

Covid Vaccination Programme HealthRoster Configuration Guidance

For Lead Trusts using HealthRoster & BankStaff, with Home Trusts paying their own workers



Contents

1. Introduction.....	3
1.1. Glossary of Terms	3
1.2. Purpose.....	4
1.3. Change Control.....	4
1.4. Overview.....	5
2. System Setup	6
2.1. Organisation structure.....	6
2.2. Work Contracts.....	6
2.3. Grades / Grade Types / Staff Groups	7
2.4. Shifts & Roster Templates	7
2.5. Posts	7
2.6. Payroll & Award Rules.....	8
2.7. Skills	9
2.8. Bank Request Reasons.....	9
2.9. Onboarding Workers	9
Workers from Lead Trust.....	9
Workers from National Recruitment Programme	10
Workers Supplied from Local Trusts.....	11
2.10. Bank Resource Pool	12
2.11. Worker User Accounts.....	12
2.12. Rostering.....	12
2.13. Controlling Bank Worker Visibility	13
3. Appendices	14
Appendix 1: Person Data	14
Personal & Posting Information from ESR	14
ESR BI Tool.....	14
Appendix 2: Staff Contacts	15
Staff Contact Details	15
Staff Contact Import.....	15
Appendix 3: Person Skills and Professional Registration.....	15
Professional Registration	15
Professional Registration Import	15

1. Introduction

1.1. Glossary of Terms

Term	Meaning
Covid Vaccination Programme (CVP)	The programme of activity required to provide a Covid-19 vaccination to the general population
Lead Trust	The Trust who is designated by NHSE as the Lead Trust in an area (presumed to be an ICS) for administering the CVP Rosters. Note, it is not required that the Lead Trust employs workers from Local/Home Trusts who are provided to staff the CVP rosters
Local/Home Trusts	A Trust in the local area (presumed to be an ICS), who are providing staff to the Lead Trust to work on the CVP rosters
Vaccination Centre	The physical location where vaccinations will take place (e.g. Sports Arena, Exhibition Centre etc)
POD	Point of Delivery, for the vaccine
NHSE&I CVP Roles	<ol style="list-style-type: none">1. Front of House/Reception2. Marshal3. Vaccine Admin Support4. Health Care Assistant5. Vaccinator6. Registered Healthcare Professional7. Post Vaccination Observation8. Patient Advocate9. RCHP - Clinical Supervisor10. Nursing Manager11. Senior Manager12. Medical Director13. Operations Director14. Pharmacy Team15. GP (PCNs only)

1.2. Purpose

This document provides guidance for setting up HealthRoster for the National Covid Vaccination Programme (CVP) on an existing HealthRoster instance.

It is for use in the following scenario:

1. The Lead Trust hosts the vaccination rosters
2. Where the Lead Trust is rostering staff provided by Local/Home Trusts, the Local/Home Trusts pay their workers
3. The lead Trust's bank solution is Allocate BankStaff or Allocate HealthRoster
4. There is no collaborative bank in place (i.e. no CloudStaff)

It is expected there may be local factors that lead to some variation in the set up for your CVP programme; you should use your own local and system knowledge along with this guidance to define the optimal set up. This guidance should be used as a checklist of considerations when setting up Allocate systems. Contact Allocate if your scenario is not covered by the guides and you wish to discuss.

One such variance may be where a Local Trust hosts a CVP roster (e.g. if the vaccination centre is being managed by a Local Trust, not the Lead Trust). In this scenario the Local Trust will be acting in the same way as a Lead Trust, for the purposes of this guidance.

It is assumed the reader is an experienced Roster/Bank administrator.

Supporting process maps are available for interaction with ESR (worker onboarding and payroll). If there are any questions about the ESR set up, a service request should be raised with the ESR Team.

- Vaccination Programme Data Flow for Local Trust Applicants - Local Trust Pays_V0.3(Existing Grades)
- Vaccination Programme Data Flow for NHSP Applicants_v0.3(Existing Grades)_ESRGO
- Vaccination Programme Data Flow for NHSP Applicants_v0.3(Existing Grades)_Gateway

1.3. Change Control

Version	Date	Description	Author
1.0	02 Dec 20	Initial Release	RK
1.1	03 Dec 20	Section 2.8: Bank Request Reasons Added	RK
1.2	04 Dec 20	Section 2.6 Worker Onboarding > From Local Trust > Payroll configuration clarifications (Bullet 2) Section 2.7: Skills – Added ESRGO Info (Bullet 4) Section 2.9: Worker Onboarding > Workers from Lead Trust > ESRGO users guidance added	RK

1.4. Overview

A high-level summary of the technical solution described in this document is described below.

CVP Rosters:

- Set up and managed by the Lead Trust.

Worker Onboarding:

- Existing Lead Trust Substantive & Bank: no onboarding required. Some additional worker data will be required.
- Local Trust Substantive & Bank: onboarded onto Lead Trust HealthRoster (remain on Local Trust ESR for payment)
- Nationally Recruited Staff: onboarded onto Lead Trust HealthRoster via ESR as substantive/bank

Bank Worker App:

- EOL or ME, workers view/book CVP duties via the Lead Trust's app.

Agency:

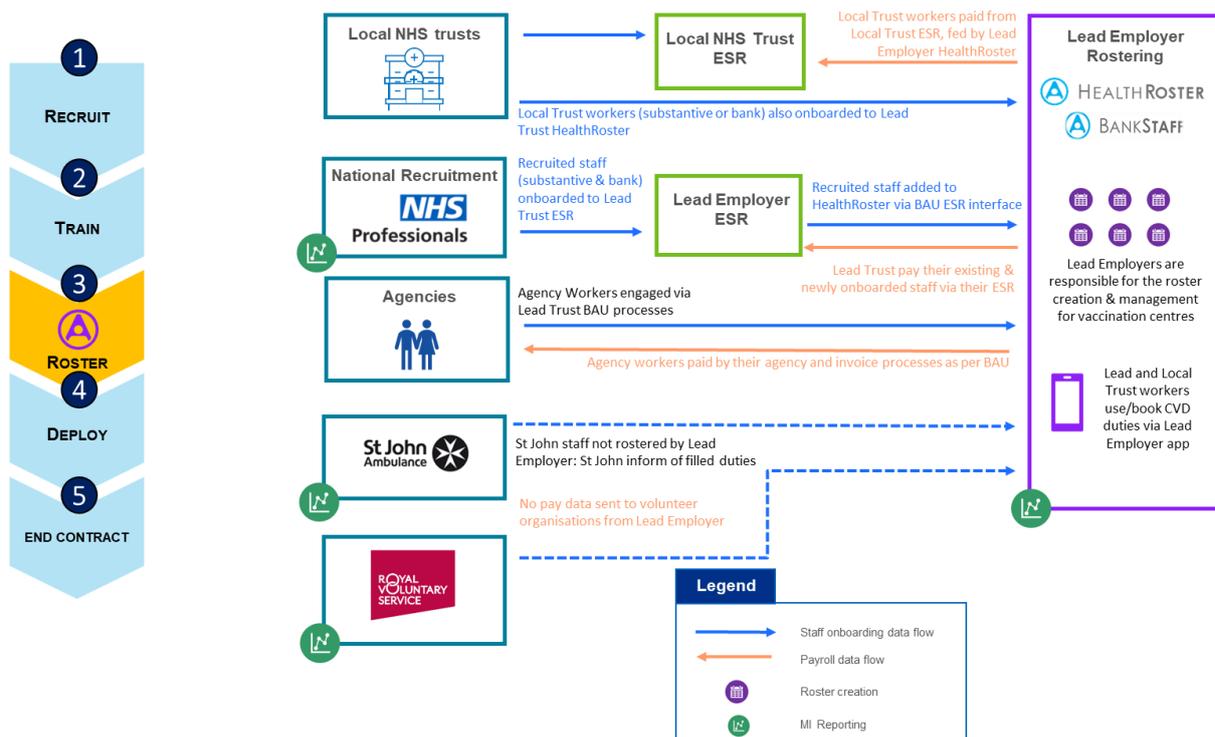
- Lead Trust engages agency workers via BAU channels (e.g. via BankStaff or 247Time)

Payroll:

- Existing Lead Trust substantive & bank: pay via ESR as normal, use appropriate cost centre
- Existing Local Workforce: substantive & bank workers paid by Local/Home Trust via the Local/Home Trust ESR: data is extracted from Lead Trust's HealthRoster with appropriate contract/payroll setup for each Local Trust. Local Trust have appropriate Covid cost centre setup to manage recharges.
- New Workforce: paid by Lead Trust ESR

Notes:

- Assumes Local Trusts & National Recruitment are providing staff. An alternative, simpler scenario is that they do not: instead only the Lead Trust provides staff resource, either through existing workforce or CVD recruitment (if this is possible will depend on demand for staff and available workforce in the Lead Trust).



2. System Setup

2.1. Organisation structure

- It is advised a discrete sub-structure under the Trust top level unit, outside the existing org structure unit (yellow) – i.e. new ‘branch’ under the Trust top level.
- Consideration needs to be given to the size of rosters at large sites (max 120 substantive postings per roster), so advise that multiple rostered units per large vaccination centre if rosters are going to exceed 120 substantive staff.
- For NHSE national reporting purposes it will be necessary to identify any vaccination units you set up. Therefore you must, add ‘C19 Vaccination’ to the unit’s ‘External Reference’ field for all CVP roster units.
- Create appropriate Site reference data, and assign the Site to the Unit via the Unit Site field. This will aid reporting if multiple rosters cover the same site, and will likely be used for NHSE national reporting.
- Create a cost centre code that will be used for the Covid vaccination budget, assign the cost centre to all CVP roster units. This will be used to recharge shifts worked to the Covid vaccination budget
- Consider is the use of Teams and their grouping is appropriate for your roster(s) - e.g. by pod, location or team.
- Example organisation structure:

ASW Trust	ASW Trust	-	-
COVID Vaccination Programme	COVID Vaccination	-	-
Community Vaccination Teams	Community Vaccination	-	-
Team 1	Team 1		
Team 2	Team 2		
Main Vaccination Centre	Main Vaccination C	-	-
Pod 1			
Pod 2			
Pop-up Vaccination Sites	Pop-up Vaccination	-	-
Location 1	Location 1		
Location 2	Location 2		

2.2. Work Contracts

- For existing workers at the Lead Trust, use the existing substantive and bank work contracts
- For *each* Local/Home Trust that is providing workers:
 - Create a new substantive enterprise work contract
 - Create a new bank work enterprise contract

Note: ensure working restrictions have been defined for all new work contracts created.

2.3. Grades / Grade Types / Staff Groups

It is recommended to use your existing grades in HealthRoster for the CVP roles:

Pros	Considerations
<ul style="list-style-type: none"> • Reduces set up: no or fewer grades to add • Enables you to use existing bank workers without adding new postings • No additional payroll configuration required • Simpler onboarding process for workers being added to the Lead Trust (e.g. from the National Recruitment Programme or Local Trusts) 	<ul style="list-style-type: none"> • You will need to determine which Bank workers can work on CVP rosters to prevent all bank workers with the existing grades automatically having visibility of your CVP roster shifts (see later section 'Controlling Bank Worker Visibility') • It is possible you may wish to later use CloudStaff to create a collaborative bank, which may mean a small amount of additional set up • Will likely need to distinguish, with the use of a skill, between the B5 Clinical Assessment Role and the B5 Clinical Supervisor Role if setting up CVP rosters using grade types • Note: requires mapping of grades from Local/Home Trusts grades when onboarding workers from them to your HealthRoster (see later section)

The following set up steps are required:

- Create Grade Contracts for the newly added Work Contracts that have been added for each Local/Home Trust; link them to bank & substantive work contracts as required.
- Add any additional grades required for the CVP rosters that are not in your existing system (as per the defined role list – see Glossary).

2.4. Shifts & Roster Templates

- To be determined by the Lead Trust (host of rosters) to meet the demand of the vaccination centre
- The Lead Trust (host of rosters) should determine appropriate naming conventions for their CVP rosters
- Reminder: don't forget to create a 'Day Off' shift if rostering substantively on the CVP units
- It is recommended that you set up your vaccination rosters using specific grades (rather than grade type and grade type categories). This is important for national reporting capabilities.
 - Note: If you do set up CVP roster templates using Grade Types, you will need to add a skill to the RN requirement to distinguish between the B5/B6 roles.
- If you have activity manager, consider if this is a desirable way to set up your CVP rosters (e.g. an activity per POD).

2.5. Posts

- Posts are automatically created if adding workers via the Gateway (recommended when transferring workers from Local/Home trusts).
- If adding workers manually into HealthRoster (e.g. volunteers), create any new posts, if required, at the CVP Units.
- For all Posts created against CVP rosters, add the name of the CVP role that the Post represents in the 'External Reference' field of the Post (see list in Glossary)

2.6. Payroll & Award Rules

The scenario described in this guide is if the Lead Trust pays their existing workers and nationally recruited workers via their own ESR, but any workers sourced from Local Trusts are paid by their Local Trust. This approach is desirable because it removes the need to onboard workers from the Local Trusts to the Lead Trust's ESR and means the worker does not become an employee of the Lead Trust.

- For workers already employed by the Lead Trust or recruited via the National Recruitment programme, the existing payrolls should include shifts worked at the CVP units (bank and substantive)
 - Note: The new CVP units will need to be added to the payroll's batch list, or set up different batch list for CVP rosters to avoid impact on BAU monthly payroll and extract separately.
- For workers being onboarded from a Local/Home Trust, a new payroll for each supplying Trust (including separate Substantive and Bank payrolls) will need to be created and linked to the newly added enterprise work contracts for each Local/Home Trust.
 - The new payroll configuration will use the VPD number of the Local\Home Trust, but the extracted pay file will be saved with the same FTP credentials of the Lead Trust.
 - The extracted pay file will then be moved, by the ESR Team to the Local Trusts FTP location, and in the process assign the correct cost centre. The Local Trust must supply their ESR team with the cost centre that will be used to recharge to the central Covid budget.
 - Please enquire with the ESR Team as to when this capability will be available. They may ask you to update the FTP configuration of this payroll, to save the extract in a different "FTP Server Directory" that normal.
- The Lead Trust's HealthRoster should be configured to generate timesheets using standard pay elements for Agenda for Change enhancements and Bank Basic. Rates of pay for these elements are controlled in each Trust's ESR. To ensure that staff are paid the correct rate, make sure that the Assignment Number of postings on the CVP rosters is the one that will be paid against by the Home Trust.
- Make sure that contract applicability for Award Rules has been updated:
 - If applying rules at Grade Contract and/or Work Contract level add new the new Grade/Work contracts to the appropriate Award Rules
 - If applying rules at Grade Contract and/or Work Contract level add new the new Grade/Work contracts to the appropriate Award Rules
 - Ensure that any Bank specific rules are updated (e.g. the Bank Basic award rule)
 - If not using standard pay rates between the Lead Trust and any of the Local/Home Trusts it will be necessary to either:
 - (1) Create the pay awards in the Lead Trust to match those used in the Local/Home Trust and apply them to the contract(s) set up for that Local Trust
 - (2) Agree between Trusts to pay the worker from the Local/Home Trusts with the work rates used at the Lead Trust (e.g. the standard AFC pay awards)
- Assumes substantive basic hours are paid by default by their Local/Home ESR

2.7. Skills

- It is advised to minimise the use of skills to keep set up and process simple; in particular this helps with reporting and potential future collaborative set up (an example of where a skill may be required is if different training is needed for deploying certain types of vaccination)
- When using skills to differentiate staff that are able to work on CVD rosters (necessary for bank staff if using your existing grades), the 'Code' Field of the skill reference data *must* be set up with 'C19 Vaccination' to ensure consistent reporting across the ICS/Nation
- Users of ESRGO will need to upload the mappings for these skills so that this information flows automatically with the daily files. A spreadsheet must be prepared, it will describe the competence names that will be found in the ESRGO file and uploaded to the HealthRoster Skill Mappings tool in the Gateway.

2.8. Bank Request Reasons

- Review the 'Bank Request Reasons' for a suitable option that can be used when sending a shift to Bank from the CVP rosters

2.9. Onboarding Workers

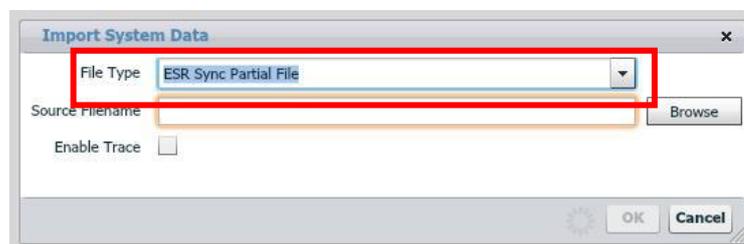
Workers from Lead Trust

- Existing workers from the Lead Trust are already in the HealthRoster system at the Lead Trust:
 - if using existing grades for the CVP roster:
 - substantive workers will need to be posted to the CVP units in HealthRoster. If they are being deployed full time, use the posting reassignment action to end their current posting and create the new one. If they are only performing part of their work in the CVP roster create an additional posting alongside their current posting – be sure to replicate the Posting's Assignment Number correctly.
 - Users of ESRGO have slightly different options that may require further configuration, their choices are:
 - a. Create a new assignment, or reassign an assignment in ESR to the CVP unit and see this change flow into the Gateway, or
 - b. Reassign postings manually in HealthRoster and add CVP units into the Unit Restrictions of the External Units, so that ESRGO does not return the posting to the original unit, or
 - c. Create additional postings in CVP units and hide them from the Gateway. If the new CVP Units are never populated by ESRGO you should configure the unit so that it is not *Included In Gateway Matching* (and all posting in that unit are then hidden from the Gateway), but if these units are a mix of correctly assigned ESR assignments and additional postings, then the alternative approach is to assign a (new) Posting Type to these additional Postings and have that Posting Type configured to *Exclude from Gateway*.
 - bank workers require no additional posting
 - If using any skill data for the CVP rosters, ensure the workers have the appropriate skills
 - If it has been necessary to create a new grade structure for the CVP rosters

- ensure that people's contracts are also changed. This can be done using the posting reassignment action if staff are being deployed full time or added as a posting work contract if they are being given an additional posting.
- Create new posting for bank workers that are eligible to work on the CVP rosters

Workers from National Recruitment Programme

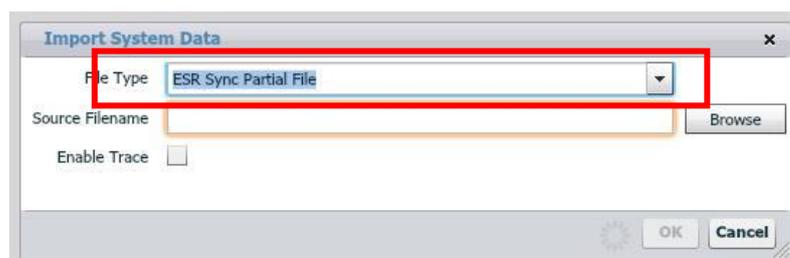
- For newly onboarded workers to the lead Trust from the National Recruitment programme workers will be created in your ESR by the ESR Team based on data provided to them from the National Recruitment programme
- Create a position for each of the CVP Programme Roles being supplied/used in ESR (see Glossary)
- The Lead Trust must first process the newly added worker from 'Applicant' to 'Employee'
- Flag the applicant's assignment as Covid Vaccination in ESR
- Change from Applicant to Employee in ESR
- If your organisation is using ESRGO to transfer staff records from ESR to HealthRoster
 - Prior to loading any workers for the CVP programme, it will be necessary to create a new skill mapping in the HealthRoster gateway – in ESR CVP workers will be flagged with a skill
 - Receive the ESR GOC file to automatically load the person into the HealthRoster Gateway
 - Create any new mappings as required (Substantive Units/Grade)
 - Load the employee
- If your organisation is using the Gateway to transfer staff records from ESR to HealthRoster
 - Run a BI report in ESR to extract only the 'flagged' workers (See Appendix 1)
 - Run two more BI reports from ESR to provide Professional Registration and Worker contact details (see Appendix 2 & 3)
 - Load modified BI report into HealthRoster Gateway
 - **Note: ensure the file is loaded as a PARTIAL data load (otherwise this will defunct existing records)**



- Create grade mappings when the first ESR file is loaded into HealthRoster (BAU process followed)
- For Bank workers, complete the staff upload into the Bank Unit
- For Substantive workers, upload using the Alternate Unit import option as required
- Add additional worker data where required (e.g. unit preferences for Bank) – recommend keep minimal

Workers Supplied from Local Trusts

- Home/Local Trusts must supply their ESR Team with the cost centre that will be used to recharge to the central Covid budget. This can be done by raising a service request with the ESR Team.
- Home/Local Trusts should provide a ESR Synch Report for the Lead trust to import staff into HealthRoster.
 - Home/Local Trusts to 'flag' workers in their ESR who will be assigned to work on the CVP as substantive or bank.
 - In some circumstances it will be necessary to create additional ESR postings in the Local (Home) organisation:
 - For Bank workers, if the Local/Home Trust has defined the rate of pay via grades in HealthRoster (i.e. uses a single bank assignment in ESR), any staff being provided to the Lead Trust as Bank Workers should be given a new assignment in their Local/Home ESR for each role that they will be performing in the Lead Trust so that the incoming pay file from the Lead Trust will uniquely identify the assignment. Payroll at the Lead Trust will be configured to provide standard ESR Bank Basic and Enhanced Pay Elements. (See Payroll and Award Rule guidance above).
 - If a worker from a Local Trust is changing from substantive to work CVP duties at the Lead Trust as Bank (or changing from Bank to Substantive) create the bank or substantive posting in the Local Trust ESR so that when the payment file is received the correct pay will be assigned (i.e. pay all hours vs enhanced hours): Note; if a worker is changing from Bank to Substantive it will be necessary to create a new substantive unit in ESR against which to put the assignment.
 - Run a BI report in ESR to extract only the 'flagged' workers (See Appendix 1). When the data is extracted from ESR it will be necessary to make some manual adjustments on any newly flagged workers (new since the previous time the report was run):
 - TIP: to identify newly flagged workers in the extract, retain the previous extract, sort both the previous and new extract by assignment number.
 - Update the Assignment First Start date to be the date available to work on the CVD rosters at Lead Trust
 - Run two more BI reports from ESR to provide Professional Registration and Worker contact details (see Appendix 2 & 3)
 - Securely send the extracted BI Report file to LEAD Trust.
- On Receipt of the list of staff from the Home/Local Trust:
 - Lead Trust to Load modified BI report into HealthRoster Gateway
 - **Note: ensure the file is loaded as a PARTIAL data load (otherwise this will defunct existing records)**



- Check that Unit mappings have been created correctly

- Create grade mappings when the first ESR file is loaded into HealthRoster (BAU process followed)
- Map to the enterprise contract related to the Home/Local Trust
- For Bank workers, complete the staff upload into the Bank Unit
- For Substantive workers, upload using the Alternate Unit import option as required
- Note: if there is a Bank Managed Service Provider (MSP) operating and employing workers at a Local Bank (e.g. NHSP), they will need to supply the Lead Trust with a list of bank workers too and arrangement on the payroll process will need to be agreed (e.g. Bank MSP will remain the employer so a pay file will need to be sent to them in an agreed format)

2.10. Bank Resource Pool

- It is not necessary to create a new bank resource pool because the Grade, Grade Type, or skills creates separation
- If required can be achieved easily if a separate bank organisation is set up in ESR

2.11. Worker User Accounts

It will be necessary to ensure the workers are able to view/book shifts on EOL/ME for the CVP rosters:

- Existing workers: already have access to EOL/ME
- Newly onboarded workers (from national recruitment programme, or from Local Trusts): create user accounts for them to access EOL/ME (use 'staff without user account' tool to identify workers without accounts)
- Use existing user roles/profiles (if required new roles/profiles can be created)

2.12. Rostering

- Substantive: workers who are assigned a substantive post at a CVP roster can be rostered as per any standard roster.
- Bank: if a bank worker is required to fill a duty at a CVP roster, send the duty to bank and follow your usual bank management process, or adapt as required for this cohort
- St John Ambulance & other Volunteers: volunteer organisations will be using their own rostering system and their own processes for booking their staff into CVP shifts: there will be no an interface with HealthRoster.
 - Shifts that have been assigned to be fulfilled by volunteer organisations should be identified on the CVP rosters: it will be necessary for the lead Trust to agree the terms of engagement with the Volunteer organisations and where possible the name of the booked workers should be added to the roster (e.g. Volunteer organisations could be given access to a discrete unit in Healthroster to add and roster staff which could be redeployed into the CVP roster if required).
 - However, if this is not possible it will be necessary to show the duty as booked on HealthRoster to give an accurate representation of fill rates, which will be used for National reporting. In this case, it is recommended to create dummy workers and assign them to the duties to reflect the service level that volunteer organisation has committed to delivering; and when informed by the volunteer organisation that a particular duty cannot be filled, clearing the assignment. Note: it will be necessary to contact

- St John or any other new external provider to establish an agreed way of working.
- Agency: it is intended that agency workers use is kept to a minimum to fulfil the CVP duties, but if it is necessary to use external agency providers they should be engaged using the standard agency cascade and booking processes (e.g. sent via BankStaff)

2.13. Controlling Bank Worker Visibility

For bank only workers, if you would like to restrict who of your existing workforce has visibility of the CVP roster shifts you can use one of the following two options:

- Unit Skills: apply a unit skill (e.g. CVP Rosters) to the CVP Units, set to be required for temporary staff only. Note; this will require the skill to be added to workers when they become eligible to work in the vaccination centre.
 - It is possible you may wish to later use CloudStaff to create a collaborative bank, the use of skills will mean a small amount of additional set up: (1) an equivalent skill will need to be created and assigned to workers in each Trust (2) A skill mapping will need to be created in CloudStaff.
- Unit Restrictions: do not use unit preferences or restrictions – the skill is required to enable national reporting

For newly added Bank workers who have been made available to work in the CVP rosters (e.g. from Local Trusts), ensure they do not have visibility of or other shifts at your organisation. For this you can use skills or unit restrictions.

3. Appendices

Appendix 1: Person Data

Personal & Posting Information from ESR

Use the ESR BI Tool to create a CSV file with the following headings. Basic instructions for creating the report are below. All columns must be present:

Healthroster Field	ESR Field / Data Source	Manual Adjustment (file from Local Trust)	Example	Mandatory
Organisation	Organisation		123 New Vaccinations Unit	Y
Title	Title		Mrs.	Y
First Name	First Name		Monami	Y
Init	Initials		M	N
Surname	Last Name		Antich	Y
Staff Number	Employee Number		897456079	Y
Birth Date	Birth Date		05/08/1986	N
NI Number	NI Number		AB123456C	N
Date of Joining NHS	Date of Joining NHS		24/11/2018	N
Assignment	Assignment Number		897456079-2	Y
Assignment First Start Date	Initial Assignment Start Date	Y - set to the date that person will be available to be rostered on a CVP roster	14/12/2020	Y
Position Title	Position Title		Band 4 Vaccinator	Y
Occupation Code	Position Title / CVP Role		X1C	Y
Payscale	Payscale		1	Y
FTE	FTE		1	Y
Ctr Hrs	Ctr Hrs		0	Y
Employee Category	Employee Category		Full Time	Y
Primary Assignment	Primary Assignment		No	Y
Bank Posts Held	Bank Post Held		Bank	Y
Payroll Name	Payroll Name		123 Monthly Payroll	Y

ESR BI Tool

Steps to create the sync file using the ESR BI Reporting tool:

1. Create a new Dashboard page and copy the 'Staff in Post' Detail report into the new page.
2. Filter staff records only to include the staff tagged for the CVP intake.
3. Add the following fields to the analysis
 - a. Organisation
 - b. Initial Assignment Start Date
 - c. Pay scale
 - d. Payroll ID
4. 'Primary Assignment' formula should be changed from "Assignment"."Primary Assignment Flag" to CASE WHEN "Assignment"."Primary Assignment Flag" = 'Y' THEN 'Yes' ELSE 'No' END
5. Bank Post Held should be renamed Bank Posts Held.
6. Select 'Edit Dashboard', then 'Edit Analysis'.
7. Select the 'Results' tab, 'Edit' the table view.
8. Drag the fields that are not required to the 'Excluded' area at bottom.
9. Drag the other fields to re-order as required.
10. Rename the column headings to match the rostering system requirement – see table above for required heading names.
11. Remove 'wrap' setting from all columns and set 'Value Suppression' to 'Repeat' for all columns.
12. Save the customised analysis.
13. Replace the standard BI analysis with the one just saved.
14. Ahead of import into HealthRoster, ensure the file is saved in CSV format.

Appendix 2: Staff Contacts

Staff Contact Details

The following contact details are requested. Use the Staff Contact Details worksheet to record this data.

Field	Description	Mandatory
Primary Email Address	Main email contact used by the organisation, used by HealthRoster for email notifications and linked to the person's user account	Y
Secondary Email Address	Alternate email address	N
Work Telephone	Phone number used to contact staff during working hours	Y
Home Telephone	Phone number used to contact staff outside of working hours	N
Mobile Telephone	Personal mobile number, will be used for sending SMS alerts if enabled.	Y

Staff Contact Import

First Name	Surname	Staff number	Position Title	Email	Email 2	Work Telephone	Home Telephone	Mobile Tel.
Monami	Antich	897456079	Band 4 Vaccinator	m.antich@mhs.uk	m.antich@fmail.uk	07123 456789	01234 567890	07890 123456

Appendix 3: Person Skills and Professional Registration

Professional Registration

The following details are required

Field	Description	Details required form Lead Trust	Mandatory
Certificate Number	The Person Identification Number (PIN) of their registration		Y
Valid From	Start date of current registration		Y
Valid To	Last day of registration's validity		Y
Staff Number	The worker's employee number from ESR		Y
First Name	Worker's first name		Y
Surname	The Worker's surname		Y
Cluster	Lead Cluster name that contains the NMC skill [Prof Reg]	Name of the Cluster holding the Professional registration skills in Reference Data > Skills > Skills and Clusters	Y
Skill	Name of the Professional Registration Skill [e.g. NMC]	Name of the professional registration skill in Reference Data > Skills > Skills and Clusters	Y

Professional Registration Import

First Name	Surname	Staff number	Cluster	Skill	Certificate Number	Valid From	Valid To
Monami	Antich	897456079	Prof Reg	NMC	98R1234E	01/09/2020	31/8/2021



Allocate Software Ltd
Corporate and UK head office
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Richmond
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