Streamlining Induction and Passporting Training

Barnsley Hospital NHS Foundation Trust streamlined their processes to make efficiency savings and improve staff experience for staff attending inductions and refresher training. Since 2015 the trust has saved 6,789 hours of unnecessary training time.

The case for change

Over a twelve-month period workforce data for the trust showed that 52 per cent of new starters came from other NHS organisations, and 48 per cent of leavers moved on to other NHS organisations. The trust recognised that in order to enable staff movements within the NHS, there were benefits to be gained by using Inter Authority Transfers (IATs).

It became apparent after streamlining their induction that existing staff working in multiple trusts were also repeating refresher training. If a streamlined induction worked for passporting training records for new starters, why couldn’t it work for existing staff?

With a growing number of staff movements within the NHS, it was clear maximum efficiencies could be made by preventing any unnecessary repetition of training. The trust board were keen on reducing any unnecessary time spent away from wards and departments and acknowledged that further work was required within the South Yorkshire and Bassetlaw streamlining training group and within Barnsley learning and development department.

The solution

The trust conducted an internal review and implemented a streamlined induction based on passporting training records. As a result of a four-year programme of improvements detailed in an earlier case study, the trust now benefits from a firmly embedded and streamlined induction.

Prior to attending an induction, staff are informed about any training they have passported. The trust has found there has been an increase in the number of staff providing evidence of training from other organisations. Staff are aware of the elements of the induction that do not need to be repeated and they are now able to return to normal duties or undertake other training that is required of their role during that time.

In order to remove this unnecessary repetition, the trust used new functionality within ESR - the competency update notification. This allows trusts to accept training competencies undertaken at other trusts where they work across multiple organisations.
The trust took steps to make improvements which included declaring and aligning to the Core Skills Training Framework and using the ESR IAT to share training records between organisations. These changes have helped reduce the repetition of training and also gives assurance of the level of training that has been undertaken.

The results and impact

Through the ongoing regional streamlining work more trusts are now aligned and IATs are easier to process. When staff passport training the trust is now confident the training meets the defined aims and objectives. Any localised training is passed on through local induction. Data analysis in 2019 has established that 87 per cent of competencies received through IATs are CSTF.

In order to measure the real impact passporting of training has had on their workforce, a deeper level of data gathering has now commenced. Data is gathered to determine if passporting has been achieved by an IAT, certificate evidence/training records or through the new ESR competency update notification. This allows the greater benefits to be measured.

Through ESR business administration reports it has been possible to report that in 2018 33 per cent of staff undertook a trust induction within a month of starting. This has now increased to 55 per cent in 2019, mainly due to the 6,789 hours of repeated training saved since 2015.

There are also reports available to predict cost saving efficiencies from IATs that have been received within the trust. Further reports will be available to measure the benefits from IATs.
Next Steps

- Richer data gathering will be undertaken to establish where the most efficiencies can be achieved.
- The new competency update notification will also form a valuable source of data transfer to ensure staff working across multiple trusts do not have to repeat training.
- The trust will trial the use of the ESR applicant dashboard to offer the option to undertake e-learning prior to commencement or movement into a new trust.

Top Tips

- Work closely with your trust ESR leads to ensure all departments are aware of new developments and the benefits from collaboratively implementing new functionality and processes.
- Sell the benefits of the new processes to your trust in order to ensure board level engagement.
- Engage with the regional streamlining training networks.

Contact

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