

NHS ELECTRONIC STAFF RECORD

ESR-NHS0334 - GUIDE TO ESRBI NHS IAT DASHBOARD

Information Classification: PUBLIC

Owner: Lee Pacey
Author: Matt Madya
Creation Date: June 2020
Last Updated: June 2023
Version: 6.0

Approvals:

Name	Lee Pacey
Title	Director of Development & Operations

DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
01/06/2020	Matt Madya	0.1	Initial Draft
22/06/2020	Matt Madya	1.0	Initial Release
04/09/2020	Matt Madya	2.0	Updated following new ESRBI developments
12/02/2021	Matt Madya	3.0	Updated following new ESRBI developments
01/04/2022	Matt Madya	4.0	Annual Review
19/08/2022	Matt Madya	5.0	Updated following new ESRBI developments
06/06/2023	Matt Madya	6.0	Updated following new ESRBI developments

REVIEWERS

Name	Position
Charlotte Hampton	Assistant Development Advisor - BI
Chris Holroyd	Development Advisor - BI
James Haddon	Senior Development Advisor - BI, Reporting & Data Analysis
Sam Wright	Development Advisor - Workforce Information & Quality
Kieron Walsh	Senior Development Advisor - Workforce Information & Quality

DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

CONTENTS

DOCUMENT CONTROL	2
CHANGE RECORD	2
REVIEWERS	2
DISTRIBUTION	2
CONTENTS	3
Design Assumptions.....	4
Examples	4
IAT Dashboard.....	5
Summary	5
IAT by Source Organisation.....	6
IAT Duration (Days) by Source Organisation.....	7
IAT Progress (Days to Status)	8
Detail.....	8
Progress.....	9
IAT Progress Dates	11
Applicants without IAT.....	12
IAT Benefits	12
Employees Without IAT	13

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.

IAT Dashboard

Description

This dashboard provides organisations with IAT usage information. This includes number of IATs run, length of time to return IAT requests and source organisation. For further information please refer to the Dashboard Help available within the dashboard.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX Finance Reporting

XXX Finance Reporting and Hub Mapping

XXX HR Administration

XXX HR Administration (With RA)

XXX HR Management

XXX Inter Authority Transfer Initiation

XXX Learning Administration

XXX Recruitment & Applicant Enrolment Administration

XXX Recruitment & Applicant Enrolment Administration (With RA)

Summary

Description

This tab contains a number of analyses designed to give users high level summary information of the organisation's IAT usage.

Prompts

Organisation

Occupation Code

Person Type

Assignment Category

Pay Grade

IAT Status

IAT Status Change Date Between

Staff Group

Job Role

Organisation Levels 1-13

Cost Centre Org L1-12

IAT by Source Organisation

Description

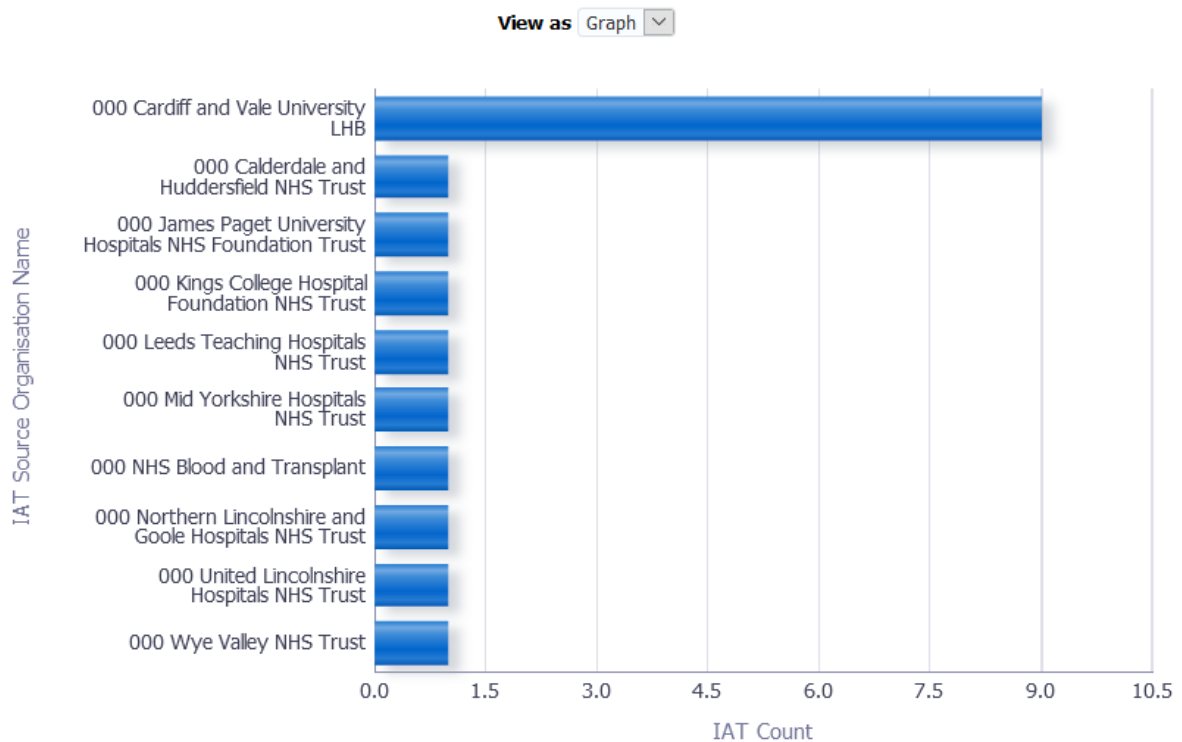
This analysis is designed to return an IAT count for any IAT that has had a status update within the date period selected (previous 7 days by default).

Data Items

IAT Source Organisation Name	IAT Count
------------------------------	-----------

Example Screenshot

IAT by Source Organisation



IAT Duration (Days) by Source Organisation

Description

This analysis is designed to show how long it took (days banding in Graph view or actual days in Table view) for those IATs that have had a status update within the date period and has reached the end of the IAT Process (PDS Applied).

Data Items

IAT Source Organisation	IAT Count
IAT Duration (Days)	

Example Screenshot

IAT Duration (Days) by Source Organisation



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

IAT Progress (Days to Status)

Description

This analysis is designed to show the number of days taken to each IAT Status and enables the user to set a target using the prompt available to highlight IATs that have taken longer than target.

Prompts

Set Target Days

Data Items

Last Name	Date IAT Initiated
First Name	Request Timed Out
Title	Approved
Applicant Number	PDS Copy Failed
Assignment Number	PDS Applied
Item Key	

Example Screenshot

IAT Progress (Days to Status)

Set Target Days

Last Name	First Name	Title	Applicant Number	Assignment Number	Item Key	Date IAT Initiated	Request Timed Out	Approved	PDS Copy Failed	PDS Applied
Blogs	Joe	Mr	1234567	12345678	2747705	16/05/2020 11:42:22	11			
Blogs	Joe	Mr	1234567	12345678	2754000	22/05/2020 13:34:11				4
Blogs	Joe	Mr	1234567	12345678	2757037	27/05/2020 17:04:46		0		
Blogs	Joe	Mr		12345678	2737677	06/05/2020 14:58:51				21
Blogs	Joe	Mr		12345678	2737910	06/05/2020 16:12:53				21
Blogs	Joe	Mr		12345678	2748214	18/05/2020 11:19:18			11	
Blogs	Joe	Mr		12345678	2754130	22/05/2020 14:33:05				4
Blogs	Joe	Mr		12345678	2754272	22/05/2020 15:43:43				4
Blogs	Joe	Mr		12345678	2754625	26/05/2020 09:14:05		0		
Blogs	Joe	Mr		12345678	2755308	26/05/2020 13:48:13		0		
Blogs	Joe	Mr		12345678	2756178	27/05/2020 10:55:02		0		

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

Detail

Description

The analysis is designed to show full details of all IATs returned within the defined period. Please note that an applicant number is only returned where an employee has an associated applicant record.

Prompts

Organisation
Occupation Code
Person Type
Assignment Category
Pay Grade
IAT Status
IAT Status Change Date Between
Staff Group
Job Role
Organisation Levels 1-13

Cost Centre Org L1-12

Column Selectors

Organisation Levels 1-13 x 4

Cost Centre Org L1-12 x 4

Data Items

Employee Number	IAT Status
Applicant Number	Item Key
Name	OH Notification Received
Date IAT Initiated	PDS Requested Date
Initiated By	PDS Copied By
IAT Source Organisation	Std Reference Request Included
IAT Source Organisation Name	Std Reference Request Returned Date
IAT Target Organisation	Stat and Mand Competency Notification Received
URP Initiated IAT	Stat and Mand Competency Notification Actioned Date
Date Status Changed	Stat and Mand Competency Notification Approved By
Staff Group	Organisation Levels 1-13
Job Role	Cost Centre Org L1-12
Employee Original Hire Date	Employee Latest Hire Date

Example Screenshot

URP Initiated IAT	Date Status Changed	IAT Status	Item Key	OH Notification Received	PDS Requested Date	PDS Copied By	Std Reference Request Included	Std Reference Request Returned Date	Stat and Mand Competency Notification Received	Stat and Mand Competency Notification Actioned Date	Stat and Mand Competency Notification Approved By
000 Inter Authority Transfer Initiation	27/05/2020 18:01:45	Approved	2757037	N	27/05/2020 17:04:47	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 HR Administration	26/05/2020 10:03:25	Approved	2754625	N	26/05/2020 09:14:05	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 HR Administration	26/05/2020 08:50:58	PDS Applied	2754130	N	22/05/2020 14:33:05	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 HR Administration	26/05/2020 08:45:14	PDS Applied	2754000	N	22/05/2020 13:34:11	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 Recruitment & Applicant Enrolment Administration - M&D	26/05/2020 14:36:48	PDS Applied	2754272	Y	22/05/2020 15:43:43	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 HR Administration	27/05/2020 16:03:12	Request Timed Out	2747705	N	16/05/2020 11:42:22	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 Inter Authority Transfer Initiation	27/05/2020 10:41:39	PDS Applied	2737677	N	06/05/2020 14:58:51	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 Inter Authority Transfer Initiation	27/05/2020 11:00:47	Approved	2756178	N	27/05/2020 10:55:02	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 Inter Authority Transfer Initiation	27/05/2020 10:09:04	PDS Applied	2737910	N	06/05/2020 16:12:53	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 Inter Authority Transfer Initiation	29/05/2020 08:16:08	PDS Copy Failed	2748214	N	18/05/2020 11:19:18	000JBLOGS01 Blogs, Mrs Jo	N		N		
000 HR Administration	26/05/2020 14:02:51	Approved	2755308	N	26/05/2020 13:48:13	000JBLOGS01 Blogs, Mrs Jo	N		N		

Progress

Description

This tab contains a number of analyses designed to give users details of IAT progress dates and those of applicants without an IAT.

Prompts

Organisation

Occupation Code

Person Type

Assignment Category

Pay Grade

IAT Status

Recruitment Source (Applicant analysis only)

Date Between

Staff Group

Job Role
Organisation Levels 1-13
Cost Centre Org L1-12

IAT Progress Dates

Description

The analysis is designed to show how an IAT has progressed across the date period defined by a user. Dates are returned for each status change along with the Stat and Mand Competency Notification Date and the Standard Reference Returned Date.

Data Items

Assignment Number	Stat and Mand Competency Notification Actioned Date
Applicant Number	Std Reference Request Returned Date
First Name	Request Timed Out
Last Name	Approved
Title	PDS Copy Failed
Item Key	PDS Applied
Date IAT Initiated	

Example Screenshot

IAT Progress Dates

Assignment Number	Applicant Number	First Name	Last Name	Title	Item Key	Date IAT Initiated	Stat and Mand Competency Notification Actioned Date	Std Reference Request Returned Date	Request Timed Out	Approved	PDS Copy Failed	PDS Applied
12345678	1234567	Joe	Blogs	Mr	2747705	16/05/2020 11:42:22			27/05/2020 16:03:12			
12345678	1234567	Joe	Blogs	Mr	2754000	22/05/2020 13:34:11						26/05/2020 08:45:14
12345678	1234567	Joe	Blogs	Mr	2757037	27/05/2020 17:04:46				27/05/2020 18:01:45		
12345678		Joe	Blogs	Mr	2737677	06/05/2020 14:58:51						27/05/2020 10:41:39
12345678		Joe	Blogs	Mr	2737910	06/05/2020 16:12:53						27/05/2020 10:41:39
12345678		Joe	Blogs	Mr	2748214	18/05/2020 11:19:18					29/05/2020 08:16:08	
12345678		Joe	Blogs	Mr	2754130	22/05/2020 14:33:05						27/05/2020 10:41:39
12345678		Joe	Blogs	Mr	2754272	22/05/2020 15:43:43						26/05/2020 14:36:48
12345678		Joe	Blogs	Mr	2754625	06/05/2020 09:14:05				27/05/2020 11:00:47		
12345678		Joe	Blogs	Mr	2755308	26/05/2020 13:48:13				27/05/2020 11:00:47		
12345678		Joe	Blogs	Mr	2756178	27/05/2020 10:55:02				27/05/2020 11:00:47		

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

Applicants without IAT

Description

This analysis is designed to return applicants that have been set to a status at which an IAT can be run within the user defined date period, but no IAT has been run. A Recruitment Source prompt is available to restrict the analysis to NHS Organisation if required.

Data Items

Applicant Number	Date Application Received
Applicant Name	Assignment Status
Vacancy Name	Organisation
Staff Group	

Example Screenshot

Applicants without IAT

Applicant Number	Applicant Name	Vacancy Name	Date Application Received	Assignment Status
1234567	Blogs, Mr. Joe	000-AC871-0000-A	02/03/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-AC901-0320	09/03/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-AC913-0320-A	20/04/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-AC941-0520	17/05/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-ACS850-0000	05/02/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-GPT003-0520	07/05/2020	Offer Accepted
1234567	Blogs, Mr. Joe	000-MD850-0000	29/01/2020	Offer Accepted

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

IAT Benefits

Description

This analysis is designed to show a high level summary of the time and money saved by transferring competencies via IAT rather than staff having to undertake training again to achieve the same competencies.

Prompts:

Employee Number

Employee Name

Staff Group

Job Role

Competence Framework

Competency

*Employee Date Between

IAT Operations Date Between

Avg. Time to Complete Training (Mins)

Data Items

Title	Description
Competency	
Count of IATs	

Training Time Saved (Hours)	Employee Count Distinct * Average Time to Complete Training (Default: 30 min) / 60
Financial Saving	(Employee Count Distinct * Average Time to Complete Training (Default: 30 min) / 60) * Average Hourly Rate

Example Screenshot

Employee Number Employee Name Competence Framework Competency

* Employee Date Between - IAT Operations Date Between - Avg. Time to Complete Training (Mins)

Competency	Count of IATs	Training Time Saved (Hours)	Financial Saving
NHS CSTF Blood component transfusion: Administration of blood components - 1 Year	1	0.50	£6.19
NHS CSTF Blood component transfusion: Administration of blood components - 3 Years	1	0.50	£7.70
NHS CSTF Blood component transfusion: Administration of blood components - No Specified Renewal	2	1.00	£12.38
NHS CSTF Blood component transfusion: Blood sampling - No Specified Renewal	1	0.50	£7.48
NHS CSTF Blood component transfusion: Collection of blood components - No Specified Renewal	1	0.50	£7.94
NHS CSTF Communication, interaction and behaviour in dementia care - Tier 2 - No Specified Renewal	1	0.50	£9.53
NHS CSTF Dementia awareness - 2 Years	1	0.50	£7.94
NHS CSTF Dementia awareness - 3 Years	43	21.50	£421.15
NHS CSTF Dementia awareness - No Specified Renewal	30	15.00	£308.41
NHS CSTF Dementia identification, assessment and diagnosis - Tier 2 - No Specified Renewal	1	0.50	£9.53
NHS CSTF Dementia risk reduction and prevention - Tier 2 - No Specified Renewal	1	0.50	£9.53
NHS CSTF End of life dementia care - Tier 2 - No Specified Renewal	1	0.50	£9.53
NHS CSTF Equality diversity and inclusion in dementia care - Tier 2 - No Specified Renewal	1	0.50	£9.53

Employees Without IAT

Description

This analysis is designed to show details of employees that have not had an IAT requested.

Prompts:

- Organisation
- Person Type
- Occupation Code
- Assignment Category
- Pay Grade
- Role
- Staff Group
- Recruitment Source
- Employee Number
- Employee Latest Start Date Between

Data Items

Employee Number	Cost Centre Org L1-12
Assignment Number	Recruitment Source
Employee Name	Employee Latest Start Date
Position Name	IAT Consent
Staff Group	Latest IAT Consent Update
Org L1-12	

Example Screenshot

Employees Without IAT

Group By and and

Employee Number	Assignment Number	Employee Name	Position Name	Staff Group	Org L2	Org L3	Recruitment Source	Employee Latest Start Date	IAT Consent	Latest IAT Consent Update
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology	Add Prof Scientific and Technic	000 Trust Board	000 Trust Board	NHS Organisation	01/03/2022		
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology	Additional Clinical Services	000 Trust Board	000 Trust Board	NHS Organisation	01/03/2022		
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology	Administrative and Clerical	000 Trust Board	000 Trust Board	Other Private Sector	01/03/2022		
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology	Estates and Ancillary	000 Trust Board	000 Trust Board	NHS Organisation	01/03/2022		
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology	Medical and Dental	000 Trust Board	000 Trust Board	Other Private Sector	01/03/2022		
12345678	12345678	Bligs, Mr. Joe	000000 Business Analyst A2B Technology				NHS Organisation	01/03/2022		

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