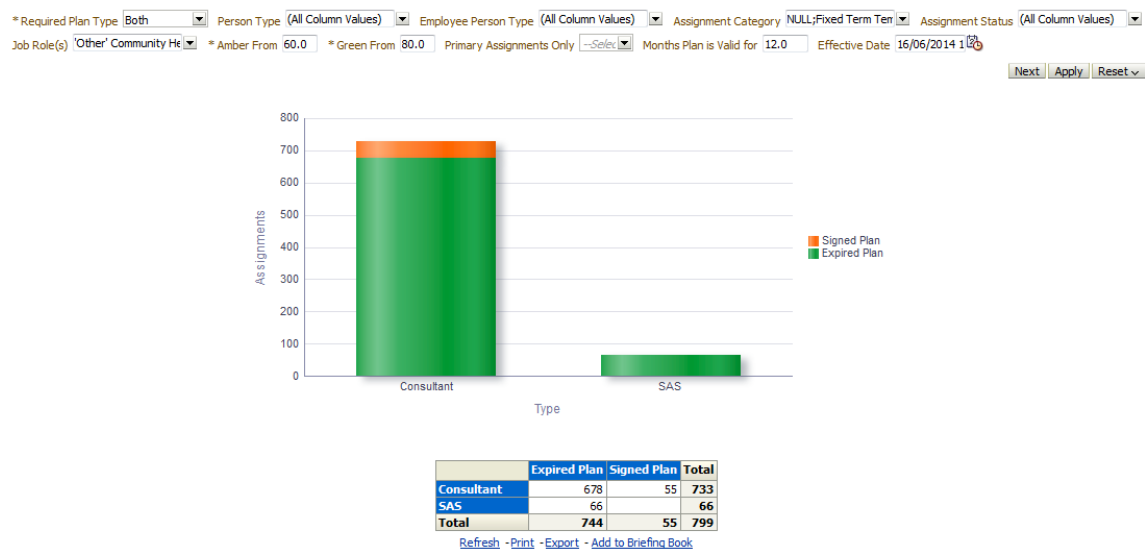
## View Selectors

None

## Prompts

None

## Example Screenshot



## Actions

None

## Trend Analysis Tab

### Description

This analysis is designed to show trending analysis for assignments with a current Consultant and SAS Job Plan.

### Data Items

Assignments	
Assignments with Current Plan	
% With Current Plan	
Month	

## View Selectors

View As: (Default: % With Current Plan), Table, Pivot Table

## Prompts

Date Between

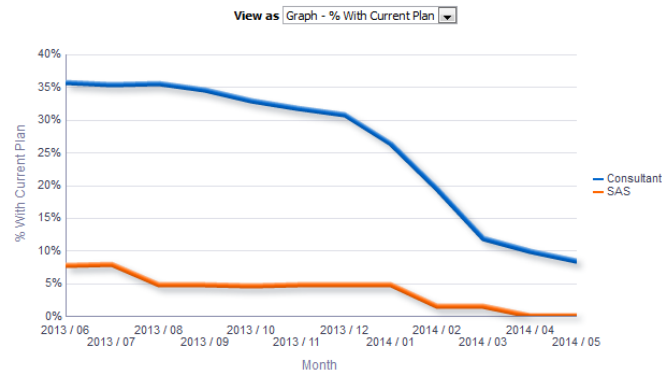
Include Entries (Default: Latest Entry Only)

## Example Screenshot

\* Include Entries  \* Required Plan Type  Person Type  Employee Person Type  Assignment Category

Assignment Status  Job Role(s)  \* Amber From  \* Green From  Primary Assignments Only  Months Plan is Valid for

Date Between  -



[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

## Actions

None

## Deanery Post Summary Tab

### Description

This tab of the M&D Dashboard is designed to show counts of applicants and employees within DPN Positions. Note, this analysis only returns populated positions i.e. at least one applicant or employee must be in the position for it to be returned.

### Data Items

Position	
Deanery Post Number	
Applicant Headcount	
Employee Headcount	

### View Selectors

None

### Prompts

Effective Date

Position Number

Deanery Post Number

Manging Deanery Body

## Actions

None

## Example Screenshot

Effective Date 13/01/2016 12:00  Position Number (All Column Values)  Deanery Post Number (All Column Values)  Managing Deanery Body (All Column Values) 

Next Apply Reset 

Position	Deanery Post Number	Applicant Headcount	Employee Headcount
12345678	NHS/N1234/123/NNHS/123	4	2
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	3	2
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	3	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	1	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	2	1
12345678	NHS/N1234/123/NNHS/123	3	1
12345678	NHS/N1234/123/NNHS/123		2
12345678	NHS/N1234/123/NNHS/123	3	
12345678	NHS/N1234/123/NNHS/123	5	1
12345678	NHS/N1234/123/NNHS/123	4	1
12345678	NHS/N1234/123/NNHS/123	8	3
12345678	NHS/N1234/123/NNHS/123	3	
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1
12345678	NHS/N1234/123/NNHS/123	1	1

## Deanery Post Detail Tab

### Description

This tab of the M&D Dashboard is designed to show a detailed view of all applicants and employees within DPN Positions.

### Prompts

Organisation(s)  
 Effective Date  
 Employee Number  
 Applicant Number  
 Applicant Employee Number  
 Job Role  
 Position Number  
 Location  
 Person Type  
 Applicant Status  
 Deanery Post Number  
 Managing Deanery Board

## DPN Applicant Detail

### Description

This analysis is designed to provide a detailed view of applicant details within DPN positions.

### Data Items

Applicant Number	Role
Applicant Name	GMC Number
Applicant Employee Number	GDC Number
Position Number	Date of Right to Work
Position Name	Date of Medical Clearance
Occupation Code	Applicant Mobile Phone
Organisation Name	Applicant Office Email Address
Location	Applicant Personal Email Address
Area of Work	Applicant Address Line 1
Deanery Post Number	Applicant Address Line 2
Managing Deanery Board	Applicant Address Line 3
Host/Lead Employer Status	City
Applicant Status	County
Application Status Start Date	Postal Code
Projected Hire Date	

### View Selectors

None

### Example Screenshot

#### DPN Applicants

Applicant Number	Applicant Name	Applicant Employee Number	Position Number	Position Name	Area Of Work	Role	Organisation Name	Location	Occupation Code	Deanery Post Number
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	22222222	33333333	Specialty Registrar	Oncology	Specialist Registrar	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000

Rows 1 - 10

## DPN Employee Detail

### Description

This analysis is designed to provide a detailed view of employee details within DPN positions.

### Data Items

Employee Number	Fixed Term End Date
Assignment Number	Role
Employee Name	Area of Work
Position Number	Deanery Post Number
Position Name	Managing Deanery Board
Occupation Code	Host/Lead Employer Status
Organisation Name	Employee Latest Start Date
Location	Person Type
Organisation Level 1-13	Workplace Org Code
Cost Centre Organisation Level 1-12	Workplace Org Code Description
GMC Number	Mobile Phone
GDC Number	Email
Assignment Status	Address Line 1
Employee Category	Address Line 2
Assignment Category	Address Line 3
FTE	County
Pay Grade	Postal Code
Assignment Start Date	

### Column Selectors

Org Level 1-13

cc Org Level 1-12

### View Selectors

Summary

Detail



### Example Screenshot

#### DPN Employees

Group by  and  and

View type

Employee Number	Employee Name	Position Number	Position Name	Area Of Work	Role	Person Type	Organisation Name	Location	Occupation Code	Deanery Post Number
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000
12345678	Jones, Dr Lily	33333333	Specialty Registrar	Oncology	Specialist Registrar	Employee	504 NHS Medical Jnr	504 Medical, Warwick	000	N1234/123/NNHS/000

   Rows 1 - 10

## Pay Progression Tab

### Description

The Pay Progression Detail analysis is similar to the Appraisal Reviews detail analysis available within the NHS Appraisal Reviews dashboard and NHS Staff Requirements dashboard, but includes a number of pay progression related fields and prompts defaulted to Medical & Dental values.

Please note that the Start Date in Grade field used by the analysis is the one from the Assignment DFF however where that is not populated i.e. a date is not available, the analysis uses the Grade Effective Start Date from the Assignment Grade Step Placement form.

### Prompts

Review Type (Default: SAS Pay Progression Review, Consultant Pay Prog Review)

Pay Grade (Default: MC70, MC71, MC75, YC51-73, YK51-73, YL51-73, YM51-73)

Appraisal Review Effective Date

Review Date From >=

Review Date To <=

Excl. New Starters from Appraisals (Months)

Excl. Open Sickness Absence from Appraisals- Start Date <=

Restrict to Employees Due a Pay Affecting Pay Step in the Period (Yes)

Pay Affecting Pay Step Date Between

### Column Selectors

Organisation

Organisation Level (Org Level 1-13)

### Data Items

Employee Number	Assignment Status
Assignment Number	Supervisor
Last Name	Supervisor Email Address
First Name	Supervisor Employee Number
Title	Period Start Date
Organisation	Period End Date
Role	Next Appraisal Date
Position Title	Status
Pay Grade	AfC Pay Progression
Latest Start Date	Passed Through Gateway
Initial Assignment Start Date	Date of Pay Progression Re-instatement
Start Date in Grade	Reason for Non Progression 1
Pay Step Date	Reason for Non Progression 2
Review Type	Reason for Non Progression 3
Reviewer	Reason for Non Progression 4
Appraisal Date	Reason for Non Progression 5
Next Grade Step Pay Affecting	Date of Pay Affecting Pay Step
Organisation	Grade Step Ceiling Reached
Email Address	Organisation Level (Org Level 1-13)
Appraisal Date (Including out of Period)	Grade Step

Spinal Point

### Example Screenshot

Period Start Date	Period End Date	Next Appraisal Date	Status	AFC Pay Progression	Passed Through Gateway	Date of Pay Progression Re-instatement	Reason for Non Progression 1	Reason for Non Progression 2
30/11/2018	31/05/2019	08/05/2020	In Date					
19/01/2017	12/06/2018	12/06/2019	In Date					
01/11/2017	24/10/2018	24/10/2019	In Date					
22/09/2017	22/09/2018	04/09/2019	In Date					
22/02/2019	01/09/2019		In Date					
15/02/2019	05/12/2019	25/10/2019	In Date					
17/01/2018	16/01/2019	20/01/2020	In Date					
08/11/2018	07/11/2019	07/11/2019	In Date					
15/10/2018	15/10/2018	15/10/2019	In Date					