ESR Business Intelligence

Resident Doctors Exception Reporting

Introduction

From the 4th February the Terms and Conditions of Service for Doctors and Dentists in Training (England) 2016 will be updated to Version 13, to reflect changes to the exception reporting process. Employers can use the below process to cross-check eligibility of doctors for exception reporting with the test exception reports to ensure all eligible doctors are given access.

Please note exception reporting applies to all doctors and dentists in training who are substantively employed under the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 (2016 TCS) and to those whom the provision has been extended locally. It is recognised that the 2016 TCS are widely mirrored in other employment contexts, and we encourage employers in England to make every effort to extend exception reporting where appropriate
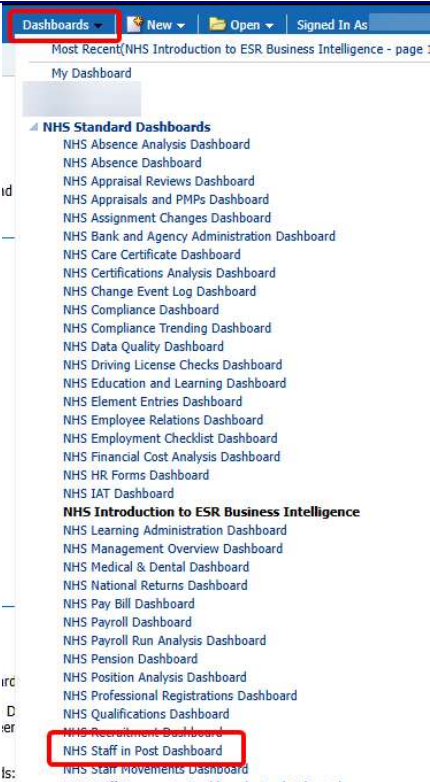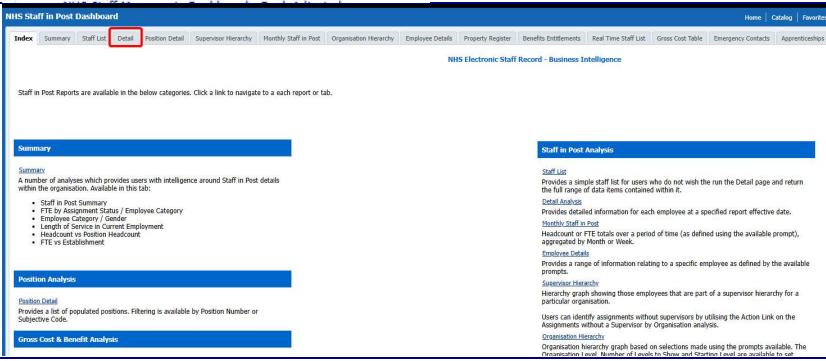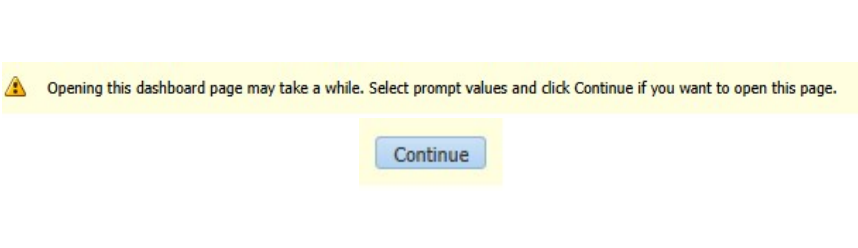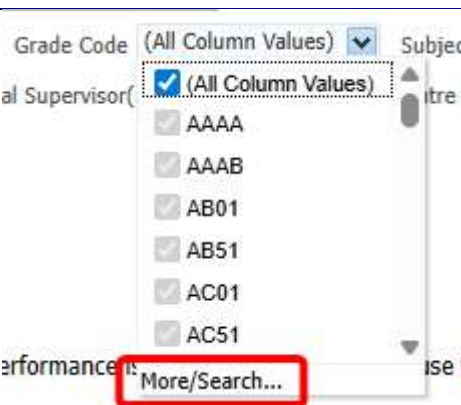
ESRBI Dashboard

The below procedure has been agreed by the ESRBI Development Team and NHS Employers as a consistent and repeatable way to report Resident Doctors for the purposes of NHS Employers Exception Reporting using ESRBI:
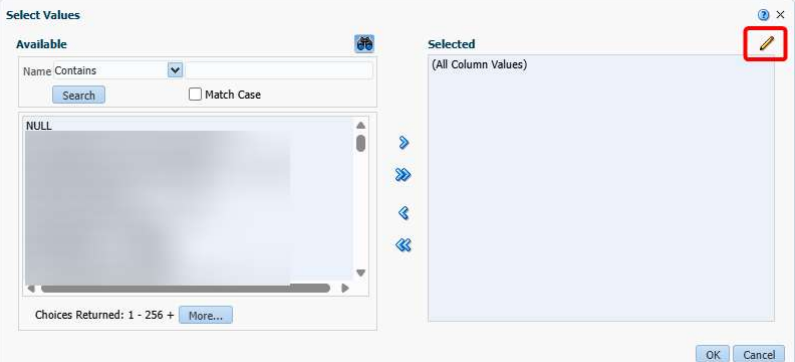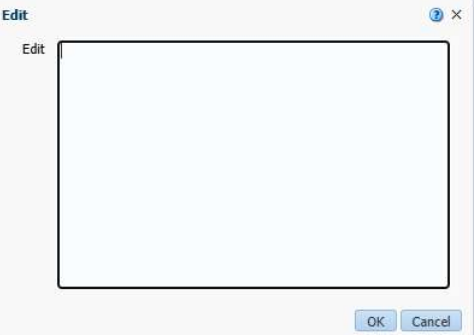
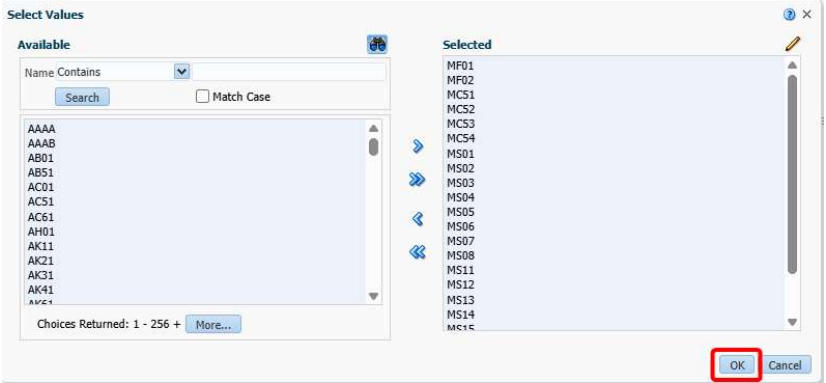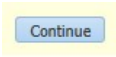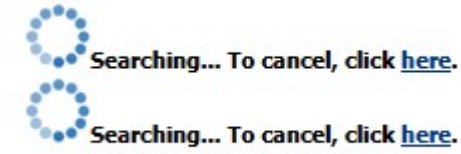| Step	Screen	Description
1		Users should login into ESR and navigate to Business Intelligence using one of the appropriate core URPs which enable trust wide reporting.

Electronic Staff Record

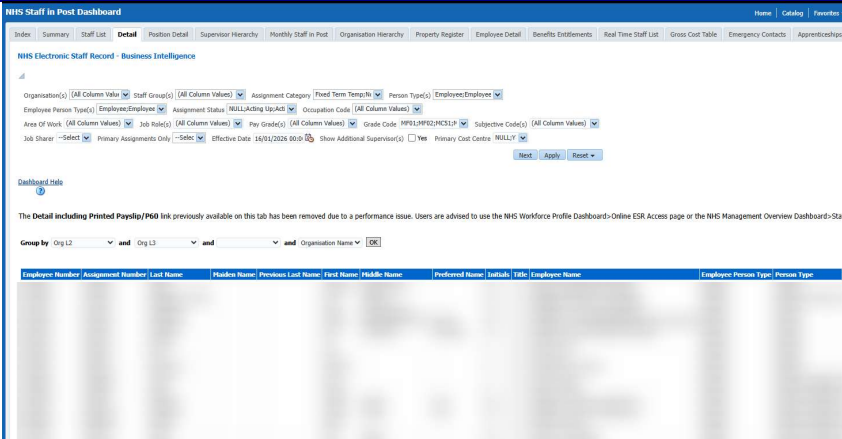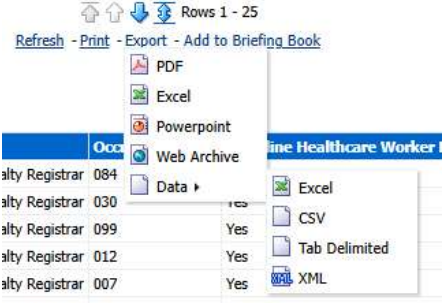|		
2		Select the NHS Staff in Post Dashboard from the available drop-down list in the upper toolbar.
3		Select the Detail tab
4		Note the dashboard page will only run once the continue button is clicked on.
5		Open the Grade Code Prompt (drop-down list) and select More/Search…

6		Select the Pencil Icon
7		Remove the All Column Values entry.
8		Copy the list of Grade Codes below and paste into the Edit window. Add any Local Pay Grade as appropriate and click OK. MF01 MF02 MC51 MC52 MC53 MC54 MS01 MS02 MS03 MS04 MS05 MS06 MS07 MS08 MS11 MS12 MS13 MS14 MS15

		MS16 MS17 MS18
9		Click OK.
10		The Grade Codes should now be populated within the prompt.
11	Continue	Click Continue to run the dashboard page.
12	Searching... To cancel, click here. Searching... To cancel, click here.	The dashboard page should now run.
13		Dashboard complete.

Exporting Results

Step No.	Screen	Description
1		To Export results, scroll to the centre of the table and select Export.
2		Select the format required.
3		Once the process is complete, the output should be available within the downloads folder.