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Privacy Notice:

How the Implementation of the ESR Educator Register changes the way educator information is captured in your organisation and what this information will be used for.

Audience:

Healthcare Educators In NHS Trusts

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This privacy notice provides a summary of how the implementation of the ESR Educator Register will change the way NHS Trusts capture educator information in their organisation and what they will use this information for.

In this context, an ‘Educator’ is defined as a registered health and social care professional who is responsible for supervising and supporting healthcare students or learners whilst they are on placement at their healthcare organisation. Depending on the educator’s role and profession, they may be known by other titles locally such as ‘mentor’, ‘assessor’, ‘teacher’, ‘supervisor’, etc.

Health Education England (HEE) is leading the project across the North West, working with NHS Trusts to establish and implement a standardised Educator Register using the Electronic Staff Record (ESR) system.

The need to maintain an active Educator Register is a stipulation of professional regulatory bodies such as the Nursing and Midwifery Council (NMC). This information is used by organisations to ensure their educators meet the necessary compliance requirements to be able to receive students and learners on placement. The overall number of compliant educators is used to calculate the organisation’s placement capacity. HEE require organisations to report these metrics as part of their Learning Development Agreement and Practice Education Outcomes; and use this information to quality assure the learning environment of individual placements and the overall placement circuit.

All healthcare organisations that currently support placements should have an existing Educator Register. The issue is that there is no agreed approach and a wide range of systems are being used with no consistency in the data captured. The benefits of using ESR to standardise the Educator Register include:

- All NHS Trusts already use ESR for their HR/Payroll system, the information captured for the Educator Register will be taken from source from the existing personnel records held on ESR.
- This means the data held in the Educator Register will be more accurate and will reflect automatically any changes either in the organisation or with the individual educator.
- By using ESR, NHS Trusts will all manage the Educator Register in a similar way, which means there will be fewer discrepancies and the data will be more consistent between organisations.
- The competency function is the agreed approach to record the Educator Register in ESR. Individuals are likely to have used competences for their training in ESR and will be familiar with their use.

- If the organisation has implemented ESR Self Service, individuals can check the competences on their ESR record. This will help ensure the Educator Register is up to date and correct.

The information held in the ESR Educator Register will be self-contained within each NHS Trust and only be directly accessible to the appropriate roles within the organisation. For example the Practice Education Team will be responsible for ensuring the Educator Register is up to date to support the management of healthcare placements.

No external systems or organisations will have direct access to the personal information contained in the ESR Educator Register, but some information contained on the register will be shared with third parties via a specified report that can be downloaded from the register. This is to allow the overall placement circuit to be effectively managed and optimised.

The information that is to be shared, is already shared by the existing systems that are in place. The ESR Educator Register will help standardise this process and provide a more robust mechanism to help ensure the data remains secure and is used appropriately. There is a Data Sharing Agreement in place that has to be signed by the relevant third party before any information will be shared with them.

The table below identifies what information from the ESR Educator Register will be shared, with whom and for what purpose:

Information / Data Required	By Who?	For What?	How will it be shared?	Is it Personal Data?	Is this already shared?
% of Educators who are able to receive students and are compliant with the relevant standards	HEE North, Education Transformation Team	Placement Quality Monitoring Process	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team
No of Educators requiring MSLAP (Multi-professional Support for Learning and Assessment in Practice) training	HEE North, Education Transformation Team	Placement Quality Monitoring Process	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team
% of Educators who have received an annual update	HEE North, Education Transformation Team	Placement Quality Monitoring Process	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team
% of Educators against total professionally qualified workforce	HEE North, Education Transformation Team	Placement Quality Monitoring Process	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team
% of Educators over 55	HEE North, Education Transformation Team	Placement Quality Monitoring Process	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team

No of Educators (WTE) - Broken down by profession, location and level (ie stage 1 & 2)	HEE North, Education Transformation Team	LDA Schedule D	ESR Report transferred securely	No	Yes - Manual Report submitted by Practice Education Team
Educator Forename, Surname, Email Address, Profession, Location, Compliance and Level	The PARE System Hosted by the University of Chester on behalf of HEE North	For the Educator to identify their allocated student and vice versa	ESR Report transferred securely	YES	Yes - Manual Self Registration Process on PARE
No of Educators (WTE) - Broken down by profession, location, compliance and level	10 Higher Education Institutes (HEIs) in the NW - Placement Management Teams - Link tutors	- To allocate students to relevant placement - Support the students during a placement - Support the Educators during a placement	ESR Report transferred securely	No	Yes – information made available by the Practice Education Team

If you want more information about the ESR Educator Register, please contact the Practice Education Team or lead Practice Education Facilitator (PEF) in your organisation.

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