



Digital Staff Passport Toolkit





Digital Staff Passport

What is it?

- Provides an efficient, safe and secure digital solution to temporarily moving to another NHS organisation
- It securely transfers the identity and employment details of individual NHS staff members using an online passport portal for HR teams with a highly secure smartphone app for staff
- Includes all the required underpinning legal agreements (Licence to Attend) and warranties, placing NHS staff members in control of when and to who they share their data
- Developed in collaboration with strategic partners
- Part of the wider Enabling Staff Movement Programme and longer term ambition of delivery a NHS Digital Staff Passport for all
- Outlined in the NHS People Plan





Digital Staff Passport

Benefits

- Reduces administrative activity by eliminating the need for honorary contracts or letters of access/authority
- Eliminates the need to request or respond to employment check data requested when undertaking a temporary move which speeds up the moving process
- Eliminates the need to repeat employment checks
- Delivers rapid, safe and secure staff movement to respond to service need
- Release and receive skilled staff quickly to undertake and offer training, education and development opportunities
- Seamless transition of staff movement



Honorary contracts



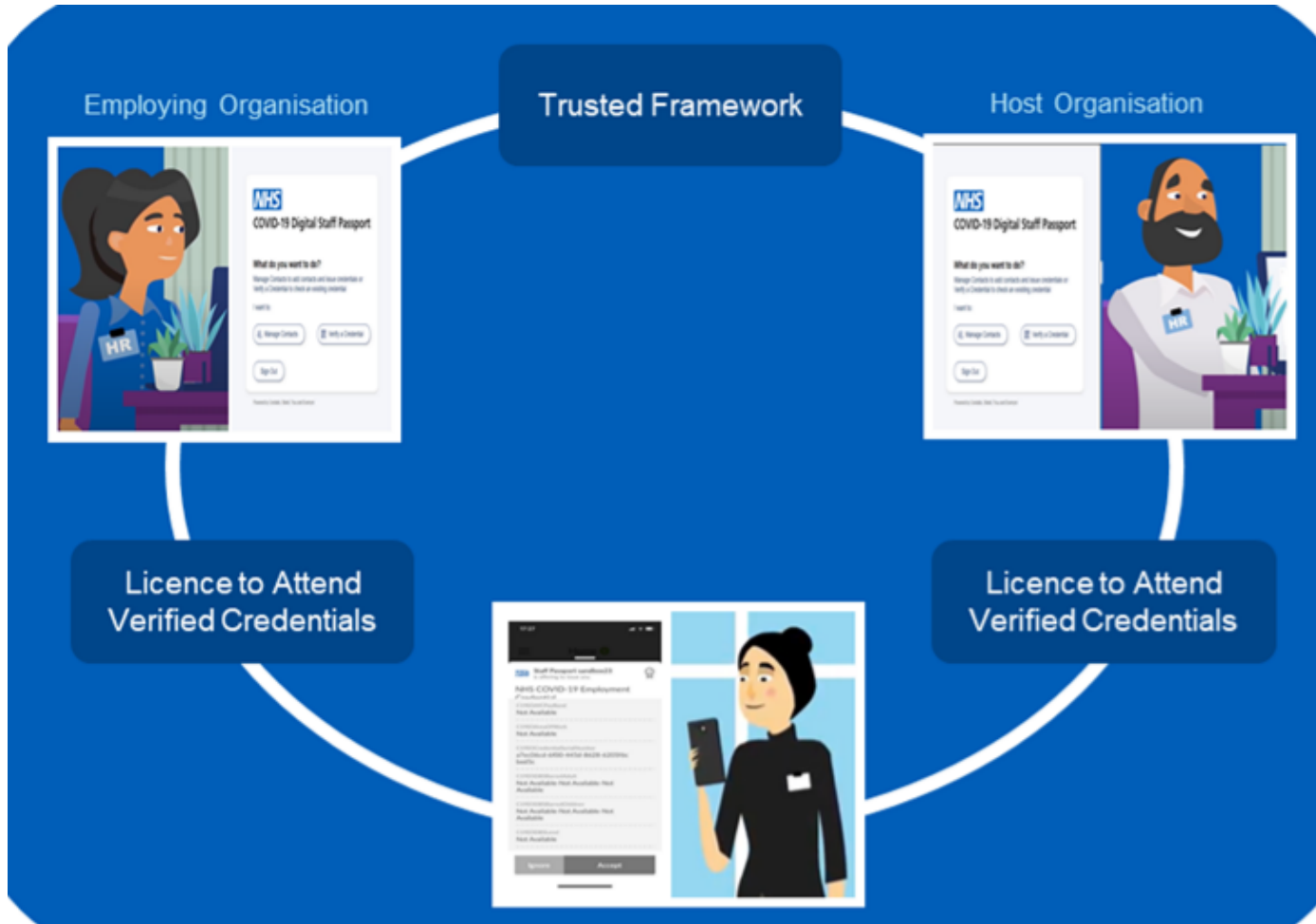
Duplicate employment checks





Digital Staff Passport

How it works





Digital Staff Passport

Benefits identified from Survey

Personal:

- For personal and professional development and to learn new transferable skills
- To share clinical skills and experience with other teams for mutual learning opportunities
- Service improvement and new ways of working
- To learn how different teams function and manage patient case loads
- Opportunity to work additional hours for those on a part time contract
- Opportunity to work within different elements of service delivery e.g. radiotherapy
- Opportunity to work at tertiary centres and gain experience within different elements of service delivery e.g. brain and spinal metastases
- Opportunity to learn new skills and develop professionally would be beneficial to all teams and patients

Local:

- Opportunity for workforce to rotate around services to learn and maintain experience and skills which supports local services
- Continued development of team members
- Observe and highlight where service improvement can be made
- Seamless transition of staff movement
- Educational opportunities
- Support for services with staff shortages

System Wide:

- More cohesive and collaborative working between teams and better sharing of knowledge and best practice
- May contribute to staff retention
- Support teams during period of staff absence such as sickness and maternity
- Opportunity for peer support and mentoring
- Shadowing opportunities for members of staff wishing to progress - chance to see senior teams in the working environment performing tasks such as prescribing, assessments and differential diagnoses being made
- Enabling better movement in the clinical network





Digital Staff Passport

Concerns identified from survey

What if we don't want to move around the system?

The passport is completely voluntary, no member of staff will be forced to move

Is this passport just to cover annual leave, staff sickness and maternity?

The passport is to offer training, education and development opportunities to all AO workforce

If concerns are present about issues within other Trusts, who are these escalated to?

Where clinical claims arise from situational or environmental issues related to the host Trust's environment, the employing Trust will hold responsibility for these claims

What if our service is already short or single handed on resource?

Staff will never be approved to moved if it means leaving their teams short on resource and vulnerable

There may be difficulty in building rapport with wards/A&E/acute medics within services on a short time frame

Staff will be moving into well established teams - 90% of workload is with ward and A&E teams where strong rapport will already be built within services

Teams need assurance that staff movement will be like for like as not to impact on service delivery

Workforce structures across the network will be reviewed to ensure fairness and equity





Digital Staff Passport

Pilot Model

- Based on survey responses, this pilot will adopt a Training, Education and Development model, which will be the first of its kind Nationally e.g. prescribing courses for ANPs
- This model will provide an opportunity for all members of the workforce working within the Acute Oncology pathway to sign up to the Digital Staff Passport and make a temporary move to another Trust
- The model will also provide an opportunity for services to offer development opportunities based within their Trust
- This pilot will be the first use of the Digital Staff Passport within cancer services across Greater Manchester, East & Mid Cheshire and an opportunity to develop the workforce
- This pilot will enable the network to test out new technologies and new ways for working to better equip the network – this pilot will influence future ways of working for Acute Oncology and other cancer pathways





Digital Staff Passport

Pilot Model

Mentoring and experience opportunities

- ACP/NMP training
- Observe 7-day services
- Observe how different AO team's function
- Reinforce the good current working partnerships

Management and leadership development

- Staff development
- Developing experience and knowledge of business cases and service development
- Strategic working

Wider opportunities

- Four Nation working
- Collaborative working with colleagues to enhance skills
- Incorporating new roles into the AO workforce e.g. Physician Associates





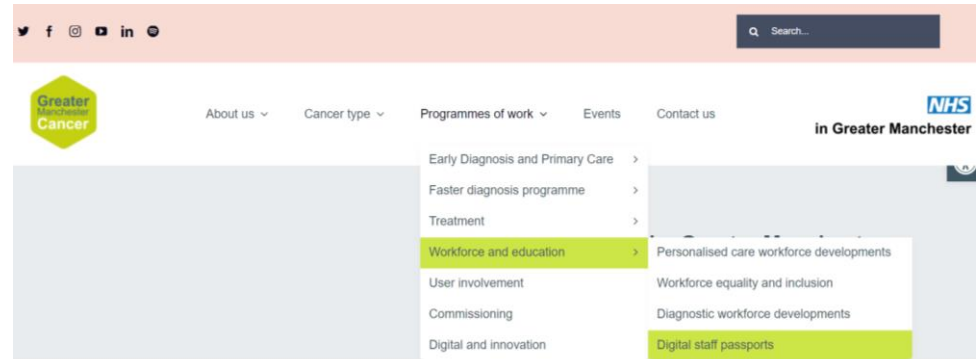
Digital Staff Passport Supporting Resources



Covid-19 Digital Staff Passport Pilot Toolkit



NHS England and NHS Improvement



Dedicated webpage - [Digital staff passports - Greater Manchester Cancer \(gmcancer.org.uk\)](https://gmcancer.org.uk)

Downloadable toolkit - [PowerPoint Presentation \(gmcancer.org.uk\)](https://gmcancer.org.uk)

National and local case studies



Case Study...

Enhancing patient care & staff skills via digital identity technology

The Greater Manchester Cancer network are keen to encourage workforce best practice in the delivery of cancer care. Alongside their temporary deployment of staff to support elective care, they are creating shadowing/training opportunities for staff, by using the NHS COVID-19 Digital Staff Passport.

Background

The Greater Manchester Health and Social Care Partnership is a key player in the utilisation of the COVID-19 Digital Staff Passport (C-19 DSP), with areas of demand operating within Greater Manchester and neighbouring East and Mid Cheshire.

Leading the way is Greater Manchester Cancer Alliance, who initiated a pilot to align the C-19 DSP capabilities with the needs of their cancer pathways.

Jess Docksey, GM Cancer Workforce & Education Project Manager, explains their approach. "We requested expressions of interest from our teams, which quickly highlighted Acute Oncology as best placed to be our initial pilot pathway and deliver a proof of concept."



COVID-19 Digital Staff Passport



First Digital Staff Passport issued to support Greater Manchester Cancer Services

The Greater Manchester (GM) Cancer Alliance have seen their first issued and verified NHS COVID-19 Digital Staff Passport to temporarily deploy a member of staff to aid the delivery of cancer care through a surgical operating list.

The Greater Manchester Health and Social Care Partnership is a key player in the utilisation of the COVID-19 Digital Staff Passport (DSP).

Leading the way is GM Cancer Alliance, who initiated a pilot to align the DSP capabilities with the needs of their cancer pathways.

Effective Response to Service Need

On 20th January, Susannah Penney, Associate Medical Director for the Alliance, presented an urgent workforce need whereby a surgical operating list at Manchester Royal Infirmary required a surgeon. With only a matter of days to address the shortage, the situation called for an efficient and flexible approach to staff movement to respond to an urgent staff shortage.



NHS England and NHS Improvement

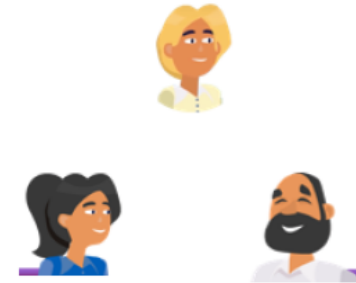




Digital Staff Passport Registration Process

What have been achieved to date?

The National team have worked with HR Directors, Information Governance and a Resourcing Lead at each Trust to achieve passport sign up and registration



Where to next?

Registered Trusts are in a position to start issuing passports to staff members





Digital Staff Passport

How to get a Digital Passport

How do I receive my information?

Your information is provided as a set of data items, known as 'Credential' which is issued to you through the Connect.Me app by your local HR team.

How do I transfer my information to my temporary organisations?

Once you have your information (credential), you will transfer this electronically to the HR team at your temporary host organisation using the Connect.Me app.



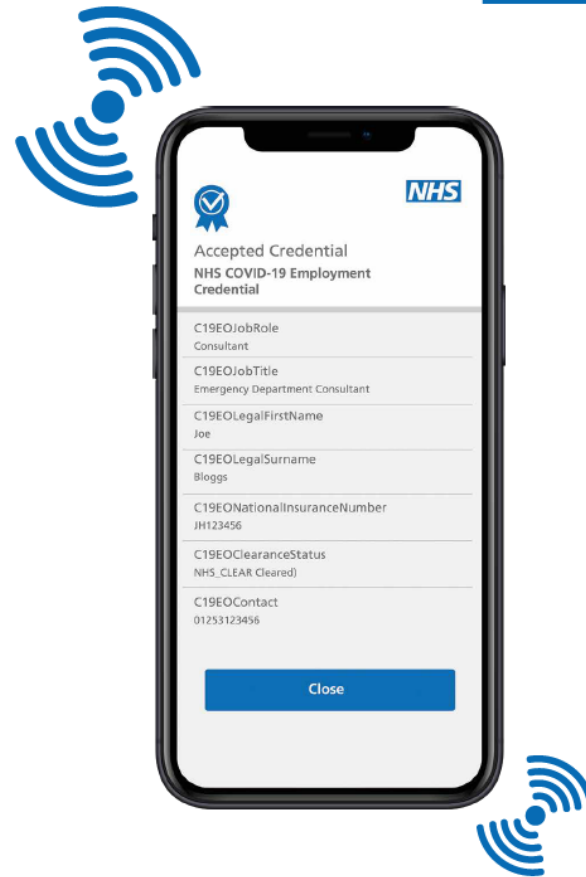


Digital Staff Passport Smartphone App



- The Connect.Me app holds all information in a digital wallet on your smartphone
- The app puts each individual staff member in control of how to manage their data and who to share it with
- Download the Connect.Me app via Google Play or the Apple App Store

(your mobile phone needs to be on either iOS or Android).



NHS England and NHS Improvement



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Digital Staff Passport

What data will be processed?

Only staff data which is held by your employing organisation will be processed through the Digital Staff Passport. The information collated will be the minimum necessary to populate your digital passport and will all be relevant for creating your staff profile at your next organisation

This will include:

- **Basic personal details about you** - name, date of birth, National Insurance number; a recent photo of you
- **Basic details relating to your work status** - Employment checks such as DBS information, right to work information (residency status/visa) if appropriate
- **Your professional registration details** - GMC/NMC/GDC/HPC where appropriate
- **Basic details relating to your current employment** - employing organisation, job role, staff group, department, start date (and fixed term end date, if appropriate), pay band, work email address, smartcard number
- **Limited healthcare information** – relating to your employment, specifically occupational health clearance status

The data processed through the Digital Staff Passport is all information which is currently processed by your existing employer to meet NHS the employment checks standards requirements. It is required by your temporary host organisation for the same purpose.

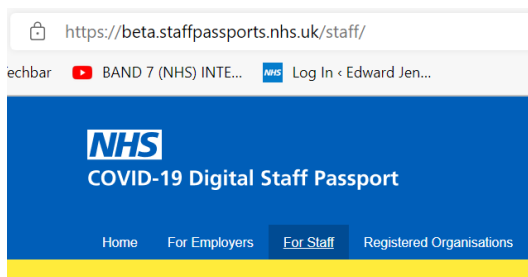





Digital Staff Passport

How to get your Digital Passport

[NHS Staff completing a temporary move - NHS COVID-19 Digital Staff Passport \(staffpassports.nhs.uk\)](https://beta.staffpassports.nhs.uk)



8 steps to prepare for your C-19 DSP

- 1 Check your NHS Organisation (current employer) is [registered to use the C-19 DSP](#). If not, please ask your Recruitment team about their existing process to temporarily move staff.
- 2 Contact your NHS Organisation (current employer) via the [registered organisations](#) page to request a virtual C-19 DSP appointment, to be issued with a credential.
- 3 To install your digital staff passport, download the Connect.Me app from the appropriate app store for your smartphone. Supply your mobile number to your NHS Organisation (current employer) when requested.

- 4 Prepare a [suitable photo](#) of yourself (less than 500kb) - supply to your NHS Organisation (current employer) when requested.
- 5 Attend the scheduled virtual C-19 DSP appointment with your NHS Organisation (current employer).
- 6 When your credential has been issued, contact the host NHS Organisation (temporary employer) via the [registered organisations](#) page to request a virtual C-19 DSP appointment, to have your credential verified.
- 7 Attend the scheduled C-19 DSP appointment with the host NHS Organisation (temporary employer).
- ✓ When verified, you can start working at the host NHS Organisation (temporary employer), following completion of your local induction.





Digital Staff Passport

How to get your Digital Passport

Before registration:

1. Download and set up the Connect.Me App on your smartphone. It can be accessed in the Play Store for Android devices and the App Store for Apple.
2. Contact the HR Department at your employing NHS organisation and arrange a short appointment to receive your COVID-19 Digital Staff Passport credential.
You will need your smartphone containing the Connect Me App, your photo ID, and a recent photo.

At the appointment with employing NHS organisation:

3. You will need your smartphone containing the Connect Me App, your photo ID, and a recent photo.
4. The HR Team will check your ID and save the photo. Note a photo can be taken during the appointment to be used on your credential.
5. You will be asked to make a digital connection on Connect.Me App via a QR code or SMS message.
6. You will receive your COVID-19 Digital Staff Passport credential via a notification in which you can check the information and if correct accept on the app.
7. You will receive an email containing the 'Licence to Attend' outlining what terms you are agreeing too when you share your credential with another NHS organisations.
8. You will need to contact the HR Department of the host NHS organisations and make a short appointment to verify your passport credentials.

At the appointment with host NHS organisation:

9. Need to open the Connect.Me app and scan the QR code presented to you by your host NHS organisations to make a digital connection.
10. Once connected, be asked to share your COVID-19 Digital Staff Passport credential via the app
11. Receive an email containing the 'License to Attend' outlining what terms you are agreeing to when you share your credential with the host NHS organisations.
12. Complete any induction required by the host NHS organisation and start work.





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