

Digital Skills Passports: Admin user guide

London Transformation & Learning Collaborative (LTLC)

April 2022

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***Note:** this guide includes an overview, 7-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 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



Non-Registered Support Staff Passports Visualisation

A pie chart titled "Non-Registered Support Staff Passports Visualisation" showing the distribution of passport statuses. The chart is divided into four segments: a large orange segment for "Started" (62), a large blue segment for "Completed" (47), a small teal segment for "Certificated" (9), and a very small maroon segment for "Reviewed" (2). A legend at the top identifies the colors: orange for Started, blue for Completed, maroon for Reviewed, and teal for Certificated.

Status	Count
Started	62
Completed	47
Reviewed	2
Certificated	9

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

[illegible]

Excel download that provides detail on:

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

Progress			Painful Dashboard
		65%	
Safety			
FPE - Able to describe the Public Health England guidance for donning and doffing Can describe the relevant action in the event of a Personal Protective Equipment (PPE) breach *	Yes	Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXXXXXX on 19/04/2021	
FPE - Able to perform donning and doffing of all PPE in Critical Care *	Yes	Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXXXXXX on 19/04/2021	
Bed space - Can identify equipment and consumables required for preparation of a bedspace in ICU *	Yes	Not Reviewed	
Bed space - Able to prepare a bedspace in ICU for admission *	Yes	Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXXXXXX on 19/04/2021	
Bed space - Able to maintain stock levels in the bedside trolleys, line trolleys, stocking up trolleys and storeroom *	Yes	Not Reviewed	
Bed space - Able to dispose of non-clinical and clinical waste and linen *	Yes	Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXXXXXX on 19/04/2021	

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

Step 1: Register for a new account

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

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.

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](#)

- Follow the hyperlink to access the digital passports (<https://criticalcare.yourskillspass.com/>)
- 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: 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:
 - First & last name
 - Trust
 - Role at Trust
 - 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*)

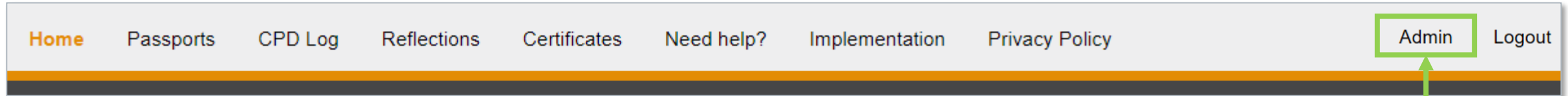
c. If you have already started a passport, it will be displayed here for quick access

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



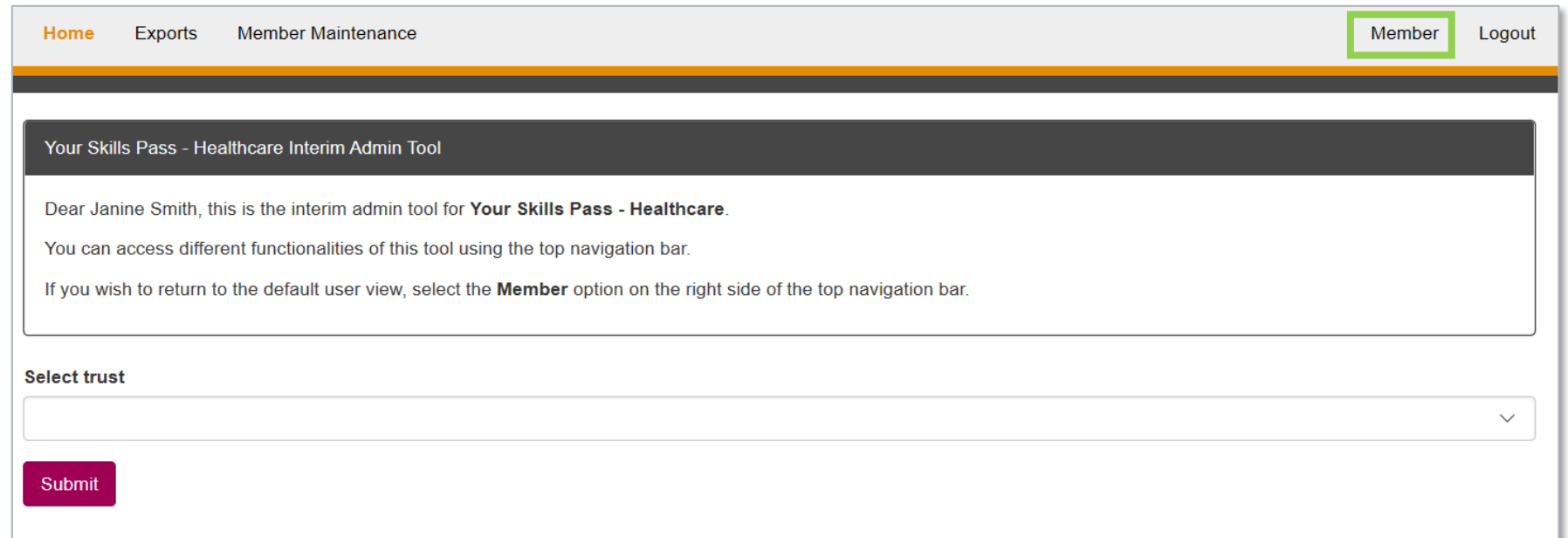
Step 4: Go to the admin section



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

- 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



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

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

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

Imperial College Healthcare NHS Trust

Non-Registered Support Staff Passports Visualisation

Show Details

Registered Support Clinician Passports Visualisation

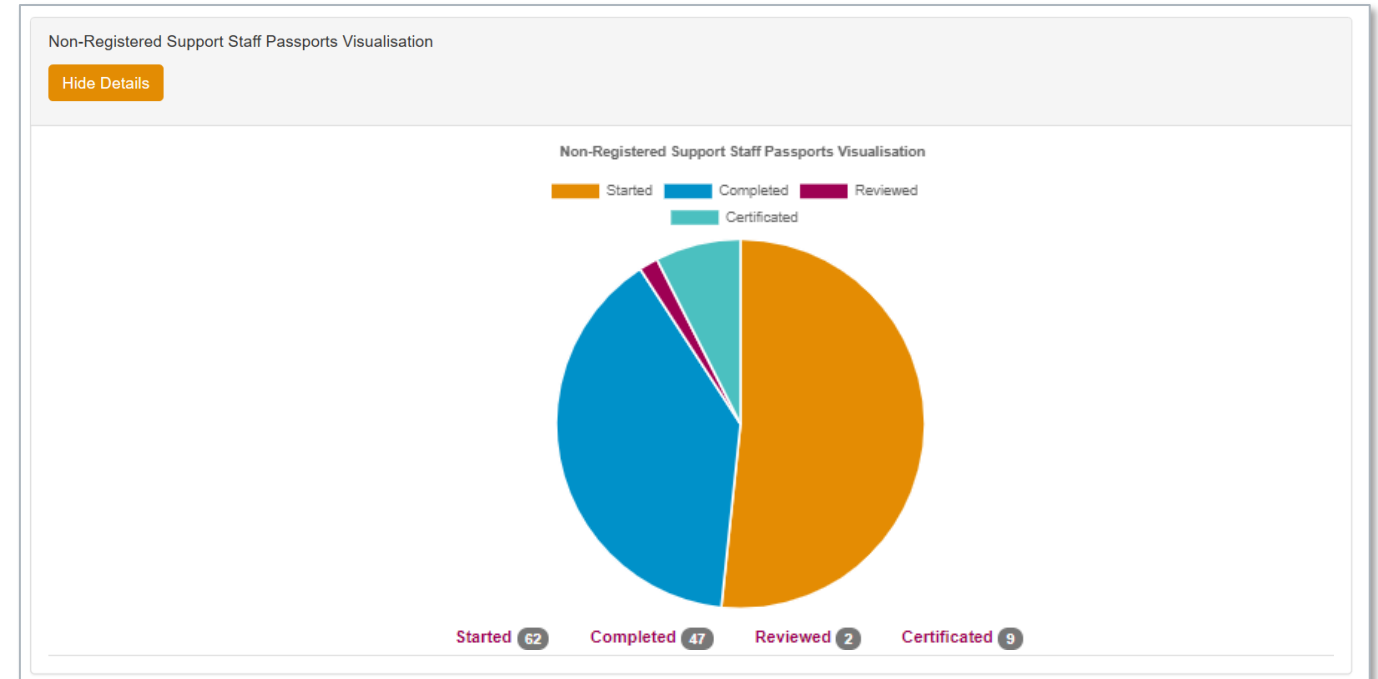
Show Details

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



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:
- *Started* - Started the passport
 - *Completed* - Completed the passport (i.e. self-assessed as 'yes' for having all the skills)
 - *Reviewed* - Had their passport supervisor reviewed and their self-assessed 'yes' skills signed-off
 - *Certified* – Had a supervisor perform a final sign-off and collected their certificate



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

A screenshot of the 'Trust Reports' form. The title 'Trust Reports' is in purple. Below it, a note states: 'These reports are only available to trust admins and export all passport data.' The form has two main sections: 'Select trust' and 'Passport'. The 'Select trust' section has a dropdown menu with a downward arrow highlighted by a green box and a green arrow pointing to it from the text 'Click on the downward arrow to select your trust'. The 'Passport' section has a dropdown menu with 'All' selected, also with a downward arrow highlighted by a green box and a green arrow pointing to it from the text 'Click on the downward arrow to select which passport's data you would like'. Below the 'Passport' section, there is an 'Anonymised' checkbox and a 'Submit' button. A green arrow points from the 'Submit' button to the text 'Click "Submit" once you have made your selection'.

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

- *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

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

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

Step 6: Export your Trust's detailed data (2/2)

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



First Name	Last Name	Email	Role	Region	Trust	University	Passport
1	F0804PC3	L8341	-	-	-	-	-
2	F8C9D4D4C	L4384	-	London	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
3	F8C9D4D4C	L4384	-	London	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
4	F8C9D4D4C	L4384	-	London	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
5	F48AC7003	L7510	-	London	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
6	F618F0DAB	L798A	-	Health care Support Wor	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
7	F0653406F	L55AA	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
8	F0653406F	L55AA	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
9	F23F45C04	L0409	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
10	F2F9070F4	L9405	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
11	F13D40E4B	L9A79	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
12	F60735585	L43AF	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
13	F0E3E235E	LF1C9	-	Health care Support Wor	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
14	F45ECDE7B	L1812	-	Health care Support Wor	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
15	F0568FAD0	L420A	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
16	FAS73613	L8648	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
17	F140528A7	L28BC	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
18	F01708E3E	L478B	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
19	F9378BE3E	L478B	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
20	F1669F516	L6078	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
21	F50748A24	L15EE	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
22	F8FC68184	L1C83	-	Health care Support Wor	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Non-Registered Support
23	FC281836C	L8608	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
24	F9AC38428	LC0F5	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic
25	F250F2181	L0F77	-	Registered Nurse	Imperial College Healthcare NHS Trust	Imperial College Healthcare NHS Trust	Registered Support Clinic



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)
 - *Note: General users also have the functionality to change their Trust (if they move)*

Last name	First name	Email address	Username	Active	Last login date	Passport	Manage user	Remove user
Smith	Janine	ella.nuttall@uclpartners.com	enuttall	✓	2021-05-13			



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