

# Digital skills passports

## FAQs (1/3)

Question	Answer
What is the purpose of the skills passports?	<ul style="list-style-type: none"> <li>The passports have been designed to support staff to understand, document and acquire new skills to support the safe delivery of care to adults or children requiring critical care (levels 1, 2 and 3) in a surge model of care.</li> <li>These passports have been designed for use in a surge and should not replace the 'business as usual' development of staff skills and knowledge.</li> </ul>
Who are the passports for?	<ul style="list-style-type: none"> <li>There are 2 passports available for staff working with adult critical care (CC) patients:               <ul style="list-style-type: none"> <li>Registered support clinician (RSC)</li> <li>Non-registered support staff (NRSS).</li> </ul> </li> <li>And 4 passports available for staff working with paediatric CC patients:               <ul style="list-style-type: none"> <li>Adult critical care nurse caring for children (&lt;12 yrs old)</li> <li>Adult critical care nurse caring for adolescents (12+ yrs old)</li> <li>Registered children's nurse without recent experience and / or formal paediatric CC training</li> <li>Stabilisation of children (&lt;12 yrs old).</li> </ul> </li> </ul>
Which passport should I select?	<ul style="list-style-type: none"> <li>Within the passport website, at the top of the "Passports" tab you can find full descriptions of who each passport is relevant for. Your selection will depend on your role, experience and qualifications. We also recommend discussing your selection with your manager.</li> </ul>
How were the passports created?	<ul style="list-style-type: none"> <li>The London Transformation and Learning Collaborative (LTLC), a Health Education England (HEE) programme, were commissioned to develop the passports as part of their <a href="#">Adult Critical Care</a> (ACC) and <a href="#">Respiratory Surge in Children</a> programmes.</li> <li>The passports were developed using existing competency frameworks where available and reviewed by relevant stakeholder groups to be refined.</li> <li>The adult CC passports were endorsed by the: British Association of Critical Care Nurses (BACCN), Critical Care National Network Nurse Leads Forum (CC3N) and Intensive Care Society (ICS). The paediatric CC passports were endorsed by the Paediatric Critical Care Society (PCCS).</li> </ul>
How can I access the passports?	<p>The passports are available here: <a href="https://criticalcare.yourskillspass.com/">https://criticalcare.yourskillspass.com/</a></p> <p>They are:</p> <ul style="list-style-type: none"> <li>Free to use</li> <li>Available now</li> <li>Accessible to staff at any Trust across the country (if your Trust is not in the drop-down list when you register, please email <a href="mailto:LTLC@hee.nhs.uk">LTLC@hee.nhs.uk</a> and we will add it)</li> <li>It is up to staff / Trust whether they would like to use (i.e. they are not mandatory).</li> </ul>

# Digital skills passports

## FAQs (2/3)

Question	Answer
<b>How do I use the passports?</b>	<ul style="list-style-type: none"> <li>You can find a user guide under the “Need help?” tab, which will go through step-by-step how to access and use the passports</li> <li>The first step is to register for an account, which will give you access to all the passports available for you to select from</li> <li>Once you have selected your passports, for each passport, first you will self-assess your ability to demonstrate knowledge and safely undertake a range of skills. A supervisor(s) is then required to sign off on your proficiencies for each knowledge / skill. A final supervisor sign-off is required for you to download your certificate, which recognises your ability to safely perform that role</li> <li>Hyperlinks to relevant e-learning resources are provided within the passports for self-directed learning</li> </ul>
<b>I am having trouble accessing the e-learning?</b>	<ul style="list-style-type: none"> <li>The e-learning hyperlinked to in the passports is hosted on e-learning for healthcare (eLfH). When you first click on an e-learning hyperlink in the passport you will be taken to eLfH and required to login or register for an account (if you do not have one already). It is free to register and you can use any email address (i.e. not just nhs).</li> <li>Once you have logged in to eLfH, if you remain the same browser, you should not have to re-login when you click on other e-learning resource hyperlinks within the passports.</li> </ul>
<b>There doesn't appear to be any e-learning linked to certain domains in my passport?</b>	<ul style="list-style-type: none"> <li>If there is no “View E-Learning Resources” button next to a passport domain this means there are currently none mapped.</li> <li>You can access more e-learning resources on the LTLC’s <a href="#">Adult critical care</a> programme and <a href="#">Respiratory Surge in Children</a> programme websites.</li> </ul>
<b>Who can be a supervisor to sign my passport off?</b>	<ul style="list-style-type: none"> <li>A Supervisor is a registered health care professional. This can be a Registered Nurse, Registered Allied Health Professional and/or Doctor. It is up to the Trust to decide who should be a supervisor.</li> </ul>
<b>I don't know what brand of equipment I am using to record it on my self-assessment?</b>	<ul style="list-style-type: none"> <li>If not sure, ask your local educator or technologist, as they should be aware of the brands used locally.</li> </ul>
<b>I am a Trust implementing the passports, can I see which of my staff are accessing it?</b>	<ul style="list-style-type: none"> <li>We can provide you with admin access to view how many and which of your staff have accessed the passport.</li> <li>In the “Help guide” tab you will find an “Admin user guide”. This will explain the steps for us to provide you with access.</li> <li>In the “Implementation” tab you will find additional resources to support you with implementation and case studies of how other Trusts have.</li> </ul>
<b>I am a Trust implementing and would like to understand the data management (GDPR)?</b>	<ul style="list-style-type: none"> <li>Within the “Help” tab on the passports website you will find a document called “Axia Digital GSPR adherence and data management assurance” that should provide the key information.</li> </ul>

# Digital skills passports FAQs (3/3)

If you have any additional questions or comments about the passports, if they are technical issues please contact [help@axia.support](mailto:help@axia.support) and if they relate to anything else please contact [LTLC@hee.nhs.uk](mailto:LTLC@hee.nhs.uk)