



Mersey and West Lancashire  
Teaching Hospitals  
NHS Trust

# Lead Employer Mandatory Training

## Supervisor Self Service

# How to input Training completions on ESR

1. Log into the **MyESR** website: <https://my.esr.nhs.uk/>.  
You will be presented with the ESR Hub landing page.



To login, click on the **Login to ESR** button.



2. Log in with your **smartcard**.

**Log in with your credentials**

Fields with an asterisk (\*) are required fields

Username\*

(Example: 999JSMITH01)

Password\*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

[Log in via Username Password](#)

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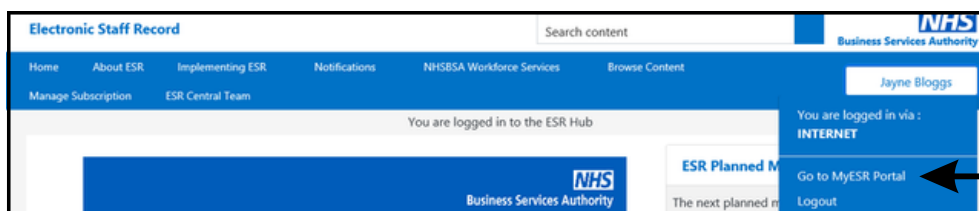
**Log in with your Care Identity**

Access ESR via your Care Identity by clicking the 'Log in with my Care Identity' button below

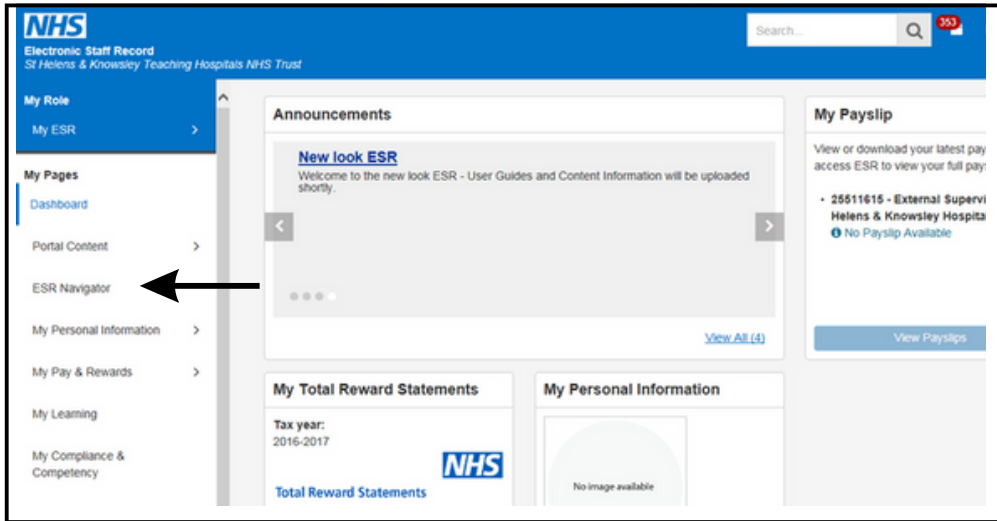
[Log in with my Care Identity](#)



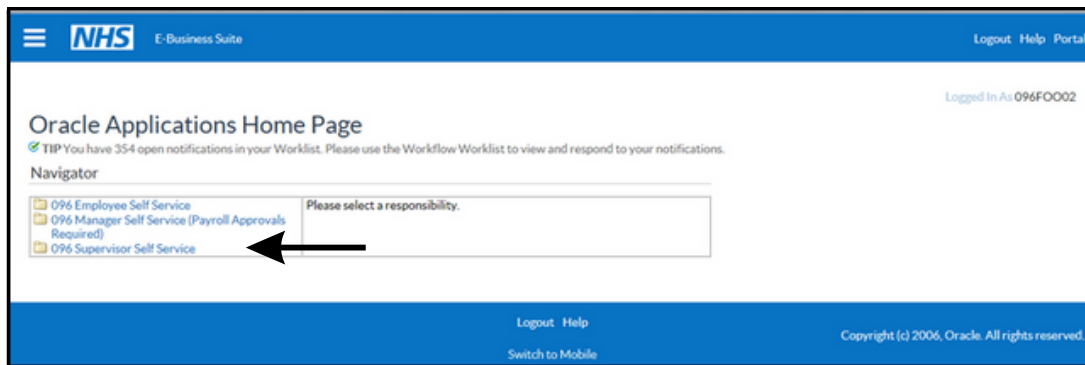
3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.



## 4. Select **ESR Navigator**



## 5. Select **Supervisor Self Service**



## 6. Select **Compliance and Competency**

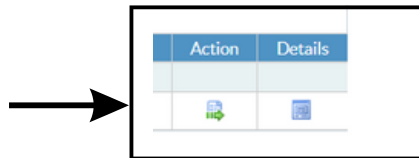


## 7. Select **People in Hierarchy**



8. Click on the **action** button next to the employee you wish to enter the information against.

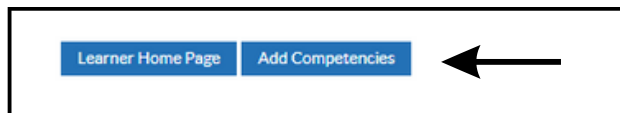
NOTE: If there is more than one person with access to the employees then you may need to expand the selection by using the “+” icon next to their name.



**If the Trainee is non-compliant follow the below steps,  
If the Trainee has an existing in date competency and has renewed early navigate to Scenario 2:**

### **Scenario 1: Trainee is Non Compliant**

1. When the employees Compliance and Competency page loads select **Add Competencies**



2. Select **Find Competencies**



3. In the **Name** section add the appropriate competency from the list below (it is important you use the exact name as this narrows the search fields) Click **Go**

- NHS|CSTF|Equality, Diversity and Human Rights – 3 Years
- NHS|CSTF|Fire Safety – 2 Years
- NHS|CSTF|Health, Safety and Welfare – 3 Years
- NHS|CSTF|Infection Prevention and Control – Level 2 – 1 Year
- NHS|CSTF|Information Governance and Data Security – 1 Year
- NHS|CSTF|NHS Conflict Resolution (England) – 3 Years
- NHS|CSTF|Preventing Radicalisation – Prevent Awareness – 3 Years
- NHS|CSTF|Safeguarding Adults (Version 2) – Level 2 – 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) – Level 2 – 3 Years
- NHS|CSTF|Safeguarding Children – Level 3 – 3 Years
- NHS|CSTF|Safeguarding Adults – Level 3 – 3 Years
- NHS|CSTF|Moving and Handling – Level 2 – 2 Years
- NHS|CSTF|Resuscitation – Level 2 – Adult Basic Life Support – 1 Year

4. The Competency will be listed below tick the check box and click **Select**

**Note: You will be unable to locate the competency if this is already holding in the record. Navigate to Scenario 2 to amend the existing record**

Search and Select: Competencies

Search

Note that the search is case insensitive

Name %Local%Induction%

Required Competencies

Type

Go Clear

Details	Competency Name
<input checked="" type="checkbox"/>	409 LOCAL Local Induction Core

5. Add the Start Date and leave the end date as Blank.  
Select Apply

Start Date	End Date	Remove
24-Nov-2020		

## 6. Click on **Review and Submit**

Review and Submit

## 7. Click on **Submit**

### **Scenario 2: Trainee has an existing competency in date**

1. Find the relevant competency from the list of training the employee has completed

2. Select Edit

Export	Printable Page	***		Rows 1 to 16				
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	409(MAND)(Countering Fraud Within the NHS)(Core				No Expiry			
>	NHS(CSTF)(Equality, Diversity and Human Rights - 3 Years)	1 - Assessed	0 - Not Assessed	Y	19-Jun-2025			
>	NHS(CSTF)(Fire Safety - 2 Years)	1 - Assessed	0 - Not Assessed	Y	19-Jun-2024			
>	NHS(CSTF)(Health, Safety and Welfare - 3 Years)	1 - Assessed	0 - Not Assessed	Y	18-Jun-2025			
>	NHS(CSTF)(Infection Prevention and Control - Level 1 - 3 Years)	1 - Assessed	0 - Not Assessed	Y	02-Mar-2025			
>	NHS(CSTF)(Information Governance and Data Security - 1 Year)	1 - Assessed	0 - Not Assessed	Y	27-Feb-2024			

3. Amend the date of the competency to reflect the new period of compliance

Indicates required field				
***				
Details	Competency Name	Competence Level	Start Date	End Date
>	NHS(CSTF)(Fire Safety - 2 Years)	1-Assessed	20-Jun-2022	19-Jun-2024

3. Select Apply

Cancel

Apply