

Case Study...

Rapid staff movement across an ICS using the Interim NHS Digital Staff Passport

South Yorkshire and Bassetlaw Integrated Care System



The South Yorkshire and Bassetlaw Integrated Care System are fully utilising the Interim (COVID-19) NHS Digital Staff Passport to enable the rapid and safe temporary deployment of staff to deliver care at all the NHS provider organisations and vaccination hubs sites.

‘Using the passport has saved us weeks’ of time! says Kay Barker, Recruitment and Workforce Assistant Manager, Sheffield Teaching Hospitals NHS Foundation Trust.

Background

The South Yorkshire and Bassetlaw Integrated Care System (SYB ICS) formally launched as an ICS in October 2018 after three years working in partnership. It serves a population of 1.5 million, in five local places (Barnsley, Bassetlaw, Doncaster, Rotherham and Sheffield). The system includes 72,000 members of staff, 208 GP practices, 36 neighbourhoods, 6 Acute hospital and community trusts, 6 Local authorities, 5 Clinical Commissioning Groups and 4 care/ mental health trusts and 1 regional vaccination hub with 2 sites.

The partners in the ICS have committed to developing services and meeting a range of service performance standards including *‘Deploying professionals to the right parts of the system to achieve the vision, service performance and transformation required’*, and see the COVID-19 Digital Staff Passport as one of the technological tools to help them achieve it.

Recruitment leads across SYB ICS have been working to implement the passport which is the next stage of the Memorandum of Understanding (MOU) that has been signed by the HR Directors (HRDs) within SYB. All Trusts that have signed up to use the passport are working to ensure they have processes in place to support its successful implementation and usage. It was essential that agreement was reached by all organisations to use the passport to enable easier movement of staff between NHS provider organisations and to support the regional vaccination hub and its 2 sites run by Sheffield Teaching Hospitals (STH).

Prior to using the passport, deploying staff was a time consuming and administratively heavy process, involving honorary contracts or letters of authority, and either obtaining employment checks from current employers or repeating checks unnecessarily. Implementing the COVID-19 Digital Staff Passport system has enabled rapid reduction in the time taken to deploy staff from 1-3 weeks to 1-2 days and has reduced the administrative burden by



COVID-19 Digital Staff Passport

removing the need for honorary contracts/letters of authority and repeating or seeking employment check information.

The host organisations have also benefitted through only needing to issue the information once using the passport to the employer, in which they can use multiple times with multiple different NHS provider organisations.

Due to its initial success with the vaccination hub, it was then adopted wider to support any temporary staff move.

How did it work?

At the height of the pandemic, Sheffield Children's NHS Foundation Trust (SCH) and Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust needed to urgently move critical care staff, and quickly identified the COVID-19 NHS Digital Staff Passport was the most efficient and safe method to use. They worked together to deploy a number of highly skilled critical care staff using the passport to enable them to deliver the urgent patient care required.

Using the passport proved very successful, so when further deployment was required to support the vaccination programme, it obvious that the passport could provide the same efficiencies again, but this time with Sheffield Teaching Hospitals NHS Foundation Trust (STH) and SCH.

Staff employed by SCH volunteered to work at the vaccination site, but the traditional process of moving was proving difficult and was not fast enough, so the 2 hospitals used the COVID-19 Digital Staff Passport and successfully issued passports to the staff within just a couple of days of them volunteering. The passports were verified by the HR team at STH in advance of their shift, then a visual ID and passport check was performed on site by the site manager.

A 2nd site opened that was located near the SCH and more of their staff volunteered to work at the new site. As the passport was already in place, SCH were immediately able to respond to movement requests and were able to deploy many staff to support this site.

Due to these successes, the South Yorkshire and Bassetlaw Integrated Care System (ICS) saw the further potential in saving valuable time and improving processes for all NHS provider organisations within the ICS, so agreed to adopt it wider to support any temporary movement and the passport was defined as their 'go to' process for facilitating temporary staff moves in future. An ICS wide Standard Operating Procedure was agreed by all the NHS provider organisations in the ICS and recruitment teams are now utilising the passport to support temporary movement of any staff between them.

Benefits to you and your organisation

Using this process provided the legal assurance to the HR teams that deployment was safe and a workforce sharing agreement was in place (which is built into the passport). It also provided assurance to the vaccination site managers that they were receiving the correctly approved staff.

'Having a nationally developed and supported system that enables a system to safely deploy staff has really enable us to mobilise our workforce across the ICS, it has saved significant time for our HR staff, has greatly improved the experience of our staff and ultimately is enabling us to deliver the care to our patients' says Jill Quince, Recruitment and Workforce Manager for the SYB Vaccination Programme.



“It’s a great system for NHS-to-NHS staff movement, the ease of use has made it an essential tool for us during the current pandemic” says Jordan Berry, Recruitment Coordinator at Sheffield Children’s NHS Foundation Trust.

Using the passport enabled the organisations to significantly save administration time, by removing the need to request for or repeat employments checks and the generation of honorary contracts.

“The passport enabled us to quickly transfer people from different Trusts to our own to work within an urgent critical care function. This took away a large administrative burden and allowed us to focus on helping to move the people across to deliver services to patients instead” says Catriona Collins, Head of People Resourcing at Sheffield Children’s NHS Foundation Trust.

Getting Started

For the passport to work across the whole ICS, all NHS provider organisation must have completed the registration process. There is very easy to use implementation guide that contains the information you need, and a range of support webinars delivered by the national team. Once registered, the system is very simple to use.

‘The HR teams were quick to understand the system and started issuing and verifying passports within a matter of minutes’ Says Ruth Williams, Recruitment Assistant at STH, she followed on to say, **‘We were initially worried that it would still be time consuming and complicated to use, but these concerns were instantly eradicated..., it was just so simple and quick!’**

Next steps for you

South Yorkshire and Bassetlaw ICS are continuing to use the passport to support the temporary deployment of staff to vaccination centres and between their NHS organisations. The aim is for it to support them in the event of increases in vaccination programme activity, any potential future COVID-19 surges and to support them over the winter period as clinical need increases.

To find out more about the Interim (COVID-19) NHS Digital Staff Passport and what it can mean for you and your organisation please visit www.beta.staffpassports.nhs.uk or visit [Covid-19 Digital Staff Passport - Enabling Staff Movement - FutureNHS Collaboration Platform](#)

