Intrepid

Intrepid/ESR Interface – Recruitment

User Guide

\\hicom\all\docs\IntrepidGeneral\ESR\UserGuide

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### AUTHORITY

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<th>Signature:</th>
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1. **INTRODUCTION**

1.1 **BACKGROUND**

A joint project by Hicom Technology, NHS National Initiatives, McKessons UK and the Deanery working party.

Designed to provide an automated transfer of data between ESR and Intrepid.

Delivering:

- Ensuring data captured at source
- Providing accurate and timely exchange of information
- Reducing duplicate data entry
- Ensuring consistent and accurate data recording
- Alignment of medical staffing, HR, PG and Deanery data
- Improving data verification/validation

The Interface project is made up of two stages:

- The Recruitment Interface
  - Vacancy report generated from Intrepid
  - Vacancies set-up in ESR
  - Recruitment data transferring from Intrepid into ESR
  - Appointment data imported into Intrepid and transferred back to ESR

- The Update Interface
  - Personnel, position and assignment data added/updated
  - Data transferred and imported into Intrepid
1.2 INTREPID VERSION 8.56a

Various adaptations have been made to Intrepid Version 8.56a in order to support the Intrepid/ESR interface process.

This guide is designed to outline the processes behind each stage of the interface and to demonstrate the Intrepid workflow required.

A new ESR Interface menu, designed for administrators, is available from the Maintenance option on the Intrepid Main Menu ...

... providing options to both the Recruitment and Update interface
1.3 ADMINISTRATOR - VACANCIES

Using the “Vacancies” option from the ESR Interface Main Menu administrators are able validate Vacancies that have arrived from ESR with Posts currently contained within Intrepid.

As part of the interface process the vacancy Deanery Post Number (DPN) will be automatically matched to the relevant National Post Number within Intrepid.

If, for any reason, the system is unable to match a post, it is possible to manually attribute a DPN from within the Vacancy record.
1.4 ADMINISTRATOR – EXPORT LOGS

Two reference tables have been created within Intrepid to capture the flow of information back to ESR as part of the Recruitment Interface.

The “Pending Log” displays all records that have been updated in Intrepid and are due to be exported to ESR in the next 24 hours.

The Export Log is a record of all data previously exported.
1.5 OPERATOR – VACANCY ASSOCIATION

Following the receipt of Vacancy information into Intrepid the next stage provides operators with the ability to attribute a Vacancy to a Staff Post record.

Within the Staff Post record the associated ESR vacancies are displayed in the highlighted ESR vacancy field. Selecting the relevant Vacancy record will export Staff data into the applicant export table in readiness for export to ESR.

... confirmation of the export will also be provided.
1.6 INTREPID TO ESR – DATA FIELDS

The Staff / Post details will be exported back to ESR as ‘Applicant data’ and the following data will be updated:

- Vacancy reference
- Start date
- Names (first, middle, surname)
- Title
- Gender, date of birth
- Address (1-3, town, county, postcode, country)
- Telephone (home, mobile)
- Email
- Demographic (ethnic origin, sexual orientation, religion, nationality)
- NTN
- GMC/GDC (type, number, expiry date)