

Transferring PCFT staff to SRFT ESR e-Learning Guide

ESR e-Learning is accessed via the Employee Self Service portal. This is the same portal where you can view and print your online payslips, view your Total Rewards Statements and also update your personal contact information and banking details.

The link to the ESR Employee Self Service portal is: <https://my.esr.nhs.uk>

From here you will be required to enter your unique username (e.g. 236JBLOGGS01) and password. If you haven't been provided with your username and password or Smartcard access for Employee Self Service or you have forgotten these details please contact:

Workforce.informationhelpdesk@srft.nhs.uk

0161 206 8402

The link to ESR will take you the following screen:

The screenshot shows the NHS Electronic Staff Record login page. At the top, there is a blue header with the NHS logo and the text 'Electronic Staff Record' and 'NHS Electronic Staff Record'. Below the header, the page title is 'NHS Electronic Staff Record'. The main content area is divided into two sections: 'Log in with your credentials' and 'Log in with your Smartcard'. The 'Log in with your credentials' section has a 'Username*' field with an example '(Example: 999JSMITH01)' and a 'Password*' field. Below these fields are links for 'Forgotten', 'Request Username/Password', and 'Unlock Account'. A blue button labeled 'Log in via Username Password' is highlighted with a green box. The 'Log in with your Smartcard' section has a 'Log in via Smartcard' button, also highlighted with a blue box. A green box with white text says 'Click here to login to ESR' pointing to the 'Log in via Username Password' button. A blue box with white text says 'If you use a smartcard click here to login to ESR' pointing to the 'Log in via Smartcard' button. A grey box with white text provides the username '236JBLOGGS01' and the instruction 'Password: enter the password provided'. At the bottom left, there is a small disclaimer: 'You are attempting to access a system under the provisions of the Access to Information Act, 1990 and the Access to Information Act, 1990'.

When you first login you will be asked to update your password.
Enter the password you have been given in the current password field.
Enter your new password twice in the new password and confirm password fields below.
Your new password must meet the following criteria:

- Passwords must be 8 characters or more in length
- Passwords must contain at least one letter and one number
- Passwords may not be the same as previous passwords
- Passwords may not contain repeating characters or more than 3 sequential characters or numbers (such as 'ABCD' or '1234' or 'QWERTY')
- Certain words and terms are not permitted within passwords. Users should avoid using words associated with the system, their roles, or their locality
- Passwords must not contain these special characters "()*+,,;<>~/:

You will then see the portal dashboard:

Any training from PCFT already completed and still in date will be transferred to your record.

NOTE: Core CSTF Competencies are currently being aligned to job positions so some training will be blue until this alignment has been completed.

When competencies are **blue** this means they are not required. This is temporary whilst the correct competencies are added to job positions. These will turn **GREEN** once the course is aligned if you are Compliant. **RED** is you are non-compliant. When competencies are **blue** this means they are not required. This is temporary whilst the correct competencies are added to job positions. These will turn green once the course is aligned.

| Competence Name | Competence Level | Min Req | Essential | Expiry Date | Compliance Status | Find Learning | Edit |
|---|------------------|---------|-----------|-------------|-------------------|---------------|------|
| NHS(CSTF)Equality, Diversity and Human Rights - 3 Years | 0 - Not Assessed | | Y | 06-Sep-2018 | Red | 🔍 | ✏️ |
| NHS(CSTF)Fire Safety - 1 Year | 0 - Not Assessed | | | | Red | 🔍 | ✏️ |
| NHS(CSTF)Health, Safety and Welfare - 3 Years | 0 - Not Assessed | | | | Red | 🔍 | ✏️ |
| NHS(CSTF)Infection Prevention and Control - Level 1 - 3 Years | 0 - Not Assessed | | | | Red | 🔍 | ✏️ |
| NHS(CSTF)Information Governance and Data Security - 1 Year | 0 - Not Assessed | | | | Red | 🔍 | ✏️ |
| NHS(CSTF)Moving and Handling - Level 1 - 3 Years | 1 - Assessed | | | | Blue | 🔍 | ✏️ |
| NHS(CSTF)NHS Conflict Resolution (England) - 3 Years | | | | | Blue | 🔍 | ✏️ |
| NHS(CSTF)Preventing Radicalisation - Levels 1 & 2 (Basic Prevent Awareness) - 3 Years | | | | 06-08-2018 | Blue | 🔍 | ✏️ |
| NHS(CSTF)Resuscitation - Level 1 - 3 Years | | | | No Expiry | Blue | 🔍 | ✏️ |

When you click on My Compliance & Competency you will see a list of your compliance:

| Competence Name | Competence Level | Min Req | Essential | Expiry Date | Compliance Status | Find Learning | Edit |
|---|------------------|---------|-----------|-------------|-------------------|---------------|------|
| NHS(CSTF)Equality, Diversity and Human Rights - 3 Years | 0 - Not Assessed | | Y | 06-Sep-2018 | Red | 🔍 | ✏️ |
| NHS(CSTF)Fire Safety - 1 Year | 0 - Not Assessed | | Y | 07-May-2020 | Green | 🔍 | ✏️ |
| NHS(CSTF)Health, Safety and Welfare - 3 Years | 0 - Not Assessed | | Y | 06-May-2020 | Green | 🔍 | ✏️ |
| NHS(CSTF)Infection Prevention and Control - Level 1 - 3 Years | 0 - Not Assessed | | Y | 07-Apr-2019 | Red | 🔍 | ✏️ |
| NHS(CSTF)Information Governance and Data Security - 1 Year | 0 - Not Assessed | | Y | 07-May-2020 | Green | 🔍 | ✏️ |
| NHS(CSTF)Moving and Handling - Level 1 - 3 Years | 1 - Assessed | | Y | 06-May-2020 | Green | 🔍 | ✏️ |
| NHS(CSTF)NHS Conflict Resolution (England) - 3 Years | | | Y | | Green | 🔍 | ✏️ |
| NHS(CSTF)Preventing Radicalisation - Levels 1 & 2 (Basic Prevent Awareness) - 3 Years | | | Y | 06-May-2020 | Green | 🔍 | ✏️ |
| NHS(CSTF)Resuscitation - Level 1 - 3 Years | | | Y | | Green | 🔍 | ✏️ |

This will show the details of the module:

Competence Name NHS(CSTF)|Infection Prevention and Control - Level 1 - 3 Years|
Level Any

Certifications that will give you the competence. Click Details to Subscribe to Certify.

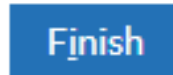
| Certification Name | Valid Period | Certification Status | Progress | Competence Level | Details |
|--|--------------|----------------------|----------|------------------|---------|
| 352C Infection Prevention (Non-Patient) v2 | 1095 Day(s) | | | 1 - Assessed | |
| 352C Infection Prevention (Patient) v2 | 365 Day(s) | | | 1 - Assessed | |

Courses
Courses that will give you the competence. Click Details to see classes.

On the next screen click Subscribe:



then Finish:



You will see a confirmation that you have successfully subscribed to the module.

Confirmation
You have subscribed successfully.

Learning Certification: 352C Infection Prevention (Non-Patient) v2
To complete this certification, you must complete all the components within the certification. To complete a course, find an offering in the courses table below, and enroll in one of its classes.

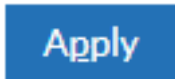
Certification Summary

Subscription Number 14987832 Renewable Yes
You began this certification period on 20-Jun-2019
You must complete this certification by 20-Jul-2019
You can next renew your certification on 20-Jul-2019

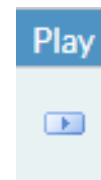
Components

| Course | Component Completion Date | Component Status | Enrolment Details | Choose or Enrol in class | Performance Status | Play |
|--|---------------------------|------------------|-------------------|--------------------------|--------------------|------|
| *352 Infection Prevention (Non-Patient Handlers) e-learning v2 | | Planned | | | Not Attempted | |

Click Apply:



then click the play button to start the course:



352 Infection prevention (Non-Patient) v2 Help Click the Home icon to exit the course correctly >

Outline
352 Infection prevention (Non-Patient) v2

Pride in Pennine Quality-Driven Responsible Compassionate

The Pennine Acute Hospitals NHS Trust

INFECTION PREVENTION
Non-patient handlers

TAILOR MADE TRAINING

Click the forward button to continue

Click here to hide this outline.

Click the Home icon to exit the course. This will save any progress you have made.

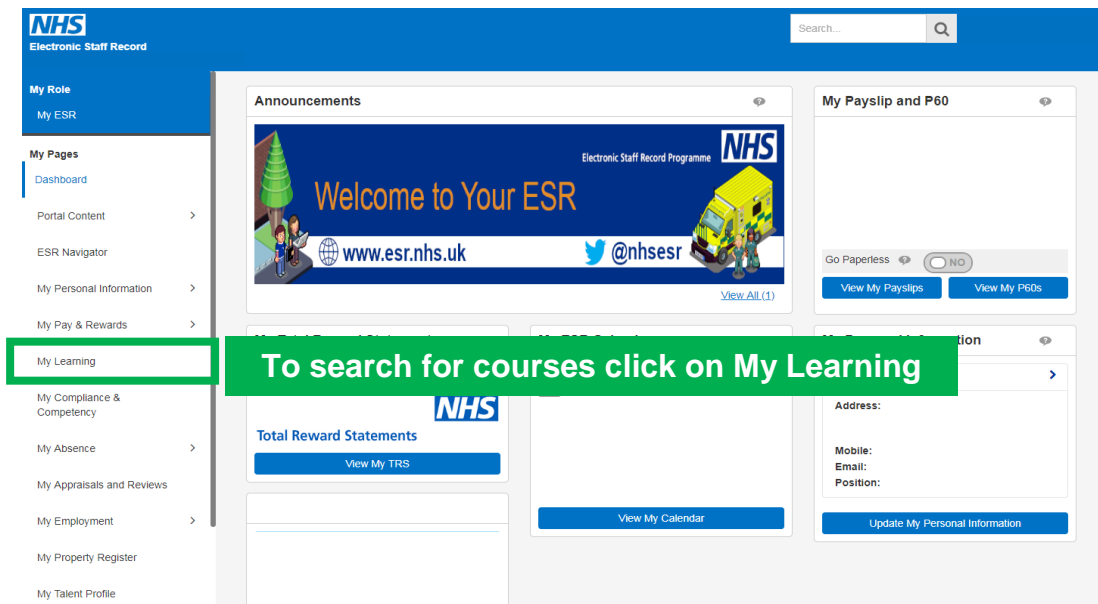
Click the forward button to start the course.

These instructions will let you know what you need to do next.

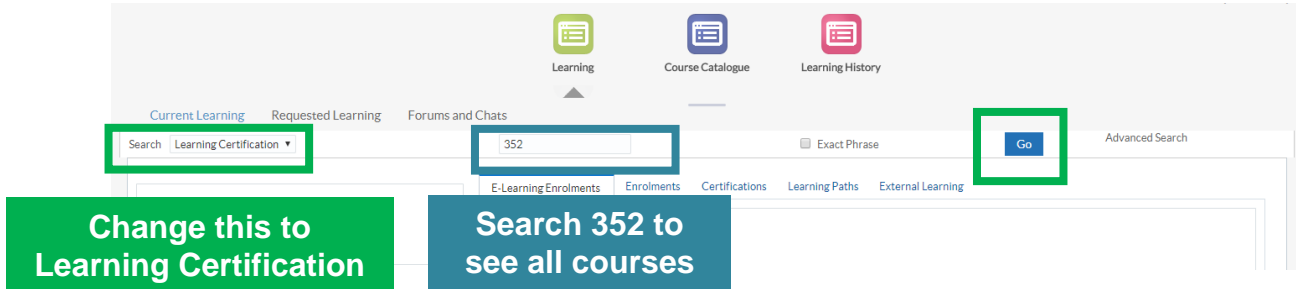
When you complete a module it is important to exit by clicking the Home icon in the top right of the screen so your training record is updated.

Additional Local Training Requirements

In addition to the core mandatory training you may need to complete additional modules relevant to your role. (Essential Job Related subjects) Follow these instructions to locate these subjects.



In the search drop down box change this to Learning Certification and type **352** in the search field. Click Go.



This will show all **352** courses that you can subscribe and enrol onto.



Click Subscribe **Subscribe** then Finish: **Finish**

You will see a confirmation that you have successfully subscribed to the module.

Confirmation
You have subscribed successfully.



Learning Certification: 352C Sepsis
To complete this certification, you must complete all the components within the certification. To complete a course, find an offering in the courses table below, and enroll in one of its classes.

Employee Name
Employee Number


▲ Certification Summary

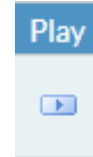
Subscription Number 14988541 Renewable Yes
 You began this certification period on 20-Jun-2019
 You must complete this certification by 19-Aug-2019
 You can next renew your certification on 19-Aug-2019

Components

| Course | Component Completion Date | Component Status | Enrolment Details | Choose or Enrol In class | Performance Status | Play |
|-----------------------|---------------------------|------------------|-------------------|---|--------------------|---|
| 352 Sepsis e-learning | | Planned | |  | Not Attempted |  |

Click the icon under Choose or Enrol in class

Click Apply:  then click the play button to start the course:



Full list of 352 Certifications:

| |
|--|
| 352C Accessible Information Standard |
| 352C Alcohol Identification and Brief Advice (IBA) |
| 352C Anaphylaxis |
| 352C anti-D |
| 352C Automated Letter System |
| 352C Basic Conflict Resolution and Challenging Behaviour Awareness |
| 352C Basic Life Support (BLS) Theory |
| 352C Blood Transfusion Theory |
| 352C Breast Feeding |
| 352C CF2.0 Coach eLearning Training |
| 352C CF2.0 Coachee eLearning Training |
| 352C Clinical Audit |
| 352C Clinical Coding |
| 352C Coaching Skills |
| 352C Community Sepsis and NEWS 2 |
| 352C Complaints |
| 352C CPE Awareness |
| 352C Dealing with Difficult People |
| 352C Delirium for Critical Care |
| 352C Delivering Effective Feedback |
| 352C Dementia Training for Consultants |
| 352C Deprivation of Liberty Safeguards (DoLS) |
| 352C Digital Dictation |
| 352C Do Not Attempt Resuscitation (uDNACPR) |
| 352C Equality and Human Rights Tier 1 |
| 352C Equality and Human Rights Tier 2 |
| 352C Falls Awareness |

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| 352C Food Handling and Hygiene for Ward Staff v2 |
| 352C Food Hygiene Refresher for Catering Staff |
| 352C Fraud Awareness |
| 352C Harm Free Care (Nutrition) |
| 352C Health Record Keeping |
| 352C Health, Safety and Welfare Level 1 v2 |
| 352C Hiring Managers Recruitment Essentials |
| 352C Individual Plan of Care and Support for the Dying Patient Awareness |
| 352C Infection Prevention (Non-Patient) v2 |
| 352C Infection Prevention (Patient) v2 |
| 352C Information Governance (Data Security) |
| 352C Intrapartum Fetal Monitoring (NLMS) |
| 352C Intrathecal Chemotherapy |
| 352C Ionising Radiation (Medical Exposure) Regulations (IRMER) |
| 352C Job Planning for Consultants |
| 352C Leading, Managing and Dealing with Change |
| 352C Let's Talk About Customer Care |
| 352C Lone Worker Awareness |
| 352C Malnutrition Universal Screening Tool (MUST) – Community Staff |
| 352C Malnutrition Universal Screening Tool (MUST) – Hospital Staff |
| 352C Medicines Management Update |
| 352C Mental Capacity |
| 352C Mental Health Act |
| 352C Missed Diagnosis |
| 352C Moving and Handling Non Patient Handlers |
| 352C Moving and Handling Patient Handlers |
| 352C Neonatal Jaundice |
| 352C Oncological Emergencies |
| 352C Paediatric Basic Life Support Theory |
| 352C Paediatric Sepsis 6 |
| 352C Parkinsons Medication |
| 352C Patient Group Directions |
| 352C Patient Observations: Vital Signs |
| 352C Pharmacy Clinical Trials Service |
| 352C Pressure Ulcer Training |
| 352C Prevent (Level 3) |
| 352C Reducing the Risk of Feeding Through a Mislaced Feeding Tube |
| 352C Referral to Treatment (RTT) |
| 352C Resuscitation Level 1 (Basic Life Support for non patient handlers) |
| 352C Safe Oxygen Therapy (Doctors, Nurses and AHPs) |
| 352C Safe use of Insulin |
| 352C Safeguarding Adults Level 1 & 2 (including Prevent Level 1 & 2) |
| 352C Safeguarding Children Level 1 & 2 (including Prevent Level 1 & 2) |
| 352C Sepsis |
| 352C Shared Decision Making |
| 352C Smoking Cessation |

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|---|
| 352C STRONGkids Nutritional Screening |
| 352C Successful Futures: The Importance of Information, Advice and Guidance |
| 352C Vaccination and Immunisation for Occupational Health |
| 352C Venepuncture |
| 352C Venous Thromboembolism (VTE) |
| 352C Waste Management – Non Clinical Areas |
| 352C Waste Management for The Community |
| 352C Waste Segregation |