

COVID-19 Digital Staff Passport



How does the process work?

Please view the [video](#) explaining how to use the COVID-19 Digital Staff Passport to move between NHS organisations.

The first step is to discuss and agree with your line manager your temporary deployment between your employing organisation and new host organisations.

To use the passport both organisations will need to be registered with the COVID-19 Digital Staff Passport, view the list of [registered organisations](#).



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.

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 'License 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.

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At the appointment with host NHS organisations, you will:

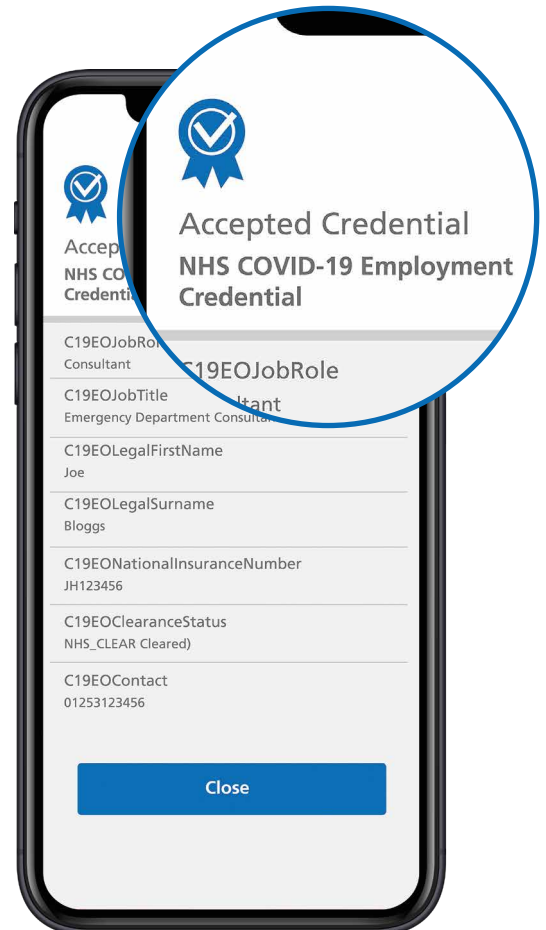
9. Need to open the Connect.Me app and scan the QR code presented to you by your host NHS organisations to make a digital connection.
10. Once connected, be asked to share your COVID-19 Digital Staff Passport credential via the app
11. Receive an email containing the 'License to Attend' outlining what 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.



Being deployed using the COVID-19 Digital Staff Passport enables you to move quickly, securely and with ease, by providing digitally secured and verified credentials. Thereby providing secure information to host organisation and negating the need to repeat unnecessary pre-employment checks.



Did you know your COVID-19 Digital Staff Passport credential can be used multiple times at multiple NHS organisations (registered with the passport), **1 credential = multiple deployments** thereby allowing you to move quickly, securely and with ease.



Further information on the how your data is managed is available in the privacy notice within the COVID-19 Digital Staff Passport.

For more information, visit
www.beta.staffpassports.nhs.uk

