Mersey and West Lancashire Teaching Hospitals

# Lead Employer Mandatory Training Supervisor Self Service

# How to run a Core Skills Compliance Report 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**.

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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.

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#### 4. Select ESR Navigator

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5. Select Supervisor Self Service

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#### 6. Select Business Intelligence



### 7. Once BI has opened, click **Dashboards** from the top



8. From the list of NHS Standard Dashboards, choose **NHS Compliance Dashboard** 



## 9. Choose the **Selective Competency Matching** tab. Once the page loads, select the drop down arrow on the Competencies filter, the click on More/Search.



10. When the Competencies window pops up, type in CSTF in the box under Available (on the left hand side) and press ok. Select the correct competencies from the list below:

- 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| Moving & Handling Level 2 2 Years
- NHS|CSTF| Resuscitation Level 2 Adult Basic Life Support 1 year

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11. Once the course has been selected, move to the Selected section with the > arrow.

Once the courses are all there as above, click Ok

NHS Electronic Staff Record - Business Intelligence
Note: Organisation filtering can be found by clicking the Next button within the upper Dashboard Prompt.
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12. You will be returned to the above page so click Apply.

The below Core skills compliance report will populate. To open and save the data, select Export > Excel 2007 from the bottom and then Open when prompted, then save the report.

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