

Digital Skills Passports: Admin user guide

London Transformation & Learning Collaborative (LTLC)

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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



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.

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: 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*)

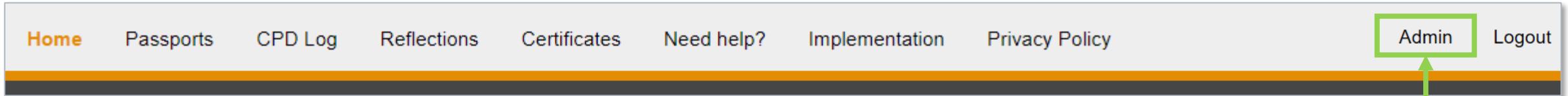
c. If you have already started a passport, it will be displayed here for quick access

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



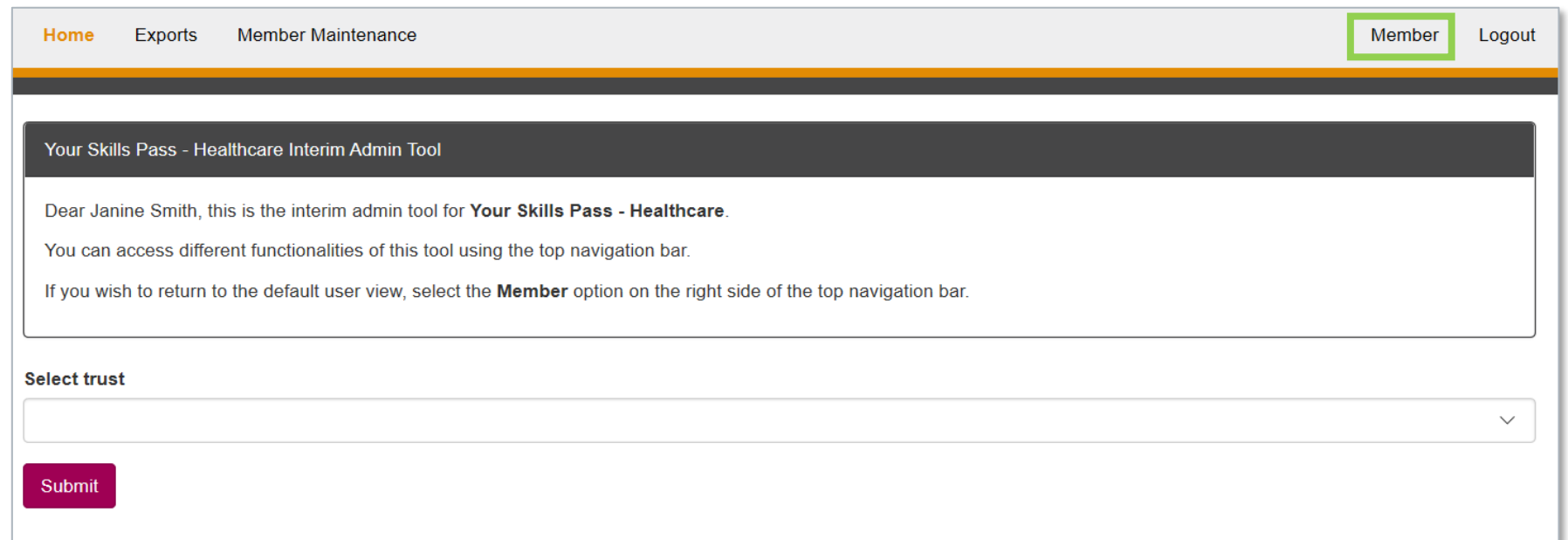
Step 4: Go to the admin section



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

- 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



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

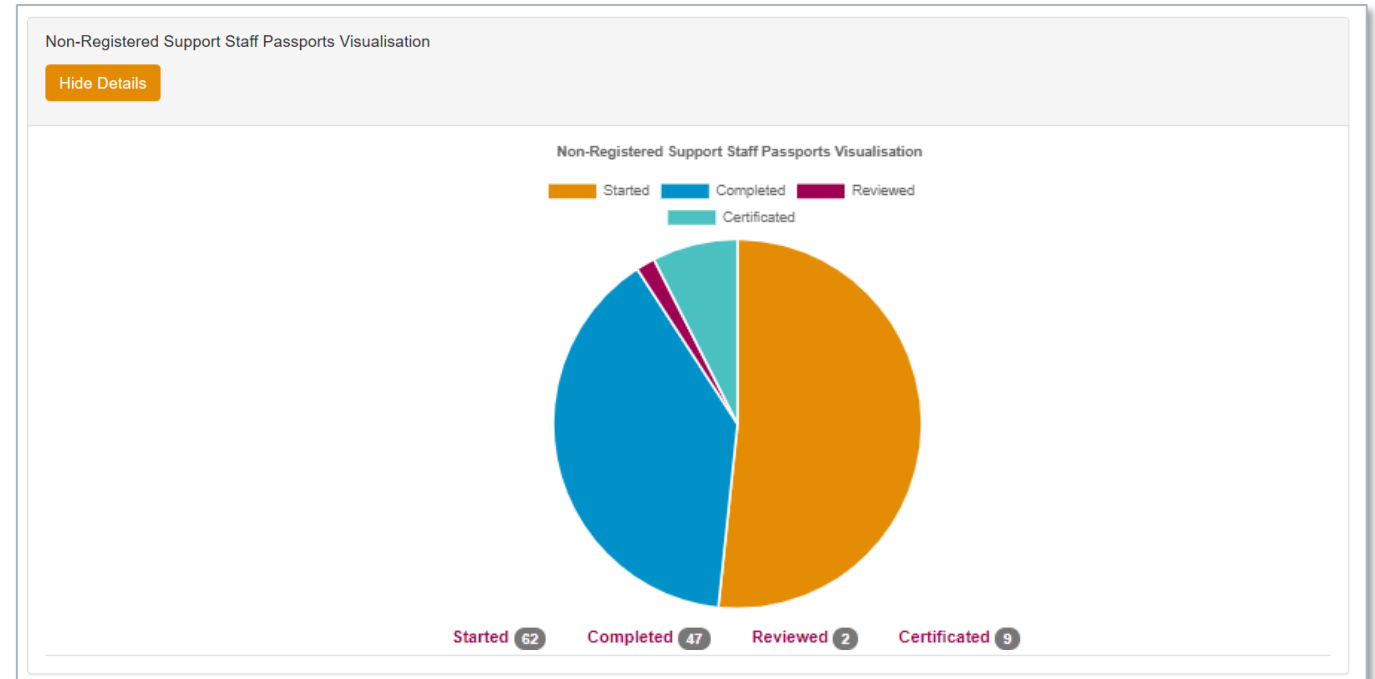
Show Details

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

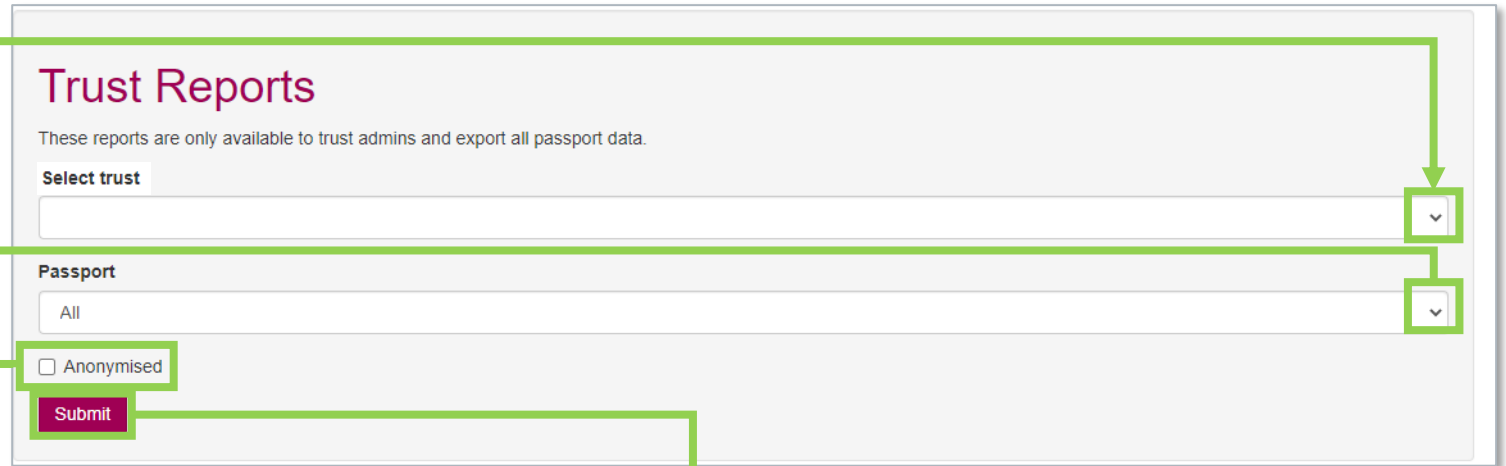


Step 6: Export your Trust's detailed data (1/2)

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



b. Click on the downward arrow to select your trust



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



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 | F0684PFC | L384 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Non-Registered Support |
| 2 | F8C9D4DC | L4384 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 3 | F8C9D4DC | L4384 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 4 | F8C9D4DC | L4384 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 5 | F8AC7023 | L7510 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 6 | F018FD0AB | L788A | Registered Nurse | Health care Support Wor | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 7 | F0653096F | L55AA | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 8 | F0653096F | L55AA | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 9 | F23F45C04 | L0409 | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 10 | F5F9070F4 | L0405 | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 11 | F13D464E8 | L1979 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 12 | F00735585 | L43AF | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 13 | F0414235E | L1F1C9 | Health care Support Wor | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 14 | F45E0E78 | L1812 | Health care Support Wor | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 15 | F0568F43D | L420A | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 16 | FAS73613 | L8648 | - | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 17 | F140528A7 | L280C | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 18 | F937883E | L478B | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 19 | F937883E | L478B | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 20 | F1669516 | L0078 | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 21 | F01748424 | L15EE | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 22 | F8FC66184 | L1C83 | Health care Support Wor | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 23 | FC281836C | L860B | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 24 | F9AC38428 | L1C95 | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |
| 25 | F250F2181 | L0F77 | Registered Nurse | London | Imperial College Healthcare NHS Trust | Registered Support Clinic | Registered Support Clinic |

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

Open Save ^ Cancel X



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)*

The navigation bar includes links for Home, Exports, **Member Maintenance**, and View Admins. On the right, there are links for Member and Logout. Below the navigation bar are two search input fields: 'Last name' and 'Email', each with a search icon.

| 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 | | Manage User | Remove from Trust |

Janine Smith
Passports
Non-Registered Support Staff

| Safety | Yes | Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXX on 19/04/2021 |
|---|-----|---|
| PPE - Able to describe the Public Health England guidance for wearing 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) - XXXXXXXXXXXX on 19/04/2021 |
| PPE - Able to perform donning and doffing of all PPE in Critical Care? | Yes | Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXX on 19/04/2021 |
| Red space - Can identify equipment and consumables required for completion of a bedspace in ICU? | Yes | Not Reviewed |
| Red space - Able to prepare a bedspace in ICU for admission? | Yes | Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXX on 19/04/2021 |
| Red space - Able to maintain stock levels in the bedside trolley, bin, shelves, docking up trolleys and drawers? | Yes | Not Reviewed |
| Red space - Able to dispose of non-clinical and clinical waste and linen? | Yes | Reviewed by Ella Nuttall (ella.nuttall@hee.nhs.uk) - XXXXXXXXXXXX on 19/04/2021 |

Update Janine Smith's Details

Basic Details | Account Details | Reset Password

First Name: Janine

Last Name: Smith

Email Address: ella.nuttall@uclpartners.com

Save changes

Remove

Are you sure you would like remove Janine Smith from the Trust?

No **Yes**



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