NHS ELECTRONIC STAFF RECORD

ESR-NHS0254 - GUIDE TO ESRBI COMPLIANCE TRENDING DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
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Approvals:

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
29/12/2016	Matt Madya	0.1	Initial Draft
08/02/2017	Matt Madya	1.0	Initial Release
02/05/2018	Matt Madya	2.0	Updated following R38
01/10/2018	Matt Madya	3.0	Updated following new ESRBI developments
26/03/2019	Matt Madya	4.0	Updated following new ESRBI developments
22/03/2021	Matt Madya	5.0	Annual Review
01/04/2022	Matt Madya	6.0	Annual Review
27/10/2023	Matt Madya	7.0	Annual Review

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DISTRIBUTION

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1	Library Master	Project Library
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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 Trending 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)

Organisation Compliance Tab

Description

This tab is designed to show the competency compliance levels of staff grouped by organisation, specific organisation level (1-13), staff group, pay grade or supervisor up to three times. It provides users with a count and predicted % based on competencies that are due to expire within a user defined period and a count of future enrolments and predicted % based on competencies that are due to expire within a user defined period including future enrolments.

Prompts are provided to enable users to select specific competencies or competency frameworks. When selecting a competency or framework, the analysis is updated to restrict to the assignments in the organisation that require the selections. Users have the option to exclude Open Ended Sickness Absence (Long Term) based on the Absence Start Date.

For example, if 5 people are in an organisation, three of them are in a position that requires a Fire Safety competency, and the other two are in a separate position that does not, if the analysis was updated to restrict to the fire safety competency, the assignment count would show '3' as only 3 assignments in that organisation require the selected competency.

Prompts

Organisation
Job Role
Competency Framework
Competency
Effective Date
Employee Hire Date
Effective Date (Historical Dates Only)
Exclude Open Sickness Absence – Start Date <=

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 [   ] ▼

Organisation		Assignment Count	Required	Achieved	Compliance %	Expiring Soon	Predicted %	Future Enrolments	Predicted % (inc. Enrolments)
504 NHS Development Team		1	22	2	9.09%	0	9.09%	0	9.09%
504 NHS Development Team		1	13	13	100.00%	0	100.00%	0	100.00%
504 NHS Development Team		1	24	8	33.33%	0	33.33%	0	33.33%
504 NHS Development Team		1	25	12	48.00%	0	48.00%	0	48.00%
504 NHS Development Team		1	20	1	5.00%	0	5.00%	0	5.00%
504 NHS Development Team		1	13	0	0.00%	0	0.00%	0	0.00%
504 NHS Development Team		1	14	0	0.00%	0	0.00%	0	0.00%
504 NHS Development Team		1	13	13	100.00%	0	100.00%	0	100.00%
504 NHS Development Team		1	21	2	9.52%	0	9.52%	0	9.52%
504 NHS Development Team		1	14	0	0.00%	0	0.00%	0	0.00%
504 NHS Development Team		1	22	11	50.00%	0	50.00%	0	50.00%
504 NHS Development Team		1	25	13	52.00%	0	52.00%	0	52.00%
504 NHS Development Team		1	15	0	0.00%	0	0.00%	0	0.00%

By default the tab displays information by the organisation the employee is in, however this can be changed to group by a specific level if required.

Compliance Timeline Tab
Description
The analysis returns a graph view which provides the number of employees due to expire in each month, grouped by competency (a different coloured line is provided for each competency selected). By default the analysis will not return any results as it requires the user to select competencies using the prompt. Beneath the graph view, a detail view is provided which lists employees and their relevant competencies and the start / end dates of each. The detail view is linked to the chart view – when the user clicks a point on the graph, the detail view will update to show details for the selected competency and month. The analysis includes an option to filter for 'Only required' or 'All competencies', depending on reporting needs.
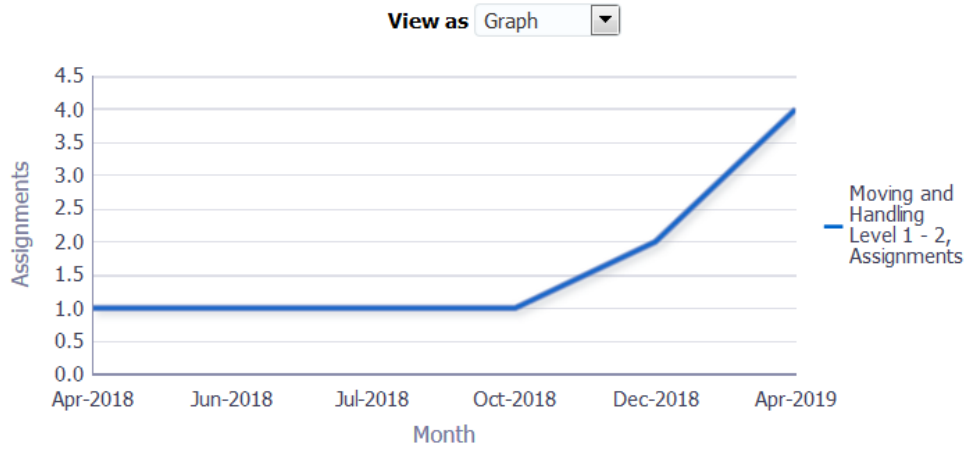
Prompts
* Competencies
* Days to Look Ahead (default: 365)
Limit results to Required Competencies Only (default: No)

Data Items

Assignment Number	
Employee Name	
Organisation	
Competence Name	
Month	
Date From	
Date To	
Count of Assignments	

Example Screenshot

View as Graph ▼

Assignment Number	Name	Organisation	Competence Name	Date From	Date To
12345678	Blogs, Mr. Joe	000 NHS Organisation	Moving and Handling Level 1 - 2	07/04/2016	06/04/2018
12345678	Blogs, Mr. Joe	000 NHS Organisation	Moving and Handling Level 1 - 2	15/06/2016	14/06/2018
12345678	Blogs, Mr. Joe	000 NHS Organisation	Moving and Handling Level 1 - 2	18/07/2016	17/07/2018
12345678	Blogs, Mr. Joe	000 NHS Organisation	Moving and Handling Level 1 - 2	20/10/2016	19/10/2018
12345678	Blogs, Mr. Joe	000 NHS Organisation	Moving and Handling Level 1 - 2	16/12/2016	16/12/2018

Compliance History Tab

Description

This analysis returns a summary view of competency requirements, competencies achieved and compliance percentage over a user defined period of time. Users are able to select a range of competency frameworks and competencies as required. Competency Requirements can be turned on or off depending on user requirements.

Data Items

Title	Description
Competency Name	
Org Level 1-13	
Organisation	
Staff Group	
Job Role	
Date	MM-YYYY
Requirements	Count of Competencies Requirements
Achieved	Count of Competencies Achieved
Percentage Achieved	Count of Competencies Achieved / Count of Competencies Requirements * 100

View Selector

Graph (default)
Pivot Table
Table

Prompts

Competency Framework(s)
Competency
Date Between
Based on Competency Requirements (Default: Yes)

Example Screenshot