



Mersey and West Lancashire
Teaching Hospitals
NHS Trust

Lead Employer Mandatory Training Supervisor Self Service

How to run a Core Skills Compliance Report on ESR

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

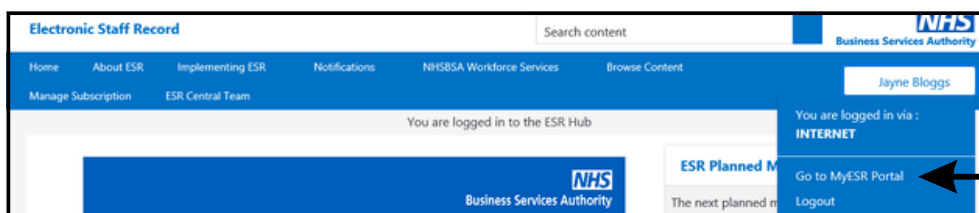


To login, click on the **Login to ESR** button.

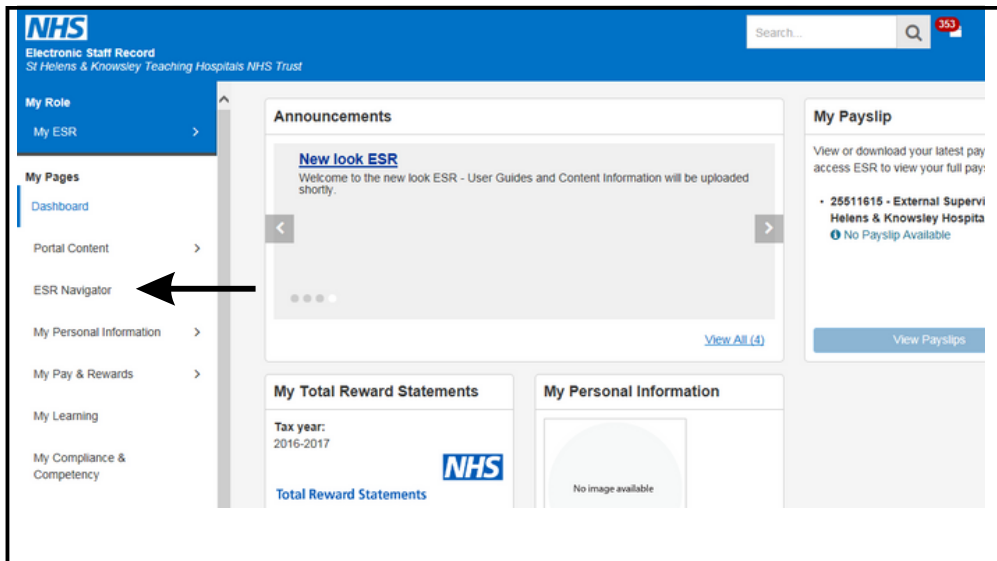


2. Log in with your **smartcard**.

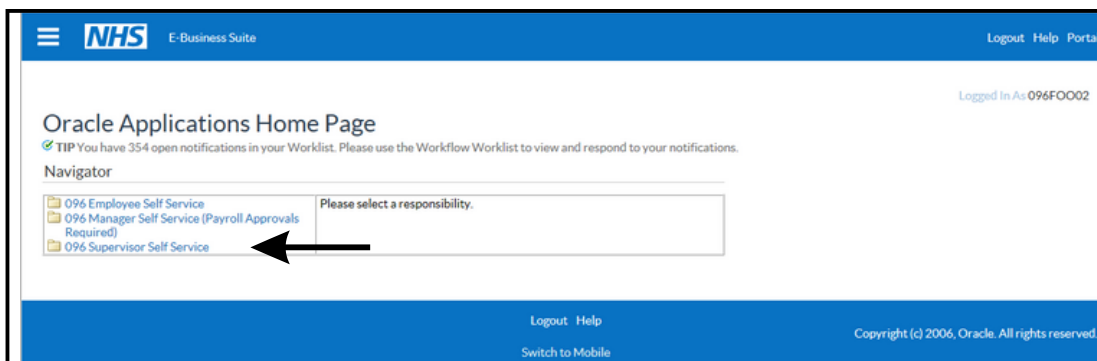
3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.



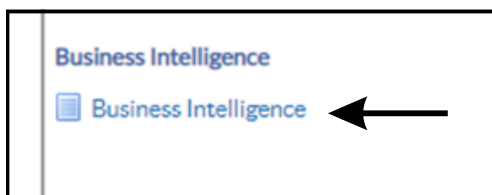
4. Select **ESR Navigator**



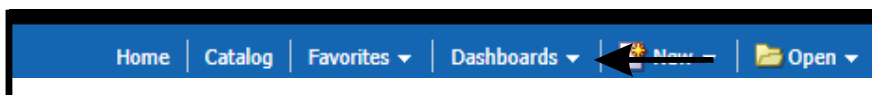
5. Select **Supervisor Self Service**



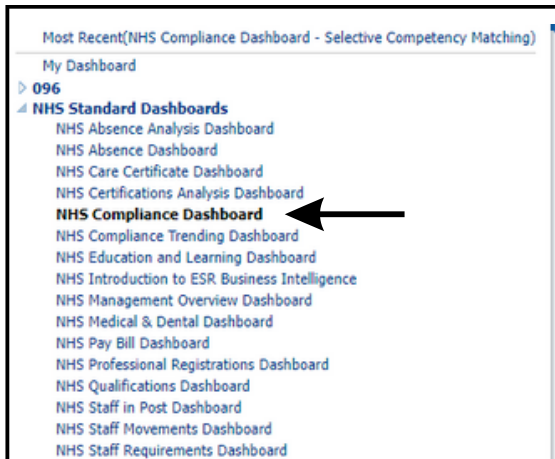
6. Select **Business Intelligence**



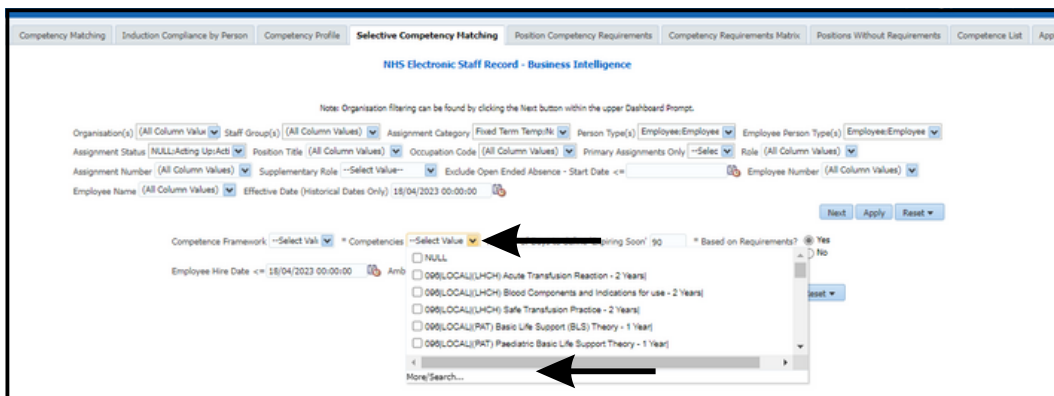
7. Once BI has opened, click **Dashboards** from the top



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

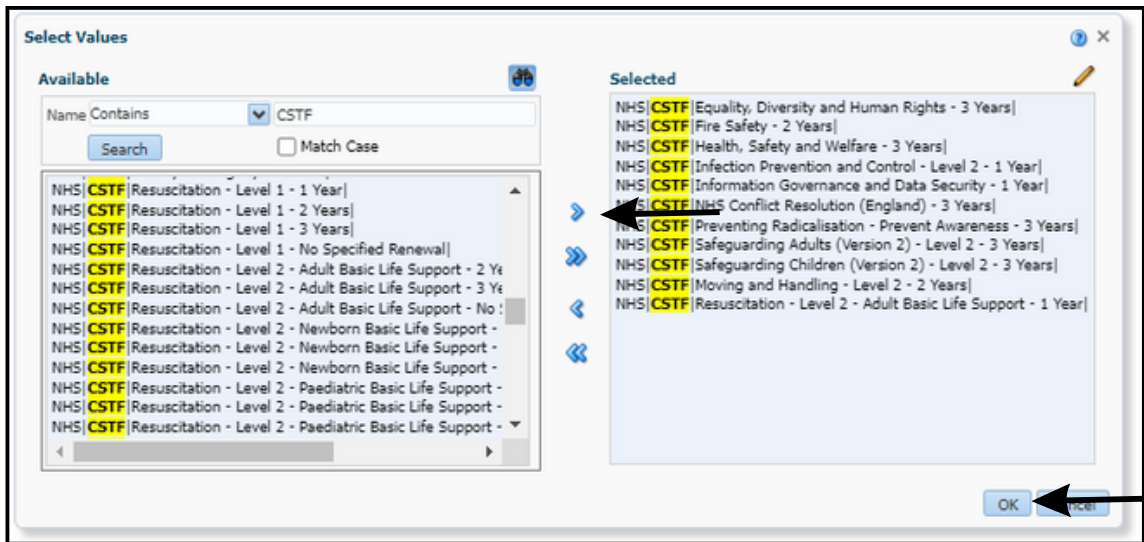


9. Choose the **Selective Competency Matching** tab.
Once the page loads, select the drop down arrow on the Competencies filter, the click on More/Search.



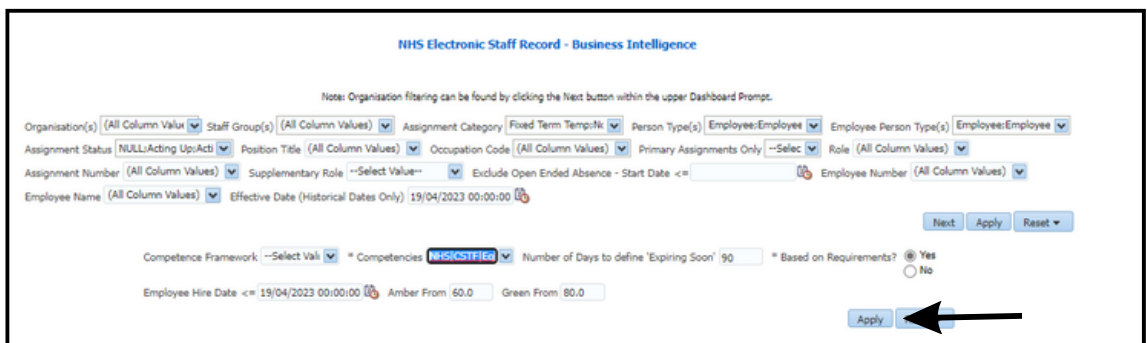
10. When the Competencies window pops up, type in CSTF in the box under Available (on the left hand side) and press ok. Select the correct competencies from the list below:

- 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



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



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.

Approved Status	Employee Name	Position Title	Staff Group	Assignment Status	Hire Date	Organisation	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) [Moving and Handling - Level 2 - 2 Years]	NHS(CSTF) [Preventing Radicalisation - Prevent Awareness - 3 Years]	NHS(CSTF) [Resuscitation - Level 2 - Adult Basic Life Support - 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 (Version 2) - Level 2 - 3 Years]
							63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%
							63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%	63.29%