Mersey and West Lancashire Teaching Hospitals

Lead Employer Mandatory Training Supervisor Self Service

How to input Training completions on ESR

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



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

📥 Login to ESR

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

Log in wit	h your credentials asterisk (*) are required fields	
Username*	1	
	(Example: 999JSMITH01)	
Password*		
Forgotten F	Request Usemame/Password. Unlock Account	
Log in wit	h 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	vano)

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.

Electronic Staff Record Search content					Business Services Authority		
Home	About ESR	Implementing ESR	Notifications	NHSBSA Workforce Services	Browse C	ontent	Jawne Blooms
Manage St	ubscription	ESR Central Team					sofile ologgy
	You are logged in to the ESR Hub ESR Planned M		You are logged in via : INTERNET				
			Go to MyESR Portal				
				Business Services Auth	ority	The next planned m	Logout

4. Select ESR Navigator

Electronic Staff Record St Helens & Knowsley Teach	ing Hospitals	NHS Trust	Sear	th
My Role	^	Announcements		My Payslip
My ESR My Pages Dashboard Portal Content ESR Navigator	>	New look ESR Welcome to the new look ESR - User Guides a shorty.	ind Content Information will be uploaded	View or download your latest pay access ESR to view your full pay • 25511615 - External Supervi Helens & Knowsley Hospita • No Paysilp Available
My Personal Information	>		Mew All (4)	View Payslips
My Pay & Rewards	>	My Total Reward Statements	My Personal Information	
My Learning		Tax year: 2016-2017		
My Compliance & Competency		Total Reward Statements	No image available	

5. Select Supervisor Self Service



People in Hierarchy Printable Page

6. Select Compliance and Competency

MyTeam	
Talent Profile	
Organisation Chart	
My Team Personal Information	
Personal Information	
Contacts	
Absence Calendar	
Absence	
Property Register	
Conflict of Interest Declarations	
My Team Career Information	
Ecarning	
Appraisals and Reviews	
Compliance and Competency	
Qualifications	
Registrations and Memberships	
Suitability Matching	

7. Select People in Hierarchy

Compliance and Competency - Hierarchy View

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: C	Competencies Back Select	←
Search		
Note that the search is case insensitive		
Name	%Local%Induction%	
	Required Competencies	
Туре		
	Go Char	
🖉 Details Competency Name 🔺		
2 > 409/LOCAL/Local Induction	on/Core	

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

		Back Apply	
	End Date	Demous	
Start Date	chu Date	Remove	

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

Expert Printable Page · · · Rows 1 to 16									
Details	Competency Name 🗠	Competence Level	Min Reg	Essential	Expiry Date	Compliance Status	Find Learning	Edit	
~	409[MAND]Countering Fraud Within the NH5[Core				No Expiry		4	1	
>	NHS CSTF Equality, Diversity and Human Rights - 3 Years	1 - Assessed	0 - Not Assessed	Y	19-Jun- 2025		٩	1	
>	NHS CSTF Fire Safety - 2 Years	1 - Assessed	0 - Not Assessed	Y	19-Jun- 2024		٩	1	
>	NHS CSTF Health, Safety and Welfare - 3 Years	1 - Assessed	0 - Not Assessed	Y	18-Jun- 2025		٩	1	<
>	NHS CSTF Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed	0 - Not Assessed	Y	02-Mar- 2025		٩	1	L
>	NHS CSTF Information Governance and Data Security - 1 Year	1 - Assessed	0 - Not Assessed	Y	27-Feb- 2024		٩	1	

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

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

3. Select Apply

