

# Digital Skills Passports: General user guide

London Transformation & Learning Collaborative (LTLC)

April 2022



# Overview

## 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 caring for both adult and/or children requiring critical care (levels 1, 2 and 3) in a surge model of 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



“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**

# Step 1: Register for a new account

[Login / Register](#)   [Need help?](#)   [Implementation](#)

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**Welcome to the Critical Care Digital Skills Passports!**

These 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.

If you are new to the passports please click below to "Register New Account" with your NHS email or alternatively click "Login" for an existing account.

**Adult Critical Care**

**Respiratory Surge in Children**

**Login**

Username:

Password:

**Login**

[Forgotten password](#)

Register New Account

If you would like to just test the passports, please select "Test Region" (under Region) and "Test Trust" (under Trust) in Sign-up. Once logged in, you can change your Region and Trust at any time.

Select the button below to register a new account to use.

**Sign-up**

- 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

**Account details**

First Name \*

Last Name \*

Username \*

Password \*

Role \*

Region \*

Trust \*

This should be an email account that you will have ongoing access to (eg. personal email) but note that it will be visible to others you may supervisor. Password resets will be sent to this email account.

Email Address \*

**Register**



# Step 2: 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



# Step 3: Select your Skills passport

- Click on the “Passports” tab in the top ribbon to access the passports available
- Depending on whether you are going to work with adult or paediatric critical care patients, click on the “Adult” or “Paediatric” sub-tab to view the relevant passports
- Choose the passport that is most relevant to your professional role / ICU experience, by reading the descriptions provided
- Once you have chosen, click “Start passport” on your selected passport
- Once clicked, the button will automatically update to “started” and list the date “started on”
- Click “View Passport”

# Step 4: Understand the Passports Dashboard

a. Once you have chosen your passport and clicked “View passport”, you will move to the Passport Dashboard page

b. At the top you will see the description again of who the passport is relevant for and any other key information

c. The essential skill domains for the passport selected are listed here (*note: do not click on yet*)

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## Registered Support Clinician

This passport summarises the role essential skills required for a Registered Support Clinician (RSC) to function in a surge model of care in an intensive care unit (ICU) during the COVID-19 pandemic. In March 2020, the NMC and other national bodies recognised, in the Joint Statement on Developing Immediate Critical Care Nursing Capacity, during surges of Covid-19, there may be a requirement to temporarily depart from established procedures in order to care for patients and people using health services. Updated national guidance for workforce management during this time was published on 10 December 2020, Advice on Acute Sector Workforce Models During Covid-19.

An RSC may be:

- a junior ICU nurse who has not yet achieved their step 1 competencies in the National Competency Framework,
- a registered nurse, who works outside of ICU or
- a registered (non-nursing) health care professional.

### Passport Dashboard

Supervisor Review Sign Off

			Status	Last Update
Safety	Self Assessment	View E-Learning Resources	Not Started	Not Started
Documentation	Self Assessment	View E-Learning Resources	Not Started	Not Started
Equipment	Self Assessment	View E-Learning Resources	Not Started	Not Started
Medication	Self Assessment	View E-Learning Resources	Not Started	Not Started
Arterial line management	Self Assessment	View E-Learning Resources	Not Started	Not Started
Care and management of nasogastric tubes (NGT) on ICU	Self Assessment	View E-Learning Resources	Not Started	Not Started
Airway	Self Assessment	View E-Learning Resources	Not Started	Not Started
Neurology - Delirium management	Self Assessment	View E-Learning Resources	Not Started	Not Started

d. For each domain, you can self-assess your competency in relation to the essential skills within

e. To begin self-assessing, click on “self-assessment”, or the name of domain (e.g. “Safety”)

**Top tip**

You can complete the self-assessments in any domain order you like, although we recommend starting at the top



# Step 5: Self-assess your essential role skills

- a. Once you have clicked “Self-assessment” you will move into the domain (the page title will show which domain you are in)
- b. Your passport may include some additional information about the skill descriptors at the top
- c. Scroll down the page to self-assess your competency for the essential skills listed
- d. At the end of the skills list, and page click “Save & Next” this will automatically take you to the next domain self-assessment

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## Registered Support Clinician - Safety

[Start Review](#) [Passport Dashboard](#)

Please use the list below to select which domain you would like to review. You are currently reviewing Safety

	Status	Last Update
Safety (Current)	Not Started	Not Started
Documentation	Not Started	Not Started
Equipment	Not Started	Not Started
Medication	Not Started	Not Started
Arterial line management	Not Started	Not Started
Care and management of nasogastric tubes (NGT) on ICU	Not Started	Not Started
Airway	Not Started	Not Started
Neurology - Delirium management	Not Started	Not Started

PPE - Able to describe the Public Health guidance for donning and doffing. \*

Yes  
 No

PPE - Can describe the relevant action in the event of a Personal Protective Equipment (PEE) breach \*

Yes  
 No

- e. Click “Passport Dashboard” to return to the previous page
- f. The “status” and “last Update” (date and time) will change once you have saved your self-assessment

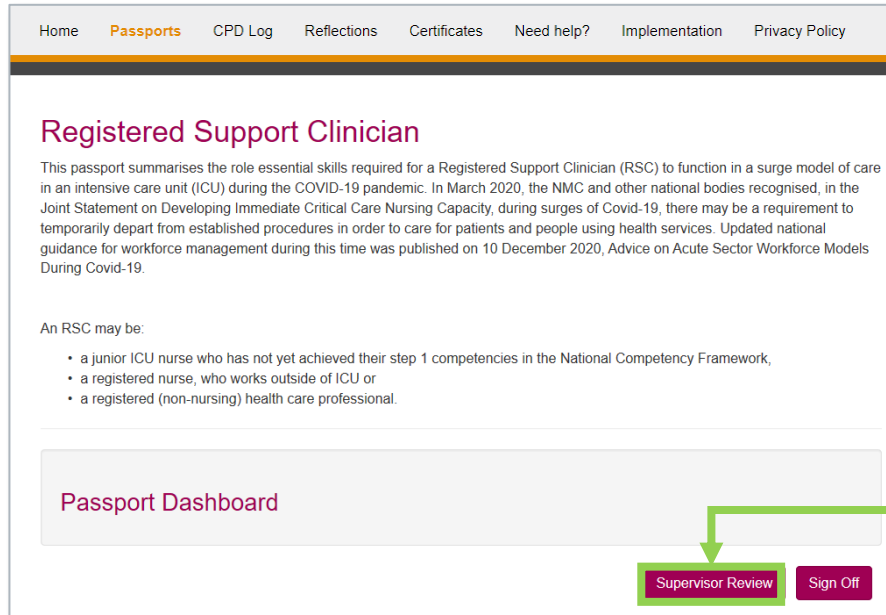
### Top tip

You can return and update your essential skills self-assessment as many times as you like, and don't have to complete them all at once. Just remember to click “save & next” at the bottom of the page to save your entries!





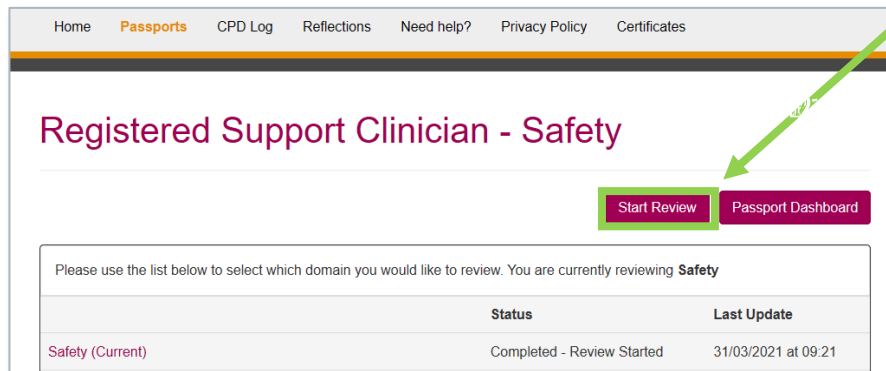
# Step 6: Ask your supervisor to review (1/3)



- a. Once you have completed and saved your self-assessment (for at least one skill in a domain), you can ask your supervisor to review.

*It is important all skills you have self-assessed as “yes” (i.e. competent) are reviewed by a supervisor, using the passport*

- b. Click “Supervisor Review” (on Passports Dashboard) or “Start review” (on Domain page) and hand your device (e.g. mobile, laptop) to your supervisor



## Top tips

- You should not review yourself, only a supervisor should
- Supervisors can review self-assessed skills at different times (i.e. they do not have to review all the skills within a domain at the same time). However, once they have saved their review they are unable to go back and edit it, so should double check!

# Step 6: Ask your supervisor to review (2/3)

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## Supervisor to start review of Registered Support Clinician Passport

A Supervisor is a registered health care professional. This can be a Registered Nurse, Registered Allied Health Professional and/or Doctor.  
Your Supervisor will be able to view the list of equipment that you are competent to use but does not sign off specific equipment in your passport.

Name \*

Email Address \*

NMC, GMC or HCPC Number \*

Save

c. First your supervisor will be asked to enter their:

- Name
- Email address
- NMC, GMC or HCPC number

PPE - Able to describe the Public Health guidance for donning and doffing. \*

Yes

Has this been met?

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PPE - Can describe the relevant action in the event of a Personal Protective Equipment (PPE) breach \*

Yes

Has this been met?

d. They will then be asked “Has this been met?” for each skill that you self-assessed as “yes” (i.e. competent). If you self-assessed a skill as “no” (i.e. not competent), your supervisor will not be asked to review

e. Once your supervisor has finished their review. They should click **Save Review & Next** (at the bottom of the page) and **End Review** (at the top of the page)

PPE - Able to describe the Public Health guidance for donning and doffing. \*

Yes

Reviewed by Joe White (Joe.White@imperial.ac.uk) - XXXXXXXXXXX on 18/03/2021

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PPE - Can describe the relevant action in the event of a Personal Protective Equipment (PPE) breach \*

Yes

Reviewed by Joe White (Joe.White@imperial.ac.uk) - XXXXXXXXXXX on 18/03/2021

f. Once your supervisor has ‘saved’ and ‘ended’, their review will appear under the skill (only for those they said “Yes – this skill has been met”)



# Step 6: Ask your supervisor to review (3/3)

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## Registered Support Clinician

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- a registered nurse, who works outside of ICU or
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**Supervisor Review**

	Status	Last Update
Safety	Completed - Review Started	618/03/2021 at 10:33

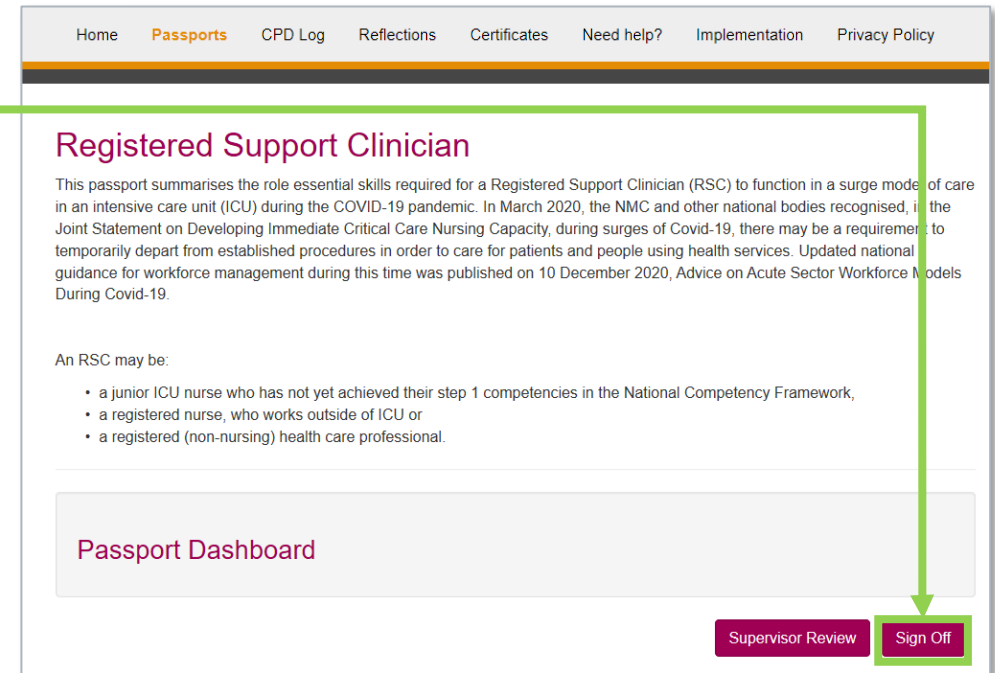


g. The review status will also be updated on the Passports Dashboard



# Step 7: Track your passport completion

a. You can see an overview 'heatmap' of your passport completion and review by clicking "Sign Off" on your Passport Dashboard



b. At the top you can see an overall % progress complete bar based on the number of skills you have had supervisor reviewed. You can also see a breakdown by domain / skill

- This allows you to identify which skills you have not yet self-assessed as "Yes" and / or which skills have not yet been supervisor reviewed (indicated by red)

c. You can download a PDF of your heatmap if you click "Generate PDF"



# Step 8: Explore E-learning resources

**Registered Support Clinician**

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An RSC may be:

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- a registered nurse, who works outside of ICU or
- a registered (non-nursing) health care professional.

**Passport Dashboard**

Supervisor Review Sign Off

	Self Assessment	View E-Learning Resources	Status	Last Update
Safety	Self Assessment	View E-Learning Resources	Not Started	Not Started
Documentation	Self Assessment	View E-Learning Resources	Not Started	Not Started
Equipment	Self Assessment	View E-Learning Resources	Not Started	Not Started
Medication	Self Assessment	View E-Learning Resources	Not Started	Not Started
Arterial line management	Self Assessment	View E-Learning Resources	Not Started	Not Started
Care and management of nasogastric tubes (NGT) on ICU	Self Assessment	View E-Learning Resources	Not Started	Not Started
Airway	Self Assessment	View E-Learning Resources	Not Started	Not Started
Neurology - Delirium management	Self Assessment	View E-Learning Resources	Not Started	Not Started

a. Click “View e-learning resources” on the Passport Dashboard to access recommended resources for each skill domain

*Note: If there is no “View E-Learning Resources” this means there are currently none mapped*

b. Click on the resource hyperlink you would like to access, and you will be sent automatically to it

c. A lot of the E-learning resources are hosted on e-LfH, and to access them you will need to login (once sent to the e-LfH page)

**E-Learning Resources**

**Suctioning**

- Demonstrate safe practice when performing closed suctioning via an endotracheal tube
- Demonstrate safe practice when performing closed suction via a tracheostomy tube
- Demonstrate safe practice when open suctioning via an endotracheal tube
- Demonstrate safe practice when open suctioning via a tracheostomy tube.

**e-LfH resources**

- Use of Closed-Circuit In-line Suction
- Open suction (video 3mins)
- 360 bed space orientation
- Basic Principles of Intensive Care Nursing, tubes and lines suctioning (e learning)
- Inline Suctioning a Tracheostomy ( Video 4mins)
- open and closed suctioning (e-Learning)
- Cuff Pressure measurement ( Video 1 min )

**Tracheostomy Care Basics**

- Demonstrate safe preparation of tracheostomy kit and daily checks.
- Demonstrate safe securing of a tracheostomy tube
- Demonstrate safe tracheostomy dressing checks
- Demonstrate accurate cuff pressure measurement
- Describe how to recognise acute complications of tracheostomies
- Describe the emergency management of a blocked or dislodged tracheostomy.
- Demonstrates awareness of own limitations of scope of practice and seeks advice appropriately.

**e-LfH resources**

- 360 bed space orientation

Close

**e-LfH**

Search the e-learning

Health Education England

Home

Log in

**Session information**

**Title:** Bedspace safety checks

**Description:** Website providing a brief overview of the safety checks which should be performed at the beginning of every shift (15 minutes)

**Hierarchy:** London Transformation and Learning Collaborative - Critical Care (LTLCC) > Self-directed Learning Resources > RSC (Registered Support Clinician) > Safety > Bedside safety checks > Bedspace safety checks

**Created:** 7 Oct 2020

**Last Major Update:** 7 Oct 2020

**Keywords:** Bedspace safety checks, ICU, critical care

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# Step 9: Log your CPD training

a. Click “CPD log” on the ribbon to access the page

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## CPD Log

Below you can record the learning that you have undertaken and this will count towards your Continuing Professional Development (CPD) hours.

Click on the “Add New” button to record a training activity.

**Add New**

Date	Method	Topic
14/03/2021	Course attendance	ICU Skills

b. Click “Add New” to log new training that you would like to keep track of

### CPD Log

Please complete all the fields in the form below and then click submit to save them

Date \*  
14/03/2021

Method \*  
Course attendance

Topic  
ICU Skills

Resources accessed  
Acute - COVID-19 ICU Remote Learning Course (CIRLC)

Number of Hours \*  
8

**Save and finish**

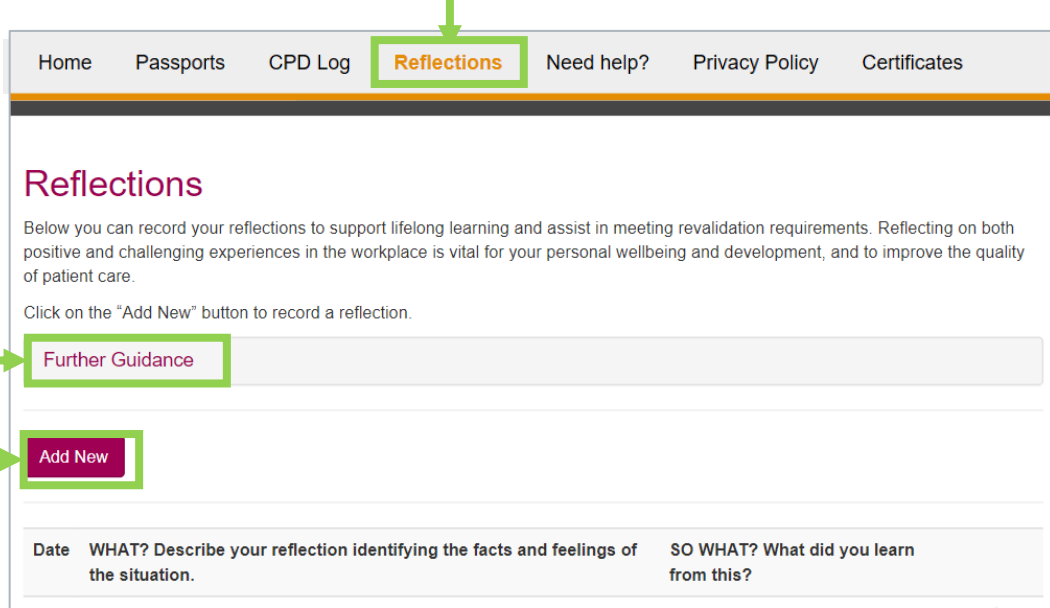
c. You can log 3 types (“Method”) of training:

- Online learning
- Course attendance
- Independent learning



# Step 10: Add your workplace reflections

a. Click “Reflections” on the ribbon to access the page

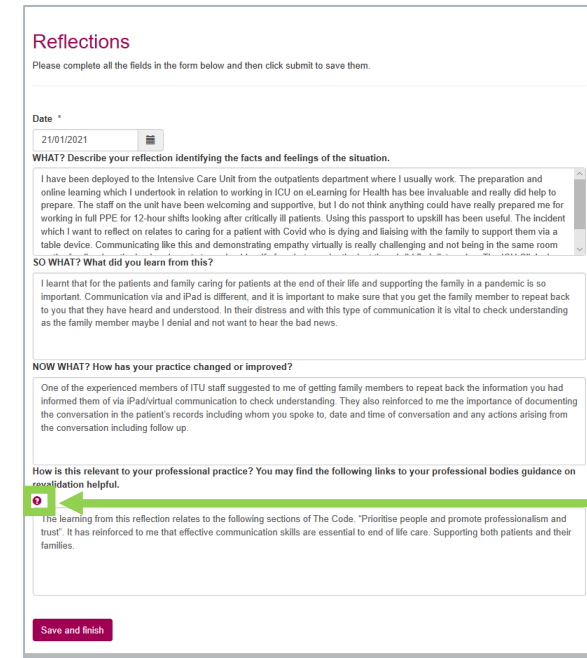


b. Click “Add New” to log new reflections that you would like to keep track of

c. For each reflection, you will follow the structure of Rolfe’s (2001) model of reflection:

- i.e. What? ; So What? ; Now what?

*Note: Click on “Further Guidance” for details of Rolfe’s model*



d. As part of revalidation, it can be helpful to reference your reflections to your professional bodies’ requirements (i.e. NMC, GMC, or HCPC)

Click on “Help” icon ( ? ) to find links to your professional bodies’ guidance on revalidation.



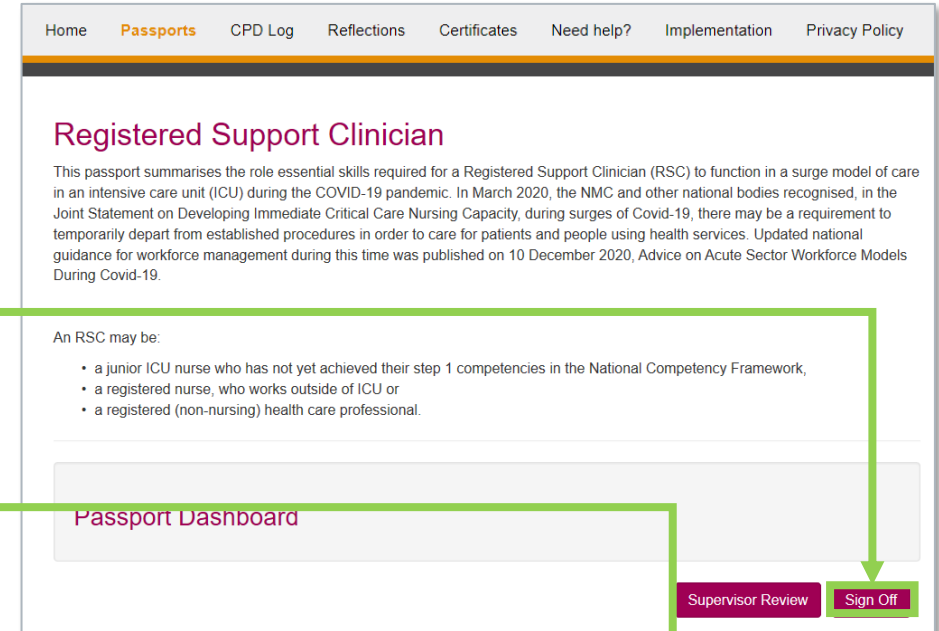
# Step 11: Collect your certificate (1/4)

- a. Your passport will be counted as “Reviewed” once you have self-assessed you are competent in all of the skills listed in the passport (i.e. ticked “Yes”) and had a supervisor review and approve all of the skills.

Once you have completed a passport, you will be able to collect a certificate. To do this, click “Sign off”

- b. At the top of the ‘Sign Off’ Section you will be given the option to “Claim Certificate”

- o *Note: If you do not see the “Claim Certificate” button, this is because your passport is not complete. Scroll down your heatmap to see what skill you have not indicated competency in, or you have not had reviewed by a supervisor*





# Step 11: Collect your certificate (2/4)

### Declaration of Practice and Transferable Skills

I declare that I am clinically able to deliver care when deployed to areas which require the skills in the Critical Care Skills Passport.

I understand that I am considered capable in the skills for which I have achieved proficiencies as detailed in the digital Critical Care Skills Passport. If I move to another organisation these skills will be recognised by other participating organisations.

As an NMC, HCPC or GMC registrant, I understand that:

- I am responsible and accountable for my professional practice.
- I should bring to the attention of a more senior member of staff where I feel I do not have sufficient knowledge or skills to carry out any aspect of care.
- I must practice according to organisational practice guidance and policy.

**Professional Development**

If my role changes, I understand that I may need to expand my knowledge and skills to meet the requirements of the new role. To do so, I should return to this passport to review previously completed proficiencies from the Critical Care Skills Passport after discussion with my line manager or clinical practice educator.

**Redeployment**

It is my responsibility to identify areas where I feel I need to undertake supervised practice in the deployed area again to refresh these skills and revisit the relevant knowledge on [eLearning for Health care](#), where appropriate.

Please type 'I AGREE' in the box below.

Submit

REGISTERED SUPPORT CLINICIAN

Passport Certificate Supervisor Sign Off for Janine Smith

**Name \***

**Position \***

**Organisation \***

**NMC, GMC or HCPC Number \***

**Email Address \***

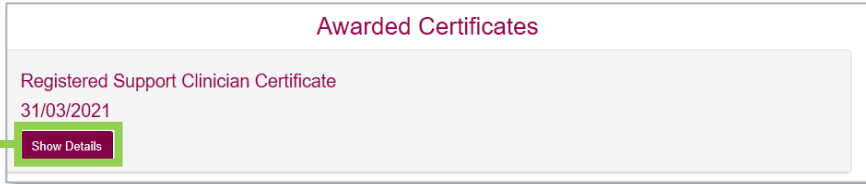
Sign

c. Before your certificate is generated, you will be asked to agree to the “Declaration of Practice and Transferable Skills” (by writing “I AGREE” in the box)

d. You also will need a supervisor sign-off (whose details will appear on the certificate)

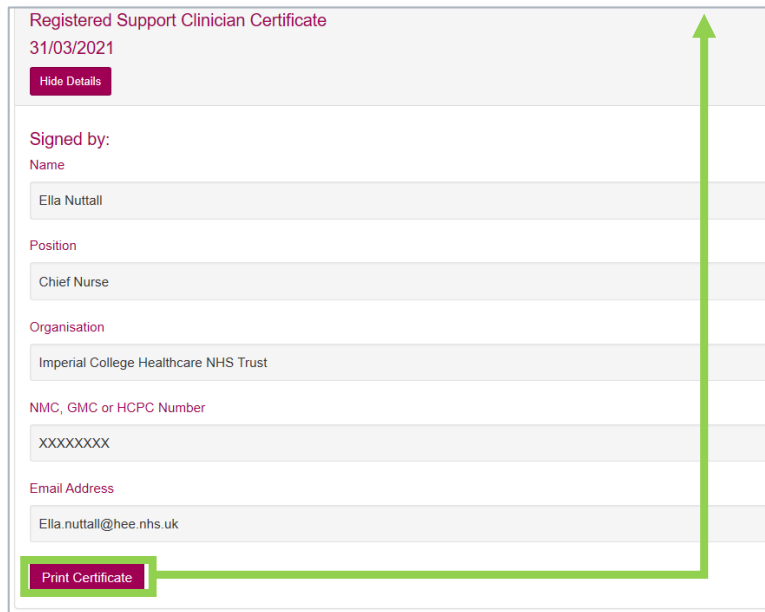


# Step 11: Collect your certificate (3/4)



e. Once you have completed your declaration and supervisor sign off, you will see a certificate listed under “Awarded Certificates”.

Click ‘Show details’ and then ‘Print Certificate’



f. This will automatically generate your printable certificate

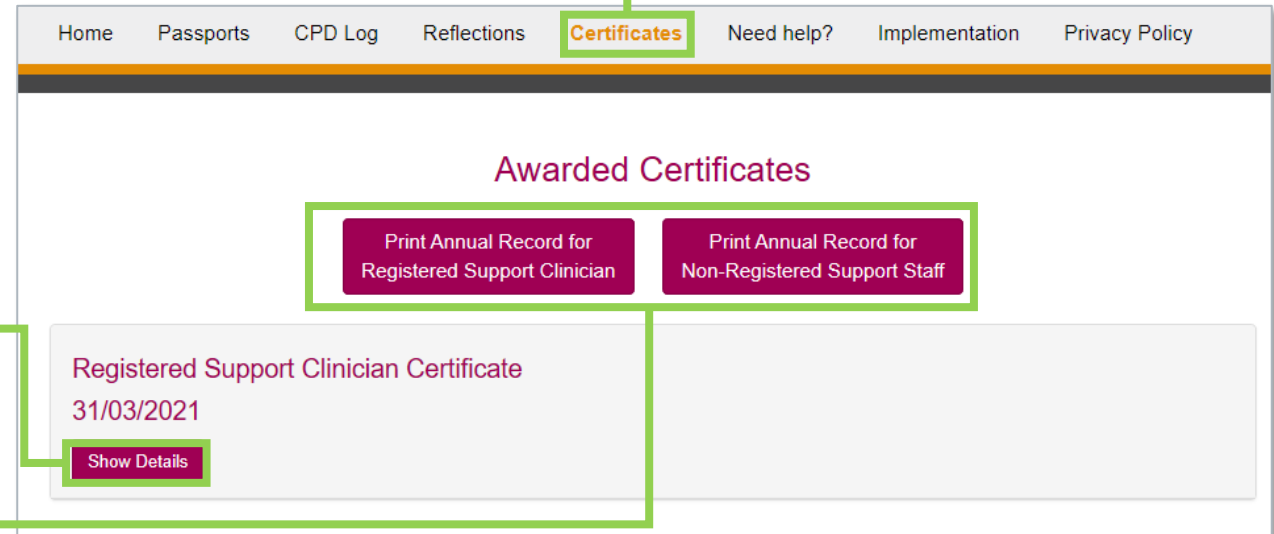


# Step 11: Collect your certificate (4/4)

g. To access your certificates at any time, click “Certificates” on the ribbon

h. On this page you can access both:

- Individual certificates
- Annual records



*Note: if you have performed reassessment, see Step 12, you will have multiple certificates, which will show on your Annual Record under “Supervisor verification and sign off”*



# Step 12: Perform your reassessment (1/2)

- a. Once you have completed your passport, you will be given the option to “Start Reassessment” on your Passport Dashboard
  - o *Note: Your Trust should tell you how often you need to perform a reassessment.*

It will also tell you the date your last assessment was completed (i.e. supervisor signed-off for certificate generation)

- b. Click on “Start Reassessment” to begin
- c. Click “Reassessment” in the individual domains to reassess the skills within

Passport Dashboard Review completed on 31/03/2021

Stop Reassessment Sign Off

		Status	Last Update
Safety	<span>Reassessment</span> <span>View E-Learning Resources</span>	Completed - Reviewed	31/03/2021 at 15:34
Documentation	<span>Reassessment</span> <span>View E-Learning Resources</span>	Completed - Reviewed	31/03/2021 at 09:23
Equipment	<span>Reassessment</span> <span>View E-Learning Resources</span>	Completed - Reviewed	31/03/2021 at 15:34

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- a registered nurse, who works outside of ICU or
- a registered (non-nursing) health care professional.

Passport Dashboard Review completed on 31/03/2021

Start Reassessment Sign Off

criticalcare.yourskillspass.com/Framework/Analysis/DisplayResults.aspx?MemberQueryID=1360D8E8-2013-41E...



# Step 12: Perform your reassessment (2/2)

d. Once in the domain you will be given the option to select the skills you would like to reassess, by clicking “Needs reassessment”

Bed space - Can identify equipment and consumables required for preparation of a bedspace in ICU \*

Yes Needs Reassessment

Reviewed by Ella Nuttall (Ella.nuttall@hee.nhs.uk) - XXXXXXXX on 31/03/2021

e. Similar to before, you will then be asked to self-assess your competency by ticking “Yes or No”, and have a supervisor review whether this has been met

Bed space - Can identify equipment and consumables required for preparation of a bedspace in ICU \*

Yes

No

Bed space - Can identify equipment and consumables required for preparation of a bedspace in ICU \*

Yes

Has this been met?

f. Your reassessment will replace the information from your previous assessment that was listed under that skill before

Bed space - Can identify equipment and consumables required for preparation of a bedspace in ICU \*

Yes Needs Reassessment

Reviewed by Joe White (Joe.White@imperial.ac.uk) - XXXXXXXXXX on 01/04/2021

**Top tips**

- You can perform reassessments as frequently as needed by your Trust



Please email [ltlc@hee.nhs.uk](mailto:ltlc@hee.nhs.uk) with any content questions

or

[help@axia.support](mailto:help@axia.support) with any technical difficulties