Digital Skills Passports: Admin user guide

London Transformation & Learning Collaborative (LTLC)

January 2022

Contents

Note: this Playbook includes an overview, 8-step approach for users

Overview (1/2)

What is their purpose?

The critical care (CC) digital skills passports have been designed to support staff to understand, document and access necessary education / training for role essential skills required to function in a high dependency unit (HDU) / intensive care unit (ICU) surge model.

Who are they for?

There are passports available for staff being rotated into both adult and paediatric critical care.

Who developed them?

The London Transformation and Learning Collaborative (LTLC), who formed in July 2020 to support with the cross-skilling of the NHS workforce for critical care, through education and training.

How do I use them?

- Click here to access the digital skills passports – they can be accessed on your computer, smartphone or tablet

- This user guide has been designed to walk users through how to use the digital passports.

Passport endorsees:

Adult CC   *Paediatric CC*

intensive care society
50 YEARS
proud to be the voice of critical care since 1970

PCCS Paediatric Critical Care Society

BACN
British Association
of Critical Care Nurses

CC-
Critical Care Network-National Nurse Leads

"I found the RSC digital passport very easy – I did it on my phone, so it was really portable. The learning resources provided on the passport were complimentary and I could look at it whilst waiting for mask fit testing etc."
Nurse rotated into Registered Support Clinician (RSC) role

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Overview (2/2)

What are the admin reporting functionalities?

Visual summary

Summary of staff completion numbers for passports (Started; Completed; Reviewed; Certified)

Trust or Region level

Detailed data export

Excel download that provides detail on:

- Staff name & email[a]
- Role
- Trust / University
- Passport type
- Completion status (started, completed, reviewed and certified)
- Date of passport start, completion, review and certification

Skill completion heatmap

Overview of individuals staffs' passport completion at a skill level, showing:

- Staff name & email
- Completion of skill question (red or green)
- Capability at skill ("Yes" or "No")
- Review performed of skill ("Reviewed" or "Not reviewed")
- Detail of supervisor reviewed by

Individual staff level

Note: (a) Option to anonymise data when download

Step 1: Register for a new account

a. Follow the hyperlink to access the digital passports (https://criticalcare.yourskillspass.com/)

b. Click "Sign-up" to register your account, and complete your key details

Step 2: Request admin access

a. Once you have created your new account, you will need to request admin access for it

b. To do this, you should email LTLC@hee.nhs.uk and provide the following information:
   o First & last name
   o Trust
   o Role at Trust
   o Username & email address (that you created / used for your passport sign-up)

c. They will provide you with the necessary information and documentation for GDPR etc.

Note: *if you require admin access for a whole Region or multiple Trusts, please mention this in your email to LTLC@hee.nhs.uk and specify your Region / multiple Trusts' names*

Step 3: Login to access the 'Home' page

a. Once you have logged into your new account, you will be automatically taken to the 'Home' page
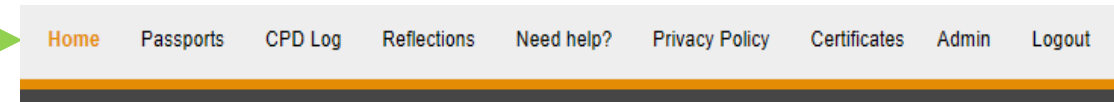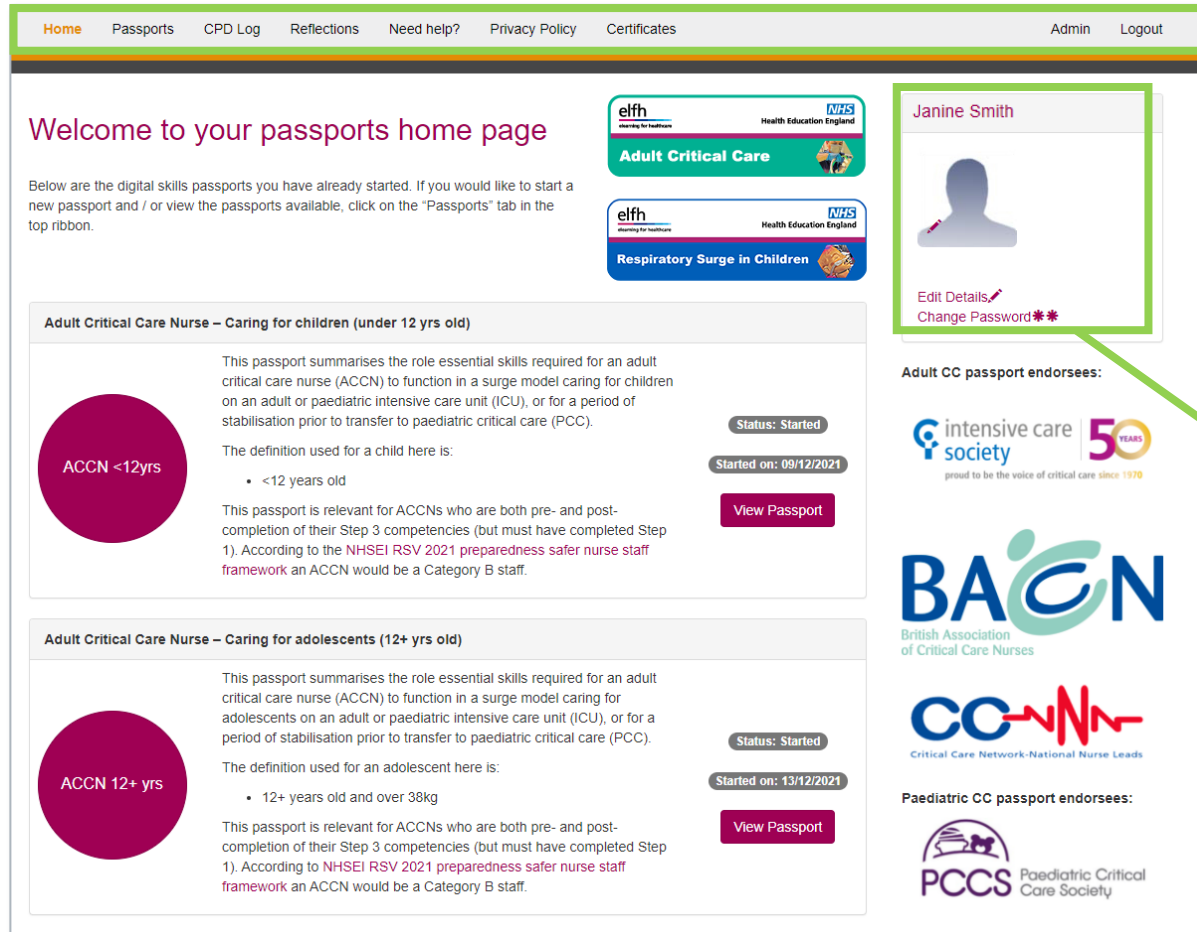
b. The ribbon at the top of the page allows you to easily navigate the different page (*note: these pages will be explained in the later steps*)

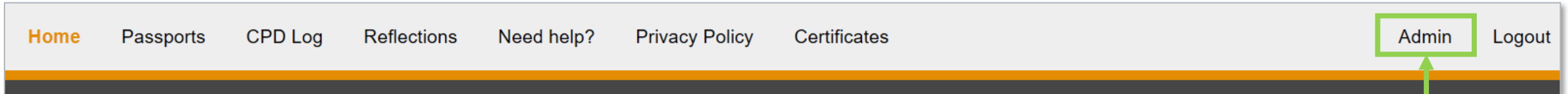c. If you have already started a passport, it will be displayed here for quick access
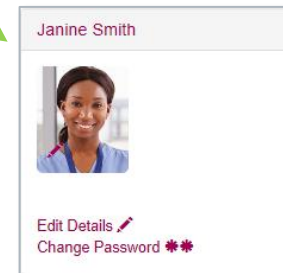
d. Using the pen icon (✏) you can upload a photo to your profile and edit your profile details

e. As well as having the admin functions, you also have access to all the same functionality as a general user (i.e. the 'passports', 'CPD log' and 'Reflection' pages. See the separate "General user guide" for guidance on using these
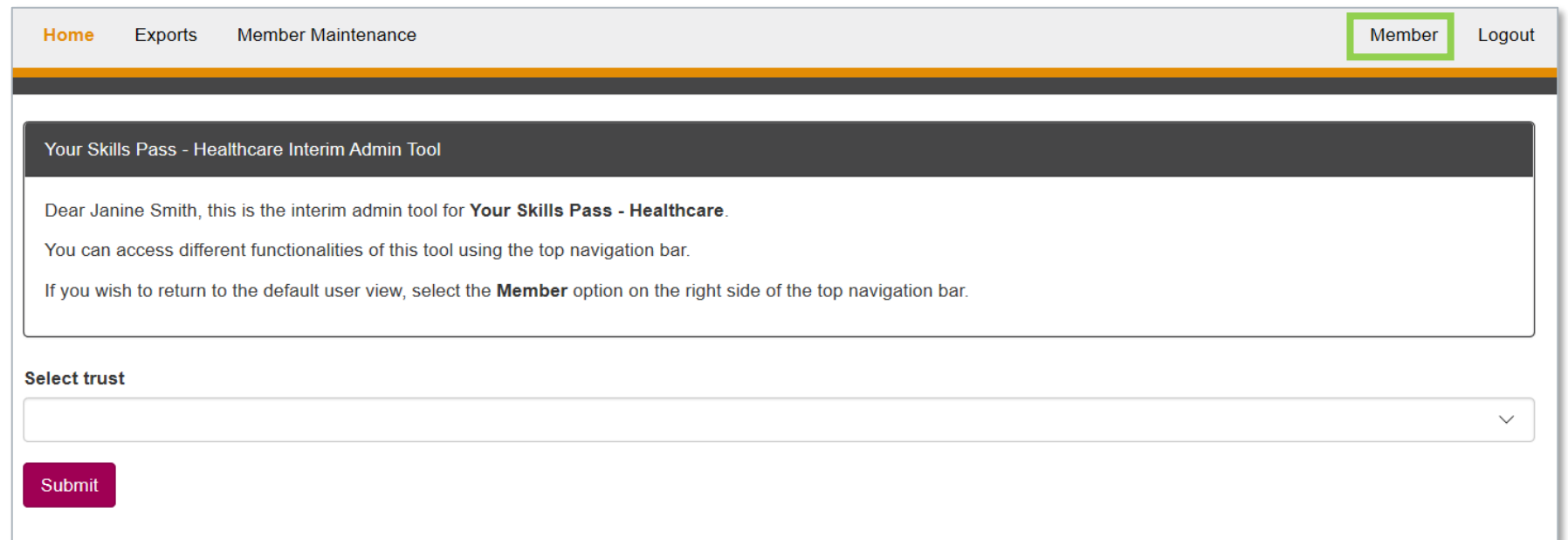
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Step 4: Go to the admin section

| Home | Passports | CPD Log | Reflections | Need help? | Privacy Policy | Certificates | | Admin | Logout |

a. To access your admin section, click on the 'Admin' button at the top-right of the ribbon

b. You will automatically be taken to the 'Home' admin page

   o Note: you can click on the 'Member' button at the top right of the ribbon to return back to the member section at any point

| Home | Exports | Member Maintenance | | Member | Logout |

Your Skills Pass - Healthcare Interim Admin Tool

Dear Janine Smith, this is the interim admin tool for **Your Skills Pass - Healthcare**.

You can access different functionalities of this tool using the top navigation bar.

If you wish to return to the default user view, select the **Member** option on the right side of the top navigation bar.

Select trust

Submit

Step 5: Explore a summary of your Trust's data (1/2)

NHS

a. Click on "Home" to access a summary of your Trust's data

| Home | Exports | Member Maintenance | View Admins | | Member | Logout |

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📄 Digital Admin Guide

b. Click on the downward arrow to select your trust, and click "Submit"

Select trust

⌄

Submit

Imperial College Healthcare NHS Trust

Non-Registered Support Staff Passports Visualisation

Show Details

c. By clicking "Show Details", you will be able to select which passport's data you would like to visualise as a pie chart

Registered Support Clinician Passports Visualisation

Show Details

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Step 5: Explore a summary of your Trust's data (2/2)

d. The pie charts will display the total number of members from your Trust that have created accounts and:

- o *Started* - Started the passport

- o *Completed* - Completed the passport (i.e. self-assessed as having the skills)

- o *Reviewed* - Had their passport supervisor review and sign-off of skills

- o *Certified* – Collected their certificate (which has been supervisor signed off)

Non-Registered Support Staff Passports Visualisation

Hide Details

Non-Registered Support Staff Passports Visualisation

Started   Completed   Reviewed   Certificated

Started 62   Completed 47   Reviewed 2   Certificated 9
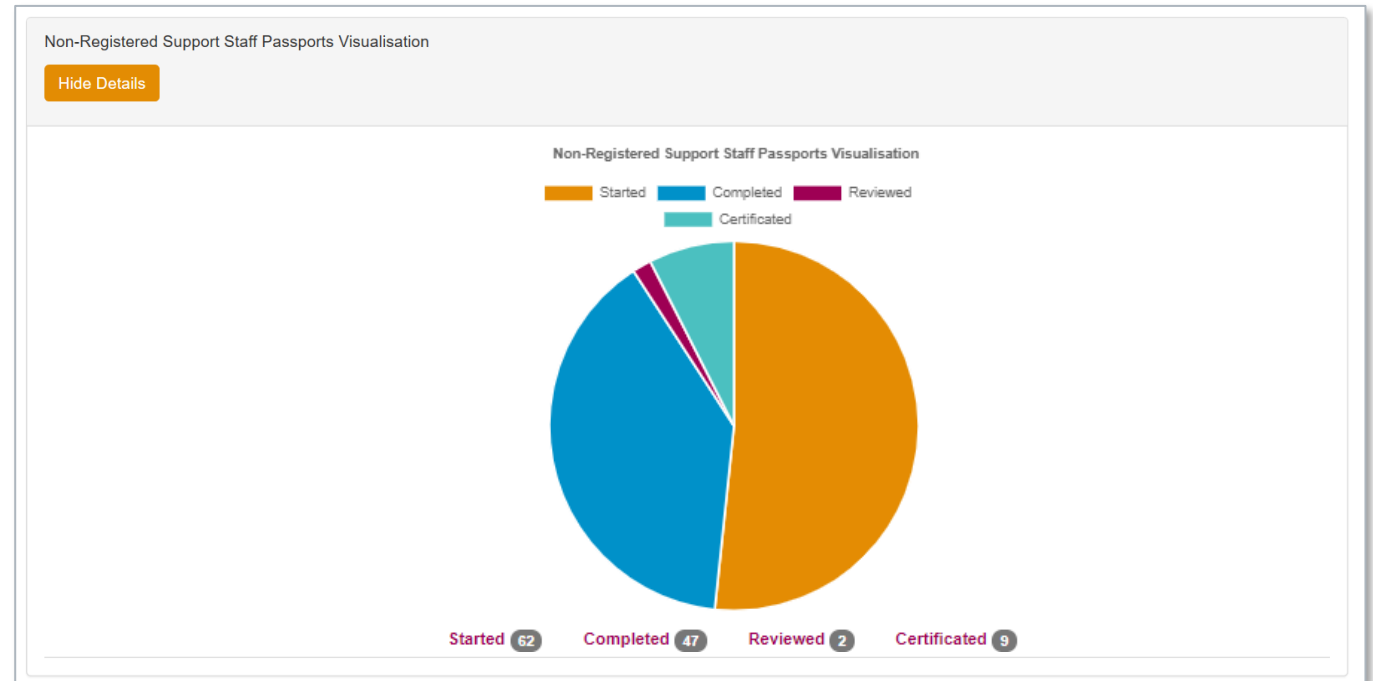
Step 6: Export your Trust's detailed data (1/2)

a. Click on "Exports" to access detailed data for your Trust

b. Click on the downward arrow to select your trust
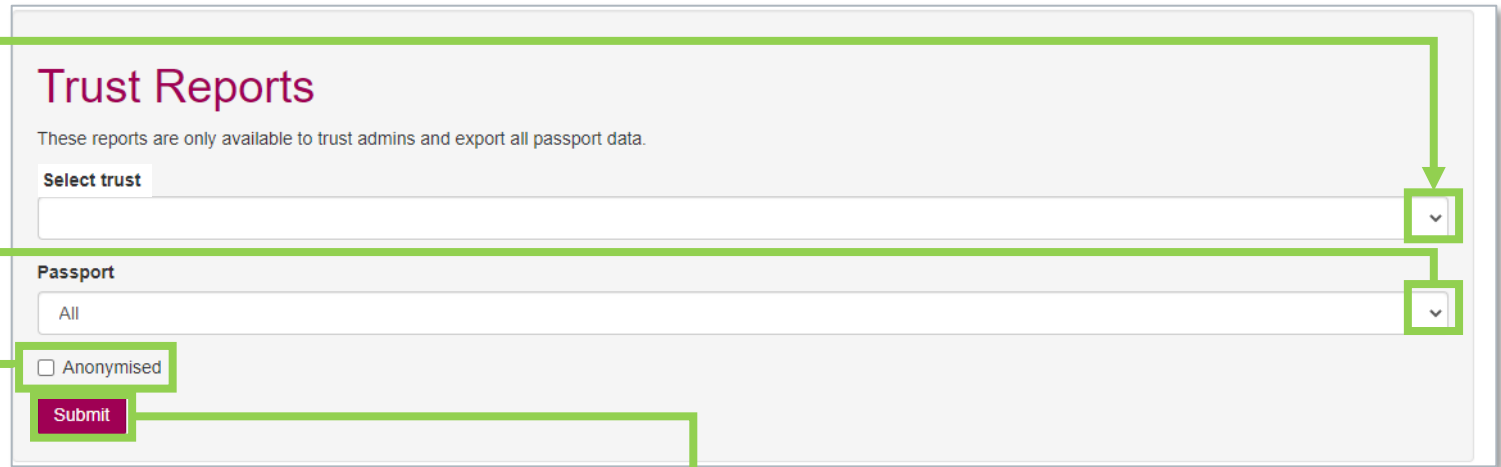
c. Click on the downward arrow to select which passport's data you would like

   o *Note: If you select "All", "Adult (2 passports)" or "Paediatric (4 passports)" your export will include data from the multiple passports*

d. You can select for the data to be anonymised

   o *Note: Anonymised data includes a unique ID numbers for each member*

e. Click "Submit" once you have made your selection

Trust Reports

These reports are only available to trust admins and export all passport data.

Select trust

Passport

All

☐ Anonymised

Submit

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f. A pop-up box should appear at the bottom of your screen. Click "Open" to access the exported Excel

What do you want to do with trust-export-all-passports.xlsx?
From: criticalcare.yourskillspass.com

| Open | Save | ∧ | Cancel | ✕ |

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Step 7: View individual members and maintenance

a. Click on member maintenance to view individuals' details within your Trust

b. Search for members using their Last name (first box) or email address (second box)

c. You will then be given the options to:

- View their passport (👁) – to see heatmap of completion

- Manager user – to edit details and request password detail

- Remove from Trust (i.e. if they have left your Trust)
  - o *Note: General users also have the functionality to change their Trust (if they move)*

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For any comments or feedback, please email
LTLC@hee.nhs.uk