**ESR 06 User Access Form – St Helens and Knowsley Trust**

**ESR System Administration – Supervisor Self Service**

**By Completing this form you are requesting access to ESR Supervisor Self-Service for the organisation that you select.**

**Section 1 Applicant Details:**

First Name:

Surname:

**Section 1.1 Smartcard Details:**

Access for **409 St Helens and Knowsley Hospitals** requires a smartcard so please state your smartcard number below (if you do not have a smartcard please contact the IT Service Desk to request one. This form should only be submitted ONCE you receive your smartcard as it cannot be actioned before):

Access for **096 Lead Employer Doctors in Training** - if you have a smartcard please include the number below BUT if you do not have a smartcard, please state **Not Applicable** in the text box below.

Smartcard Number:

**Section 2: Organisation Details**

Please select the appropriate Trust/VPD below:

**Choose an item.**

**Section 3: Staff for whom access is required**

Please state below the staff you will be managing on ESR to ensure we align the correct employees to your hierarchy:

|  |  |
| --- | --- |
| Employee Name: | Employee Number/ GMC Number: |
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**Section 4: Manager Authorisation**

Manager Print Name:

Managers Signature:

Manager Department:

Date:

**Section 5: Employee Confidentiality Declaration**

In accordance with Trust Governance and Data Confidentiality requirements, I hereby confirm that as a designated ESR System User, that I will only access employee, Trust and personal data consistent with the requirements of my post within the Trust.

I will not use the data for any other purpose or attempt to access data that is not directly relevant to my role.

I understand that failure to comply with the above may lead to disciplinary action.

I have read and understood the below ESR Procedure appendix below (the full document is available on request)

Employee Print Name:

Employee Signature:

Employee Department:

Date:

**Appendix 1: ESR Procedure:**

The purpose of this document is to provide regulations and guidance for the specific access, security and use of the Electronic Staff Record (ESR) system in use within St Helens and Knowsley Teaching Hospitals Trust (STHK). Misuse of ESR can compromise the Trust’s confidential information, staff information and otherwise adversely affect the Trust’s interests and reputation. There are several electronic systems that hold personnel data. This document only relates to the use of ESR.

**WHO CAN HAVE ACCESS TO THE ESR SYSTEM:**

All supervisor self service users can have access to staff members with a legitimate need to view and/or record other staff information for their role will be given additional access once their line manager verifies this. For ESR to be fully effective records must be updated in a timely manner.

**SUPERVISOR SELF SERVICE:**

Training is available upon request by contacting the Workforce Information & Systems team. A suite of guidance documents are also available on the Workforce Information & Systems intranet pages.

**REMOVING ACCESS TO ESR:**

For staff leaving the Trust, access to ESR is removed as part of the organisations termination process. If urgent removal of access is required, for example in instances of investigation or disciplinary, the manager must request this with the Workforce Information & Systems team.

**PASSWORDS:**

Under no circumstances must the user allow anyone else to access the system using their Smartcard, or username and password. It is the responsibility of the user to ensure that their details are kept confidential. Disclosure and inappropriate use of Smartcards could result in disciplinary action.

**SECURITY:**

Users are responsible for ensuring staff have undertaken the relevant statutory and mandatory training and are aware of the organisations policies and procedures, especially relating to information security. This will ensure they understand the Trust’s data governance, legal and ethical requirements for protecting and accessing personal information. Trust terms and conditions of employment include adherence to Information Governance standards. Information security requirements, code of confidentiality and common law confidentiality.

ESR contains staff identifiable information and therefore users are responsible for maintaining the confidentiality of information relating to staff. The Trusts Confidentiality Code of Conduct policy is available on request.

**ESR SYSTEM MONITORING:**

The ESR system is fully auditable, and access is monitored. Staff records are restricted to those who have been defined as a ‘Line Manager’. In some instances, managers may have delegated the updating of the ESR system to an appropriate administrator using Administrator self-service. Several appropriate business intelligence reports are available within ESR for “managers” to run.

**AUDIT:**

ESR will be subject to regular audits in the following areas:

• General systems control audit – security, access, and passwords, system administration controls

• The Workforce Systems and Information team are also required to access ESR to review usage of the system for the purpose of support call resolution and information analysis.

• Any other audit to check the system is being used appropriately and securely.