

NHS ELECTRONIC STAFF RECORD

ESR-NHS0255 - GUIDE TO ESRBI PROFESSIONAL REGISTRATIONS DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
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Approvals:

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DOCUMENT CONTROL

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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.

Professional Registrations Dashboard

Description

This dashboard is designed to provide the user with intelligence around the compliance of staff with the requirements of their position. These include:

- Professional Registrations
- Appraisal Reviews
- Work Permits
- DBS Checks

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 BI Administration
XXX Finance Reporting
XXX Finance Reporting and Hub Mapping
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
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)

Registrations and Memberships

Description

This tab is designed to list all employees and their Professional Registration and Membership details (including those without any registrations).

Column Selectors

Org Levels 1-13 x 4

Data Items

Assignment Number	Employee Number
Employee Name	Date of Birth (Not available through HRSS)
Position Name	Occupation Code
Organisation	Staff Group
Org Level 1-13	Supervisor
Role	Professional Registration Number
Registration Membership Body	First Registered Date
Expiry Date	E-Mail Address
Revalidation Date	Assignment Status
Attribute 1 - 20	Bank Post Held

Example Screenshot

Organisation(s) (All Column Value) Staff Group(s) (All Column Values) Assignment Category Fixed Term Temp;Nk Person Type(s) Employee;Employer
 Employee Person Type(s) (All Column Values) Assignment Status NULL;Acting Up;Act Occupation Code (All Column Values)
 Primary Assignments Only --Sk Effective Date 04/02/2022 00:00:00 Registration Membership Body --Select Value-- Expiry Date Between -

Professional Registration Attribute Table

Group by Org L2 and Org L3 and and

Staff Group	Role	Supervisor	Registration Membership Body	Professional Registration Num	Expiry Date	First Registered Date	Revalidation Date	Attribute 1	Attribute 2
Healthcare Scientists	Healthcare Scientist	Blogs, Mr. Joe	Health and Care Prof Council	02345678	30/09/2023	01/10/2021		CS Clinical Scientist	Registered
Medical and Dental	Specialty Registrar	Blogs, Mr. Joe	General Medical Council	02345678	05/08/2022	28/07/2014	02/08/2026	Registered with Licence	Registered
Medical and Dental	Medical Director	Blogs, Mr. Joe	General Medical Council	02345678	01/08/2022	24/07/1990	18/01/2025	Registered with Licence	Registered
Additional Clinical Services	Healthcare Assistant	Blogs, Mr. Joe		02345678					Registered
Administrative and Clerical	Clerical Worker	Blogs, Mr. Joe		02345678					Registered
Administrative and Clerical	Manager	Blogs, Mr. Joe		02345678					Registered
Additional Clinical Services	Assistant	Blogs, Mr. Joe		02345678					Registered
Healthcare Scientists	Healthcare Science Practitioner	Blogs, Mr. Joe	Health and Care Prof Council	02345678	30/11/2023	01/12/2021		BS Biomedical Scientist	Registered
Allied Health Professionals	Radiographer - Therapeutic	Blogs, Mr. Joe	Health and Care Prof Council	02345678	29/02/2024	15/10/2021		RA Radiographer	Registered
Medical and Dental	Specialty Doctor	Blogs, Mr. Joe	General Medical Council	02345678	07/08/2022	01/08/2012	27/06/2022	Registered with Licence	Registered
Nursing and Midwifery Registered	Sister/Charge Nurse	Blogs, Mr. Joe	Nursing and Midwifery Council	02345678	30/09/2022		30/09/2023	Sub-Part 1 RNA (Adult)	Registered

Prof Reg Matching Tab

Description

This tab is designed to provide the user with a list of staff that requires a professional registration and whether they have obtained that registration.

Prompts

Matching Result (Default 'No Match')

Data Items

Employee Number	Staff Group
Assignment Number	Registration Body
Employee Name	Matching
Position	Assignment Category
Organisation	Professional Registration Number
Expiry Date	

Conditional Formatting

Flag any rows where there is no match to the registration requirement.

Example Screenshot

Employee Number	Assignment Number	Employee Name	Position Name	Staff Group	Register and Membership Body	Matching	Assignment Category	Organisation	Professional Registration Number	Expiry Date
20055417	20055417	007Lane, Mrs. Sarah	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055651	20055651	007Lawrence, Mrs. Mary	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055462	20055462	007Lewis, Miss Sarah	84566 Health Care Asst Band 3 N7A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055290	20055290	007Neville, Mrs. Christine	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055459	20055459	007Smith, Mr. Ben	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055550	20055550	008Holloway, Mr. Simon	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055247	20055247	008Lawrence, Mrs. Mary	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055561	20055561	008Lewis, Miss Sarah	84566 Health Care Asst Band 3 N7A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055577	20055577	008Smith, Mr. Ben	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20055529	20055529	008Steele, Mrs. Kerry	84278 Staff Nurse Band 5 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 9		
20095269	20095269	320, Miss Monica	84608 Staff Nurse Band 6 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 10		
20095048	20095048	320, Mrs. Neela	84608 Staff Nurse Band 6 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Ward 10		
20055584	20055584	Anton25, Ms. Gloria Rachel	84764 Sister/Charge Nurse Band 7 N6A Surgery	Nursing and Midwifery Registered		Match	Permanent	504 Acute Nurse Management		

Manage Prof Reg Expiry Tab

Description

This tab is designed to provide the user with a list of staff whose professional registration is due to expire in the near future or has expired in the near past.

Prompts

Display registrations due to expire in 'x' months (default +3).

Analyses

A table is provided for each professional registration / membership type.

Data Items

Title	Description
Registration Body	Registration/Membership Body
Employee	Employee Name – Surname, Title First name
Registration Number	
Date of Expiry	Expiry date of the registration/ membership

Conditional Formatting

Flag rows where the date of expiry is within the next 30 days.

Example Screenshot

Note: Use negative months to display expired registrations

* Display registrations due to expire in (months)



General Medical Council

Employee	Expiry Date
Bradley12, Mr. Derek	31-Aug-15
Bradley16, Mr. Derek	31-Aug-15
Bradley23, Mr. Derek	31-Aug-15
Bradley27, Mr. Derek	31-Aug-15
Bradley01, Mr. Derek	30-Sep-15
Bradley06, Mr. Derek	30-Sep-15
Bradley13, Mr. Derek	30-Sep-15
Bradley17, Mr. Derek	30-Sep-15
Bradley24, Mr. Derek	30-Sep-15
Bradley28, Mr. Derek	30-Sep-15

Rows 1 - 10

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General Pharmaceutical Council

No data was returned for this area. This may mean you do not have any registrations for this type that are due to expire.

Nursing and Midwifery Council

Employee	Expiry Date
Cho07, Mse Jenny	31-Aug-15
Craddock11, Mr. Stuart	31-Aug-15
Crowther01, Miss Gwyneth	31-Aug-15
Crowther13, Miss Gwyneth	31-Aug-15
Darling06, Mrs. Veronica	31-Aug-15
Dixon08, Mr. Simon	31-Aug-15
Fletcher11, Mr. Sandy	31-Aug-15
Hawkins05, Mr. Will	31-Aug-15
Hawkins17, Mr. Will	31-Aug-15
Hunt09, Mr. Aiden	31-Aug-15

Rows 1 - 10

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Employees Without a Specific Registration or Membership

Description

This tab is designed to show employees that do not have a specific registration or membership to a Professional Body. The analysis can also be filtered by Staff Group or Occupation Code allowing users to identify specific employees.

Prompts

Registration Body

Expiry Date

Data Items

Employee Number	Assignment Number
Employee Name	Position Name
Supervisor	Assignment Status
Organisation	Primary Assignment

Example Screenshot

* Registration Body * Expiry Date 18/08/2015 12:00:00

Assignment	Employee	Employee Name	Position Name	Supervisor	Assignment Status	Organisation	Primary Assignment
20055417	20055417	007Lane, Mrs. Sarah	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055651	20055651	007Lawrence, Mrs. Mary	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055462	20055462	007Lewis, Miss Sarah	84566 Health Care Asst Band 3 N7A Surgery		Active Assignment	504 Ward 9	Y
20055290	20055290	007Neville, Mrs. Christine	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055459	20055459	007Smith, Mr. Ben	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055550	20055550	008Holloway, Mr. Simon	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055247	20055247	008Lawrence, Mrs. Mary	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055561	20055561	008Lewis, Miss Sarah	84566 Health Care Asst Band 3 N7A Surgery		Active Assignment	504 Ward 9	Y
20055577	20055577	008Smith, Mr. Ben	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20055529	20055529	008Steele, Mrs. Kerry	84278 Staff Nurse Band 5 N6A Surgery		Active Assignment	504 Ward 9	Y
20095269	20095269	320, Miss Monica	84608 Staff Nurse Band 6 N6A Surgery	Leese01, Mrs. Vivian	Active Assignment	504 Ward 10	Y
20095048	20095048	320, Mrs. Neela	84608 Staff Nurse Band 6 N6A Surgery	320, Miss Monica	Active Assignment	504 Ward 10	Y
20055584	20055584	Anton25, Ms. Gloria Rachel	84764 Sister/Charge Nurse Band 7 N6A Surgery	Atkins25, Mrs. Kerry May	Active Assignment	504 Acute Nurse Management	Y
20055496	20055496	Atkins25, Mrs. Kerry May	84254 Staff Nurse Band 5 N7A Medicine		Active Assignment	504 Ward 1	Y
20055657	20055657	Ayres01, Mrs. Pamela	84872 Staff Nurse Band 6 N6A Surgery		Active Assignment	504 Ward 7	Y
20055419	20055419	Ayres02, Mrs. Pamela	84872 Staff Nurse Band 6 N6A Surgery		Active Assignment	504 Ward 7	Y
20055263	20055263	Ayres03, Mrs. Pamela	84872 Staff Nurse Band 6 N6A Surgery		Active Assignment	504 Ward 7	Y
20055378	20055378	Ayres04, Mrs. Pamela	84872 Staff Nurse Band 6 N6A Surgery		Active Assignment	504 Ward 7	Y

NMC Revalidation Summary Tab

Progress Inside or Outside Organisation

Description

This analysis is designed to provide a progress analysis showing where employees are within the revalidation process (and whether they have started or not).

Prompts:

Effective Date

Months to Revalidation <=

Action Links:

Clicking on the figures provided enables the user to either navigate to the Revalidation Detail page or launch a new analysis showing those employees that have not yet started the revalidation review process (as recorded in ESR).

Data Items

Status	Outside Organisation
Number of Assignments	Not Answered
Inside Organisation	

Example Screenshot

[Progress Inside/Outside Organisation](#)

Status	No. of Assignments	Inside Organisation	Outside Organisation	Not Answered
 Not Started	1671			
 In Progress	1	0	0	1
 Signed off by Confirmer	5	0	0	5

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Revalidations due Shortly

Description

This analysis is designed to show those employees where revalidation is due to expire within a user defined number of months.

Prompts:

Effective Date

Months to Revalidation<=

Data Items

Assignment Number	Professional Registration Number
Employee Name	Revalidation Date
Organisation Name	

Example Screenshot

Revalidation Due Shortly

Assignment Number	Employee Name	Organisation Name	Professional Registration Number	Revalidation Date
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	31/5/2016
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	30/6/2016
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	31/7/2016
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	31/8/2016
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	30/9/2016
12121212	Bloggs, Joe	ESR Organisation	11Z1111Z	31/10/2016

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Key Performance Indicators (KPIs)

Description

A range of eight KPIs are provided based on registrant, main reviewer and participant questionnaire questions and answers. A description of each KPI is provided via the performance tile view and the RAG status thresholds set against each KPI can be changed by users using the prompts provided.

Prompts:

- Practice Hours Amber From
- Green From
- Reflective Feedback Amber From
- Green From
- CPD Hours (Participatory) Amber From
- Green From
- CPD Hours (Total) Amber From
- Green From
- Reflective Accounts Amber From
- Green From
- Reflective Discussions Amber From
- Green From
- Confirmation Discussion Amber From
- Green From
- Outside Organisation Amber From
- Green From

Example Screenshot

The screenshot displays a dashboard with eight KPI performance tiles. Each tile shows a percentage value, a description of the KPI, and a set of input fields for adjusting the Amber and Green thresholds. The tiles are arranged in two rows of four. The first row includes Practice Hours (75.00%), Reflective Feedback (0.00%), CPD Hours (Participatory) (0.00%), and CPD Hours (Total) (0.00%). The second row includes Reflective Accounts (0.00%), Reflective Discussions (0.00%), Confirmation (0.00%), and Outside Organisation (0.00%). Each tile has a 'Refresh - Print - Export - Add to Briefing Book' link below it. At the bottom of each row, there are 'Apply' and 'Reset' buttons.

KPI	Value	Description
Practice Hours	75.00%	% of Employees Answering Yes to the Practice Hours Question
Reflective Feedback	0.00%	% of Employees answering 5+ to the Reflective Feedback Question
CPD Hours (Participatory)	0.00%	% of Employees answering 20+ to CPD Participatory Hours Question
CPD Hours (Total)	0.00%	% of Employees answering 35+ Hours to the Total CPD Hours Question
Reflective Accounts	0.00%	% of Employees answering 5+ to the Reflective Accounts Question
Reflective Discussions	0.00%	% of Employees where Main Reviewer (or Participant) has entered a Date into the Reflective Discussion Question and selected 5+ on the Reflective Accounts Reviewed Question
Confirmation	0.00%	% of Employees where Main Reviewer (or Participant) has answered Yes to the Revalidation Requirements Compliance Question
Outside Organisation	0.00%	% of Employees answering No to the Outside Organisation Question

NMC Revalidation Detail Tab

Description

This analysis is designed to provide a full range of workforce and revalidation fields including all questionnaire questions and answers from the registrant, main reviewer and participants.

Prompts:

Review Date Between
Status

Data Items

Assignment Number	Employee Name
Organisation	Job Role
Position	FTE
Latest Start Date	Employee Location
Professional Registration Number	Revalidation Date
Year of Revalidation Cycle	Review Type
Template	Status
Review Date	Next Review Date
Main Reviewer	Participant Name
Registrant Question	Registrant Answer
Main Reviewer Question	Main Reviewer Answer

Example Screenshot

Year of Revalidation Cycle	Review Type	Template	Status	Review Date	Next Review Date	Main Reviewer	Participant Name	Registrant Question	Registrant Answer	Main Reviewer Question	Main Reviewer Answer
Year 1	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				
Year 1	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe			0	
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe			1	
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe			6-10 Hours	
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe			Line Manager - NMC registered nurse or midwife	
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe			Yes	
Year 3	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				
Year 1	NMC Revalidation	NMC Revalidation Tracker	Completed	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				
Year 3	NMC Revalidation	NMC Revalidation Tracker	Ongoing with Main Appraiser	01/01/1900	01/01/2020	Bloggs, Joe	Bloggs, Joe				

Action Links:

By clicking the  icon next to the assignment number, users can drill down into an individual's detailed Workforce, Revalidation Review and Course History information within the NMC Revalidation Employee Detail Tab.

NMC Revalidation Employee Detail Tab

Description

The Employee Detail page is a hidden page within the dashboard and can be accessed through the Detail page by clicking on the  icon next to an assignment number. Workforce, Revalidation Review and Course History analyses are shown for the specific assignment.

Data Items

Employee Number	Position Title
Assignment Number	Job Role
First Name	FTE / Contract Hours
Last Name	Employee Location
Email Address	Revalidation Date
Organisation	Location
Latest Start Date	Assignment Category
Year of Revalidation Cycle	Review Type
Template	Status
Review Date	Next Review Date
Main Reviewer	Participant Name
Registrant Question	Registrant Answer
Main Reviewer Question	Main Reviewer Answer
Participant Question	Participant Answer
Course	Course Start Date
Course End Date	Enrolment Status
Credit	Credit Type
Credit 2	Credit Type 2
Credit 3	Credit Type 3

Example Screenshots

Employee Details - Bloggs, Joe

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Employee Details

Employee Number	12121212
Assignment Number	12121212
First Name	Joe
Last Name	Bloggs
Email Address	Joe.Bloggs@nhs.net
Organisation	ESR Organisation
Role	ESR Role
Position Title	ESR Position
Assignment Category	Widow/Widower
FTE / Contract Hours	1 / 42 Week
Location	Default Home
Latest Start Date	01/01/2016
Professional Registration Number	11211122
Revalidation Date	12/12/1912

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Review Details

Assignment Number	Review Date	Year of Revalidation Cycle	Review Type	Template	Main Reviewer	Participant Name	Status	Next Review Date	Registrant Question	Registrant Answer	Main Reviewer Question	Main Reviewer Answer	Participant Question	Participant Answer
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	Are you confident that you are on track to log the necessary practice hours required within this revalidation period?	Yes	Are you confident that you are on track to log the necessary practice hours required within this revalidation period?		Are you confident that you are on track to log the necessary practice hours required within this revalidation period?	
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	Do you wish to discuss and gain confirmation for your NMC Revalidation within this organisation?	Yes	Do you wish to discuss and gain confirmation for your NMC Revalidation within this organisation?		Do you wish to discuss and gain confirmation for your NMC Revalidation within this organisation?	
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	How many hours of Continuing Professional Development (CPD) have you logged during this revalidation period?	16-20 Hours	How many hours of Continuing Professional Development (CPD) have you logged during this revalidation period?		How many hours of Continuing Professional Development (CPD) have you logged during this revalidation period?	
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	How many of these CPD hours include participatory learning?	1-5 Hours	How many of these CPD hours include participatory learning?		How many of these CPD hours include participatory learning?	
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	How many pieces of practice related feedback have you collected in this revalidation period?	3	How many pieces of practice related feedback have you collected in this revalidation period?		How many pieces of practice related feedback have you collected in this revalidation period?	
12121212	01/01/1900	Year 1	NMC Revalidation	NMC Revalidation Tracker	Bloggs, Joe	Bloggs, Joe	Ongoing with Main Appraiser	12/12/2020	How many reflective accounts have you documented in this revalidation period?	3	How many reflective accounts have you documented in this revalidation period?		How many reflective accounts have you documented in this revalidation period?	

Enrolments

Course	Start Date	End Date	Enrollment Status	Credit Type	Credit	Credit Type 2	Credit 2	Credit Type 3	Credit 3
NHS Learning Course	15/11/2013	15/11/2013	Completed	NMC CPD Individual	3	NMC CPD Participatory	4	Continuing Medical Education	2.5
NHS Learning Course	07/10/2013	07/10/2013	Completed	NMC CPD Individual	2	NMC CPD Participatory	5		
NHS Learning Course	16/09/2013	16/09/2013	Completed						
NHS Learning Course	13/06/2013	13/06/2013	Completed						
NHS Learning Course	10/06/2013	10/06/2013	Completed						