The Electronic Staff Record Programme



National Health Service

ESR-NHS0098 - The Streamlined Esr and Doctors in Training Interface

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Approvals:

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1. **Document Control**
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Include EX\_EMP.APL in selection section 5.2 |
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* 1. **Distribution**

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1. **introduction**

All Deanery organisations became Local Education Training Boards (LETBs) with effect from April 2013, then HEE Local Offices (Health Education England) in April 2015. Every effort has been made to change any reference within this document to ‘deanery’ related items or processes, where currently possible. In the interim period, references to ‘deanery’ may continue to exist. Examples of this might include references to ‘deanery bodies’, ‘deanery post number’ or the ‘deanery interface system’. In the longer term, all references will be updated to reflect the new arrangements.

The Wales Deanery is now known as Health Education and Improvement Wales (HEIW).

The ESR NHS Systems Integration Team was asked by the ESR National User Group to deliver a revised process to replace the legacy Deanery Recruitment Interface and Deanery Update interface process.

This specification is the base agreement, between the ESR NHS Interface team and the Doctors in Training (DIT) system suppliers, to which both parties commit. It details what the interface must accomplish and the obligations on both sides that must be met to achieve a successful outcome.

The NHS ESR System Integration Team will manage the delivery of any changes required to be provided by IBM, the ESR Commercial Supplier.

* 1. **Background**

Currently there are two separate interfaces that support the recruitment and subsequent management of Doctors in Training via the regional Local Offices (former Deanery Bodies).

The requirement here is to integrate and enhance the current Deanery Recruitment and Deanery Update interfaces so that they support a full end to end life cycle for DIT rotations around the NHS. This process should support both ‘Lead Employers’ (who formally employ and pay trainees) and ‘Host Employer’s (who provide training placements within their organisation, but the trainee is employed by an external ‘Lead Employer’).

The Generic Outbound interface was initially used and redeveloped to create the Streamlined Doctors in Training Interface. The process also utilises the Generic Inbound Notification Interface Process to support additional notification.

There are 2 variances of the standard version of the Streamlined Doctors in Training Generic Outbound Data set. One is considered as an original ‘full’ set of records and data items that is being sent to HEIW and Hicom that supply the Doctors in Training Intrepid system. A modified set of these records and data items, developed later than the HEIW set, is sent to England HEE Regions with the HEE Trainee Information System (TIS) as the HEE system supplier.

The Inbound Data Set regarding applicants remains the same for both suppliers, as do the notifications that are received in ESR.

* 1. **Process Overview**

The Interface process is as follows:

1. Positions are created in ESR by each VPD with the DPN (Deanery Post Number, also referred to as the NPN – National Post Number) number populated, or the DPN is added to suitable existing positions Details of the positions and organisation will be transferred to the DIT system by the revised Update Interface, running off the Generic Outbound data set.

2. The DIT system will use the position information provided by the ESR update interface to build an ESR hierarchy in their system. This will allow them to match ESR position and organisation details against their own post information. As there may be more than one ESR organisation with the same DPN (due to the host and lead employer scenario), then the DIT system will use ODS codes to identify the organisations associated with a DPN (DIT system suppliers are aware but do not recognise the concept of ESR VPD for this purpose.)

3. The outbound Interface will use a populated DPN within the ESR position description as a trigger to send the ESR position details to the DIT system. The Interface will also include an indicator against the Position record identifying when a DPN number in ESR has been added, removed and or reinstated against the position. This will enable the DIT system to add or delete the position from their database. Or re-instate the position if re-established by the trust.

4. Once a person is appointed to a post, the DIT system creates an applicant record with a status of ‘preferred applicant’ and an ESR Position Number populated with the relevant ESR position number as originally supplied on the outbound Interface.

5. The inbound Interface transfers to ESR, the applicant details along with the position and VPD details. This could be a record sent to the Lead employer or the applicant is sent to both the Lead and the Host employer. The usual rules will apply where ESR should create a new record if the person has never existed at the VPD before or will create an “employee.applicant” record etc., for old or existing employees, applicants, etc...

6. The DIT system has been enhanced to add functionality to pass details of ‘Medical Rotations’ to ESR. This will be achieved by utilising the Inbound Workflow Notification record on the Generic Inbound Interface. In practice, the details of the rotation are sent from the DIT system to the NHS Interface Hub which will transform the data into an ESR notification format, targeted for the MSO (Medical Staffing Officer) Role. This notification provides MSO with details about where their current trainees are moving to (usually six weeks before the projected hire date) and details of new starters in excel table format.

7. MSOs will use the ‘Medical Rotation Notification’ details to identify trainees that are leaving the trust and terminate their assignment etc. in ESR. The withdrawal notification will identify which applicants to terminate.

8. For the ‘applicants/new starters’, the MSO will then either:

a. Undertake the relevant pre-employment checks and IAT process and subject to these checks will either:

i. Hire the new applicant into the position (if they are swapping into a new role within the trust then they hire accepting the new position details as the default position, end dating their current assignment.

ii. Hire the applicant as a new starter at the trust

9. In order to keep the DIT system up to date on changes made in ESR once they have handed over the applicant record, a daily outbound flow of applicants / hired employees will feed to the DIT system via the outbound interface process. This flow will operate in daily changes mode.

10. If an applicant is withdrawn from the position then the DIT system will send an ‘Update to Medical Rotations’ notification to the relevant MSO Role at the relevant trust advising which applicant has withdrawn. A separate notification will be issued to advise which applicant has been sent to replace the previous trainee. If the post cannot be filled this notification will indicate that that the post is ‘vacant’. This ‘Update’ notification will include details of where the trainee is now and where they are going. It may be that they are still staying at the trust but moving to a different position within the trust to the one previously notified about on the medical rotations notification. If they had been scheduled to be a new starter to the trust then the MSO will deal with this withdrawal by end dating the application. Rotations’ notification will also include details about the replacement trainee.

These inbound notifications will be controlled totally by the DIT system and sent to ESR via the NHS Interface Hub.

1. **Doctors in Training Interface Processing**
	1. **Outbound and Inbound File Transfer**

For the Reconciliation and Medical Trainee (RMT) outbound interface process, the target files will be placed on a DIT system supplier specific SFTP account ready for collection by DIT system. The RMT Confirmation Files will be delivered using Secure FTP by the DIT system supplier.

For the inbound interface process, the target files will be delivered using Secure FTP by the DIT system supplier. These will be processed and forwarded to the ESR Hub for final processing in ESR.

The diagram below illustrates the transfer process flows.



* 1. **File Creation Process and Transfer Schedule**

The dataset for the RMT outbound files will be extracted from the NHS Interface Hub Data Store. The NHS Generic Extract Data Store is populated by data from ESR on a daily basis each morning (Monday to Friday). Each day, the RMT outbound target file will be made available by 3pm.

The applicant files on the inbound interface should be produced by the DIT system and made available during the course of the day according to the current process. I.e. for same day processing applicant files should be made available to the NHS Interface Hub prior to 19.04 for processing into ESR overnight.

The notification files on the DIT Inbound Interface should be produced by the DIT system and passed over to the NHS Interface Hub between 7am and 8.30pm. This is with the exception of the New Starter Reminder Notification, which will be produced by the NHS ESR Systems Integration Team. Again for same day processing this record should be made available before 8.30pm.

1. **RMT Outbound Interface File**

Under the outbound interface process the NHS Interface Hub will:

* Be responsible for splitting the RMT file into separate ‘target’ files, one for each DIT region.
* Be responsible for transferring the individual RMT files onto the appropriate DIT system.

Interface Support Management for the RMT File:

1. Structural errors that prevent the file from being loaded will be raised as an incident internally by the DIT system and reported back to the NHS Interfaces Team. Only where this error is a considered to be the result of the file format or content sent from ESR should the NHS Systems Integration Team raise this issue with the ESR Support Desk.
	1. **RMT - Outbound (‘Target’ File – NHS Interface Hub > DIT System)**

The RMT outbound interface runs off the GE Data Store and will export changes to position data to the DIT system even if there is no active assignment associated with the record. The file will also provide full details of Medical Trainees due to be appointed (applicants at Offer Accepted stage – see selection criteria for details) or in post. (This interface will be capable of running in ‘full’ and ‘changes’ mode)

This file can be enabled or disabled at VPD level. The default operation should be ‘disabled’. This interface process should only be enabled for a VPD where the organisation has raised an SR and followed the implementation process to approve the transfer of information on the DIT Interface process.

A further requirement is that the interface process should be built to enable ‘ALL records’ or ‘PART records’ modes.

* ‘ALL records’ mode should be provided when the DIT system supplier wishes to receive and process ESR changes into their system **and** transfer applicant information into ESR. In this instance the file will contain all record types.
* ‘PART records’ mode should be enabled when the DIT system supplier only wishes to exchange Applicant information for new trainees with their new employer and DOES NOT wish to process ESR changes into their own system. In this instance the RMT file will contain only POR and POS records.

The ALL records and PART records file format should be confirmed by the DIT system supplier in an email and attached to the SR raised by the NHS Trust.

* + 1. **File Naming Conventions**

The RMT outbound file will be named using the following conventions:

DE\_DBY\_xxx\_YYYYMMDD\_99999999.DAT

Where:

|  |  |
| --- | --- |
| DE | Constant ‘DE’ to denote a Deanery Interface File |
| DBY | The DIT Region Identifier |
| xxx | Constant ‘RMF’ denoting a RMT Full File. Constant ‘RMC’ Denoting Deanery RMT Changes File |
| YYYYMMDD | Interface Run Date corresponding to the date the file was created |
| 99999999 | Interface Run Sequence Number, incremented for each run |
| DAT | Constant ‘DAT’ extension denoting data file |

For example, DE\_WMD\_RMF\_20190926\_00006871.DAT

* + 1. **File Activation**

This RMT outbound interface file is created by the NHS Interface Team on a daily basis. It will be scheduled to run following an update of the NHS Data Store.

* + 1. **File Creation**

This file will be created by the NHS Interface Team, using the NHS Interface Hub.

The RMT outbound interface file will contain 9 distinct record types. The record types will be ordered in the file as set out below. There is no specific ordering within the distinct record types themselves. Specific data items deemed to not be relevant to the Interface process within record types for a specific DIT system supplier will be nulled and noted in the individual record type comments sections below.

HEIW and system supplier Hicom will receive all 9 record types and data items named in the tables below. Both Employee and Applicant record data will be sent in the RMT file. This standard variant of RMT file type will be sent for managing Doctors in Training region of:

WAL (Wales)

England HEE Local Offices and system supplier TIS (Trainee Information System) will receive an RMT file with 8 record types (Qualification Record not required). Only Employee record data will be sent in the RMT file. This standard variant of the RMT file type will be sent for managing Doctors in Training Regions of:

EMD (East Midlands)

EOE (East of England)

KSS (Kent, Surrey & Sussex)

LDN (London)

NTH (North / North East)

NWN (North Western)

OXF (Oxford)

PEN (South West – Peninsular)

SEV (South West – Severn)

WES (Wessex)

WMD (West Midlands)

YHD (Yorkshire and Humber)

The target files to be produced will be in ASCII (text) format and contain up to 9 different Record Types:-

1. File Header Record (one per file)
2. Position Reconciliation Record,
3. Position Information Record,
4. Assignment Record,
5. Person Record,
6. Address Record,
7. Professional Body Registration Record,
8. Qualification Record (not included in the RMT to TIS for HEE),
9. Absence Record,
10. File Footer Record (one per file)

For a single person record there could be multiple records produced for the Assignment, Position, Address, Professional Body Registration and Qualification Record types.

The fields will be output on the file in the order specified in the table below and a comma character “,” will separate each field. A new line character will be produced at the end of each line to denote the end of the record.

All Batch files are a comma separated DAT file and will be in ISO-8859-1 ASCII format.

The expected comma separated format should conform to RFC 4180 definition.

The ASCII line feed character (Hex ’0A’) will terminate all records.

To ensure the integrity of files during transfer each file will include a header record, and a trailer record containing a record count.

The header record must be the first record of a file; the trailer record must be the last.

Null value fields are always sent as either two commas side by side [,,] or two commas separated by two double quotes [,””,].

A field is optional unless specified as mandatory.

For text fields that contain commas the entire field will be wrapped in double quotes. For Example: *ABCD,XXX becomes “ABCD,XXX"*

For text fields that contain double quotes the field will be wrapped in double quotes as above but also a preceding double quote will be added before the double quotes in the field. For Example: *ABCD,”XXX”  becomes “ABCD,“”XXX"””*

All dates must be valid dates and are restricted to the fixed length format of: *YYYYMMDD*

Where, YYYY represents the 4-digit year; MM represents the 2-digit month; and DD represents the 2-digit day: E.g. 20040714 (July 14th 2004) or 20040409 (April 9th 2004)

All timestamp values (date plus time) are sent in the fixed length format of:

*YYYYMMDD HH24MISS*

Where, YYYYMMDD are as specified in the date format above; HH24 represents the 2-digit hour of a 24-hour clock; MI represents the 2-digit minute; and SS represents the 2-digit second.

A single blank space separates the date portion of the timestamp from the time portion. E.g. 20200526 221652 (10:16:52: PM on May 26th 2020)

In the record definition tables throughout this section, the following convention is applied for field lengths & data types:

?(n), where ‘n’ is the (maximum) number of bytes occupied by the field and ‘?’ is the field type indicator. The usage is as follows,

X(n) – variable length character field, of up to n characters

F(n) – fixed length character field, containing n characters as specified

N(n[,m]) – variable numeric field, of up to n digits, where n is the max number of digits and m is the optional number of digits after an optional decimal point

L(n[,m]) –fixed length numeric field, padded with leading zeros, where n is the total of digits and m may be optionally specified as the number of digits after a decimal point

Mandatory fields are shown marked with a plus sign (‘+’). Records that have missing or invalid mandatory values will be rejected. These fields are deemed necessary in order to create or update the associated record in ESR.

Additional, item specific validation rules are indicated as necessary in the “Comments” column.

Where a data item on the file has an associated Lists of Values fields will present the meaning.

Records will be grouped by Position. Where more than one person assigned to a position, the next person’s Assignment record (ASG) will start immediately after the last record for the previous person. Records will therefore be presented to the DIT system in the format set out below:

File Header Record x 1

All Position Reconciliation Records

Position Record 1

 Assignment Record 1 (1st assignment attached to Position 1)

 Person Record for Assignment 1

 Address Record(s) for Assignment 1

 Professional Body Record(s) for Assignment 1

 Qualifications(s) for Assignment 1

 Absence Record(s) for Assignment 1

 Assignment Record 2 (only there is a 2nd assignment attached to Position 1)

 Person Record for Assignment 2

 Address Record(s) for Assignment 2

 Professional Body Record(s) for Assignment 2

 Qualifications(s) for Assignment 2

 Absence Record(s) for Assignment 2

 Assignment Record 3 (only if there is a 3rd assignment attached to Position 1)

 Person Record for Assignment 3

 Address Record(s) for Assignment 3

 Professional Body Record(s) for Assignment 3

 Qualifications(s) for Assignment 3

 Absence Record(s) for Assignment 3

Position Record 2

 Assignment Record (1st assignment attached to Position 2)

 Person Record

 Address Record(s)

 Professional Body Record(s)

 Qualifications(s)

 Absence Record(s)

 Assignment Record Set – repeats for each assignment attached to the Position

Position Record sets repeat for all Positions with a DPN populates

File Footer Record

Where a Position is vacant or the Deanery Post Number has been removed, the Position, Assignment and other remaining records will not be provided.

| Record Type Sequence | Record Type | Comments |
| --- | --- | --- |
| 1 | HDR | Header record. Must be one and only one ‘HDR’ record per file. It must be the first record in the file. |
| 2 | POR | Position Reconciliation Record. Will contain any position record where a change has occurred to the Deanery Post Number i.e. added/changed or removed since the last update. |
| 3 | POS | Position Information Record. All sub-records linked to this Position will have the same Position ID as column 2. |
| 4 | ASG | Assignment record. A position may have one or more associated ‘ASG’ records. All sub-records linked to this Assignment will have Assignment ID as column 3. |
| 5 | PER | Person record. An assignment must have exactly one PER record associated with it. |
| 6 | ADD | Address Record. An assignment may have zero or more ADD records associated with it. |
| 7 | PBD | Professional Body record. An assignment may have zero or more PBD records associated with it. |
| 8 | QAL | Qualification record. An assignment may have zero or more ‘QAL’ records associated with it.(not included in the RMT to TIS for HEE) |
| 9 | ABS | Absence Record. An assignment may have zero or more ‘ABS’ records. |
|  | FF | Trailer record. Must be one and only one ‘FF' record per file. It must be the last record in the file. |

* + 1. **Receipt and Pre-Validation Processing**

The NHS Interface Hub will produce the RMT outbound interface files and will forward them on for processing to the DIT system suppliers as required. The DIT system suppliers will be responsible for developing routines to process the file and append and/or overwrite data on receiving system as appropriate. The interface will provide the ESR Assignment Number, National Insurance Number, National Training Number, First Name, Surname and Date of Birth for matching purposes.(Note: the fields are not provided when file is operating in Parts mode as only POR and POS records are provided).

The situations explained below could provide reasonable justification for the rejection of the entire RMT file

1. The number of records in the file does not equal the record count in the trailer record
2. One or more of the records in the file is not in a valid CSV format
3. One or more of the fields exceed the maximum field length allowable
4. One or more data items in the file do not match the expected format.

The situations explained below result in rejection of a single record within a file

1. Where data fields identified as mandatory are not supplied in the file, the offending record will be rejected and ESR notified in accordance with procedures yet to be agreed.

In instances where an entire or partial file is rejected, the NHS Interface Team will notify ESR in accordance with procedures yet to be agreed.

* + 1. **File Header**

There must be one and only one Header record per file. It must be the first record in the file.

| Ref. | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_HDR01 | 1 | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
| T\_HDR02 | 2 | Creation Date | F(15) + | File creation Timestamp. Format YYYYMMDD HH24MISS |
| T\_HRD03 | 3 | Previous Run Date | Char -F(15) +  | Previous Run Date for NHS Data Store Extract.Format YYYYMMDD HH24MISS |
| T\_HDR04 | 4 | Run Date | Char -F(15) +  | Run date for NHS Data Store Extract.Format YYYYMMDD HH24MISS |
| T\_HDR05 | 5 | File Name | X(40)+ | The name of this file |

* + 1. **Position Reconciliation Record**

**The Position Reconciliation Record:** This record will be used to manage ESR position identifiers within the DIT system. This will enable the DIT system suppliers to reconcile ESR position information against post information, informing them where a post number has been added, changed or deleted within ESR by an NHS Trust.

This will ultimately benefit DIT system suppliers and NHS Organisations by facilitating a more simplified process for transferring details for appointed Medical Trainee (described in the Process Overview section above).

| Ref.  | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_POR01 | 1 | Record Type | X(3)+ | Fixed value ‘POR’ |
| T\_POR02 | 2 | Position ID  | N(10)+ | The ESR unique system generated Position Identifier |
| T\_POR03 | 3 | Space Holder |  |  |
| T\_POR04 | 4 | Delete/Change Indicator | X(1) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_POR05 | 5 | Position Number | N(10) | Segment 1 from the Position Definition |
| T\_POR06 | 6 | Position Title  | X(60) | Segment 2 from the Position Definition |
| T\_POR07 | 7 | Deanery Number | X(30)+ | POEI\_INFORMATION1 of Extra Position Information of type ‘Medical and Dental Post Details’  |
| T\_POR08 | 8 | Managing DIT Region | X(10) |  POEI\_INFORMATION6 of Extra Position Information of type ‘Medical and Dental Post Details’  |
| T\_POR09 | 9 | Host/Lead Employer Indicator | X(13) | Values include: * ‘Host Employer’
* ‘Lead Employer’
 |
| T\_POR10 | 10 | ODS Employer Code | Char -X(12) | ODS Code taken from lowest level of the Org Structure to which it is attached – [Code required not value]I.e. check the org linked to the assignment for a value, then its parent, and then its parent until a non null value is found.Return null if the trust level org is reached without a value being found.ODS code is stored in attribute 7 of the Organisation DFF.This is the assignment ‘place of work’. |
| T\_POR11 | 11 | Employing Organisation VPD Code | X(240) | Take this from the Trust VPD number + 1 space + Organisation name from trust level org e.g. 060 North East Wales NHS TrustThis is the employing Organisation VPD code for the person record. |
| T\_POR12 | 12 | ESR Organisation | X(240) | Organisation Name – Ward, Department Directorate etc.To be taken from ORA record linked by the ASA field 28. |
| T\_POR13 | 13 | ESR Location | X(240) | ESR Location Name – location entered by ESR Workstructures user.To be taken from LCA record linked by ASA field 14. |

* + 1. **Position Information Record**

The Position Details for the DIT posts. This information will be used to update the Position record within the posts held in the DIT system. All assignments linked to this position will be extracted provided they have an “applicable” Assignment/Person status according to the rules detailed in the Selection Criteria section.

| Ref. | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_POS01 | 1 | Record Type | X(3)+ | Fixed value ‘POS’ |
| T\_POS02 | 2 | Position ID  | N(10)+ | The ESR unique system generated Position Identifier |
| T\_POS03 | 3 | Assignment ID | N(10) | NULLThis will be left null in the position record and but is included as a placeholder so that all data records have position\_id as column 2 and assignment\_id as column 3. |
| T\_POS04 | 4 | Change/Delete Indicator | X (6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_POS05 | 5 | Position Number | N(10) | Segment 1 from the Position Definition |
| T\_POS06 | 6 | Position Title  | X(60) | Segment 2 from the Position Definition |
| T\_POS07 | 7 | Occupation Code | X(5) | Segment 3 from the Position Definition |
| T\_POS08 | 8 | Area Of Work | X(50) | Segment 4 from the Position Definition |
| T\_POS09 | 9 | Second Specialty  | X(5) | Segment 5 from the Position Definition |
| T\_POS10 | 10 | Deanery Number | X(30)+ | POEI\_INFORMATION1 of Extra Position Information of type ‘Medical and Dental Post Details’  |
| T\_POS11 | 11 | Managing DIT Region | X(10) |  POEI\_INFORMATION6 of Extra Position Information of type ‘Medical and Dental Post Details’  |
| T\_POS12 | 12 | ODS Code | X(30) | Segment 1 from the Cost Allocation Keyflex from the payroll the position is linked to.Only the ODS code will be supplied – not the description |
| T\_POS13 | 13 | Grade Trust | X(3) | Segment 1 of the default grade on the Position |
| T\_POS14 | 14 | Grade Payscale | X(10) | Segment 2 of the default grade on the Position |
| T\_POS15 | 15 | Grade Description | X(60) | Segment 3 of the default grade on the Position |
| T\_POS16 | 16 | Workplace Org Code | X(30) | ATTRIBUTE10 from the Position DFFThis should be decoded to the description if the code exists in the Lookup ‘NHS\_NACS\_TRANSFORM’, if not return the code. |

* + 1. **Assignment Record**

**The Assignment Record:** The information in this record will outline the ‘employment’ details for an individual and will be used to update the DIT system. There will be no ‘assignment’ record for applicants, as these individuals are not ‘hired’. There may be more than one assignment record on the ‘full’ file for a person who has multiple employments with one or more trusts.

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

| Ref.  | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_ASG01 | 1 | Record Type | X(3)+ | Fixed value ‘ASG’ |
| T\_ASG02 | 2 | Position ID | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_ASG03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier  |
| T\_ASG04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_ASG05 | 5 | Assignment Number | X(20) | The ESR Unique Assignment Identifier. Null for ApplicantsThis is a number known and used by the end user, and is automatically generated when a new assignment is created. The Assignment Number is based on the 8-digit Employee Number. Where a person has more than one assignment a suffix is appended.e.g. 20008135, 20008135-2, 20008135-3 |
| T\_ASG06 | 6 | Assignment Category | X(80) | Assignment Category as displayed on Assignment screenThis is Employment Category from the assignment record decoded to the meaning from lookup ‘EMP\_CAT‘ |
| T\_ASG07 | 7 | Assignment Status | X(80) | Assignment Status as displayed on Assignment screenThis is Assignment Status Type Id from the assignment record decoded to the User Status type from the table ‘PER\_ASSIGNMENT\_STATUS\_TYPES’A status of ‘Terminate Process Assignment’ indicates that Doctor in Training has left the NHS Organisation the assignment / position relates to. |
| T\_ASG08 | 8 | Assignment Start Date | X(8) | Start date of assignment in this position, Format YYYYMMDD |
| T\_ASG09 | 9 | Assignment End Date | X(8) | End date of assignment in this position – only sent if the assignment or position has been end-dated otherwise it is null. Format YYYYMMDD |
| T\_ASG10 | 10 | Staff Group  | X(40) | Segment 1 of job description from the job the assignment is assigned to. |
| T\_ASG11 | 11 | Max Part-Time flag | X(1) | ASS\_ATTRIBUTE25 on the assignment DFFY or N for ‘Yes’ and ‘No’ |
| T\_ASG12 | 12 | Employee Category  | X(80) | Employee Category from the assignment record. This is decoded to meaning using the lookup ‘EMPLOYEE\_CATG’ |
| T\_ASG13 | 13 | Start Date In Grade | X(8) | Earliest date in current grade, Format YYYYMMDD |
| T\_ASG14 | 14 | Grade Trust | X(3) | Assignment Grade Segment 1 e.g. NHS, 060 etc. |
| T\_ASG15 | 15 | Grade Payscale | X(10) | Assignment Grade Segment 2 e.g. MN01 |
| T\_ASG16 | 16 | Grade Description | X(60) | Assignment Grade Segment 3 e.g. ‘House Officer-Prov Reg (Medical)’ |
| T\_ASG17 | 17 | Grade Step Placement Step | N(3) | Step within the grade |
| T\_ASG18 | 18 | Grade Step Placement Date From  | X(8) | On current step From Date, Format YYYYMMDD |

* + 1. **Person Record**

**The Person Record:** This information will be used to update the Trainee’s record within the DIT system. This record will be available for both applicants and employees provided they have an “applicable” Assignment/Person status according to the rules detailed in the Selection Criteria section

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

| Ref. | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_PER01 | 1 | Record Type | X(3)+ | Fixed value ‘PER’ |
| T\_PER02 | 2 | Position ID | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_PER03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier.This is the Id of the assignment linked to the position.  |
| T\_PER04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_PER05 | 5 | NHS Unique Identifier | N(15) | The unique identifier for a person within the NHS. This should stay the same over all periods of service in different trusts for the same person. |
| T\_PER06 | 6 | Employee Number | X(20) | The ESR unique Employee Number.This is a number used by the end user, and is automatically assigned when a person starts employment within a Trust. The Employee Number is an 8-digit number.e.g. 20008135 |
| T\_PER07 | 7 | National Insurance Number | X(9) | UK National Insurance Number |
| T\_PER08 | 8 | Last Name | X(150)+ | Surname of the Person |
| T\_PER09 | 9 | First name | X(150) | Person’s First Name |
| T\_PER10 | 10 | Middle Name | X(60) | Person’s Middle Name(s) and/or Initials |
| T\_PER11 | 11 | Maiden Name | X(30) | Maiden Name (Attribute 6 on the Person DFF)This will only be supplied where Gender = ‘F’ |
| T\_PER12 | 12 | Title | X(30) | Person’s Title decoded to the meaning e.g. ‘Mr.’, ‘Mrs.’, etc.… |
| T\_PER13 | 13 | Gender | X(30) | GenderFor example ‘M’=Male, ‘F’=Female |
| T\_PER14 | 14 | DOB | X(8) | Date of BirthFormat YYYYMMDD |
| T\_PER15 | 15 | Deanery Post Number | X(30) | POEI\_INFORMATION1 of Extra Position Information of type ‘Medical and Dental Post Details’  |
| T\_PER16 | 16 | Home Telephone Number | X(60) | Home Telephone Number |
| T\_PER17 | 17 | Mobile Telephone Number | X(60) | Mobile Telephone Number (latest if multiple exist for the person) |
| T\_PER18 | 18 | Work Telephone Number | X(60) | Work Telephone Number |
| T\_PER19 | 19 | Home Fax Number | X(60) | Home Fax Number (latest if multiple exist for the person) |
| T\_PER20 | 20 | e-Mail Address | X(240) | Work email stored against the Person record |
| T\_PER21 | 21 | Ethnic Origin | X(80) | Ethnic Origin decoded to meaning |
| T\_PER22 | 22 | Latest Start Date | X(8) | Latest start date from current Period of ServiceFormat YYYYMMDD. |
| T\_PER23 | 23 | Residency Status | X(15) | Residency Status, Additional Person Details Attribute 7 Use code e.g. Permanent or TemporaryNull in the RMT to TIS for HEE |
| T\_PER24 | 24 | Work Permit Required | X(80) | Work Permit Required, Additional Person Details Attribute 17Use Code e.g. Y or NNull in the RMT to TIS for HEE |
| T\_PER25 | 25 | Work Permit Number | X(15) | Work Permit Number, Additional Person Details Attribute 18Null in the RMT to TIS for HEE |
| T\_PER26 | 26 | Work Permit Expiry Date | X(8) | Work Permit Expiry Date, Additional Person Details Attribute 19Format YYYYMMDD.Null in the RMT to TIS for HEE |
| T\_PER27 | 27 | NHS Entry Date | X(8) | NHS Entry Date, Additional Person Details Attribute 5Format YYYYMMDD. |
| T\_PER28 | 28 | GMC Registered First Name | X(150) | Name taken from GMC register (LRMP full file), if different. May be null.Null in the RMT to TIS for HEE |
| T\_PER29 | 29 | GMC Registered Surname | X(150) | Name taken from GMC register (LRMP full file), if different. May be null.Null in the RMT to TIS for HEE |
| T\_PER30 | 30 | Country of birth | X30 | NullPlaceholder for Equality & Diversity additional data item ESR LOVCode: Country of BirthCode: Custom Lookup = FND\_TERRITORIESField requested by HEE and subject to IG decision and possible additional permissions required from individual VPDs. Extra field only to be provided for HEE TIS RMT File. |
| T\_PER31 | 31 | Religious Belief | X60 | NullPlaceholder for Equality & Diversity additional data item ESR LOVField requested by HEE and subject to IG decision and possible additional permissions required from individual VPDs. Extra field only to be provided for HEE TIS RMT File. |
| T\_PER32 | 32 | Sexuality | X60 | NullPlaceholder for Equality & Diversity additional data item ESR LOVField requested by HEE and subject to IG decision and possible additional permissions required from individual VPDs. Extra field only to be provided for HEE TIS RMT File. |
| T\_PER33 | 33 | Disability | X30 | NullPlaceholder for Equality & Diversity additional data itemESR LOVCode: Lookup Type = DISABILITY\_CATEGORYField requested by HEE and subject to IG decision and possible additional permissions required from individual VPDs. Extra field only to be provided for HEE TIS RMT File. |

* + 1. **Address Record**

The address record: This information will be used to update the Trainee’s record within the DIT system.

There may be more than one address for an individual, if the ESR user has captured multiple addresses.

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref.  | Item No. | Data Item | Data Format | Comments |
| T\_ADD01 | 1 | Record Type | X(3)+ | Fixed value ‘ADD’ |
| T\_ADD02 | 2 | Position ID | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_ADD03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier |
| T\_ADD04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_ADD05 | 5 | Primary Flag | X(1)+ | ‘Y’ for Yes, ‘N’ for No. There should never be more than one record with ‘Y’ for the same person ID. |
| T\_ADD06 | 6 | Address Type | X(80) | Value from ADDRESS\_TYPE LOVHicom - limited to “Home”TIS – All Address Types sent |
| T\_ADD07 | 7 | Address Line 1 | X(240)+ | Address\_Line1 from Per\_Addresses |
| T\_ADD08 | 8 | Address Line 2 | X(240) | Address\_Line2 from Per\_AddressesIf blank add <null>. DIT system is expected to overwrite existing text with a blank line. |
| T\_ADD09 | 9 | Address Line 3 | X(240) | Address\_Line3 from Per\_AddressesIf blank add <null>. DIT system is expected to overwrite existing text with a blank line. |
| T\_ADD10 | 10 | Town | X(30) | Town\_or\_City from Per\_AddressesIf blank add <null>. DIT system is expected to overwrite existing text with a blank line. |
| T\_ADD11 | 11 | County | X(120) | Region 1 from Per\_AddressesIf blank add <null>. DIT system is expected to overwrite existing text with a blank line.If Address Style is ‘GB’ then decode the County to get the meaning from the lookup ‘GB\_COUNTY’ |
| T\_ADD12 | 12 | Post Code | X(30) | Postal Code from Per\_AddressesIf blank add <null>. DIT system is expected to overwrite existing text with a blank line. |
| T\_ADD13 | 13 | Country | X(80)+ | Country from Per\_AddressesDecode Country Code to get the TERRITORY\_SHORT\_NAME from the View ‘FND\_TERRITORIES\_VL’ |

* + 1. **Professional Bodies Record**

**The Professional Bodies Record:** This will be used to update GMC details in the DIT system. There may be more than one Professional Bodies record per individual contained within ESR.

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | Item No. | Data Item | Data Format | Comments |
| T\_PBD01 | 1 | Record Type | X(3)+ | Fixed value ‘PBD’ |
| T\_PBD02 | 2 | Position ID | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_PBD03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier |
| T\_PBD04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_PBD05 | 5 | Professional Registration Scheme | X(60) | Professional Registration/Membership BodyE.g. ‘General Medical Council’, ‘General Dental Council’, etc |
| T\_PBD06 | 6 | Professional Registration Expiry Date | X(8) | Date of Expiration. Format YYYYMMDDNull in the RMT to TIS for HEE |
| T\_PBD07 | 7 | Professional Registration Scheme Number | X(15) | Professional Registration Number |
| T\_PBD08 | 8 | Status | X(150) | PEI Attribute1 – translated from the code to the meaning LOVs for GMC and GDC will be suppliedNull in the RMT to TIS for HEE |
| T\_PBD09 | 9 | Specialties | X(150) | PEI Attribute2 – translated from the code to the meaningFree TextNull in the RMT to TIS for HEE |

* + 1. **Qualification Record**

**The Qualification Record:** This will be used to update information within the HEIW RMT for the Intrepid system but NOT included in the RMT to TIS for HEE.

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | Item No. | Data Item | Data Format | Comments |
| T\_QAL01 | 1 | Record Type | X(3)+ | Fixed value ‘QAL’Whole Record Type NOT included in the RMT to TIS for HEE |
| T\_QAL02 | 2 | Position ID  | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_QAL03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier |
| T\_QAL04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_QAL05 | 5 | Qualification Type | X(150)+ | Name from qualification types |
| T\_QAL06 | 6 | Qualification Name | X(120) | Title from qualification record |
| T\_QAL07 | 7 | Awarded Date | X(8) | From Qualification record Format YYYYMMDD |
| T\_QAL08 | 8 | Establishment | X(255) | Establishment from Qualification Record  |
| T\_QAL09 | 9 | Country | X(80) | Value in DFF segment QUA\_INFORMATION11 decoded to ‘Territory Short Name’ from the translation table ‘FND\_TERRITORIES’ |

* + 1. **Absence Record**

**The Absence Record:** This will be used to update information within the DIT system.

This record will only be supplied where the interface is being run in ‘ALL records’ mode.

**This record will only be supplied if the NHS Employing Authority has provided their explicit permission for Sickness Absence Information to be supplied to the DIT system suppliers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | Item No. | Data Item | Data Format | Comments |
| T\_ABS01 | 1 | Record Type | X(3)+ | Fixed value ‘ABS’ |
| T\_ABS02 | 2 | Position ID  | N(10)+ | The ESR unique system generated internal Position Identifier |
| T\_ABS03 | 3 | Assignment ID | N(10)+ | The ESR unique system generated internal Assignment Identifier |
| T\_ABS04 | 4 | Change/Delete Indicator | X(6) | Will identify when a Deanery Post Number has been allocated or changed against an ESR Position – ‘C’ – or removed entirely from a position record – ‘D’NOTE: If a position is end dated in ESR or altered to any status other than ‘active’ the ‘D’ or delete indicator will be displayed on this record. |
| T\_ABS05 | 5 | Sickness Absence Actual Start Date | X(8)+ | Sickness Absence Period Commencement DateFormat YYYYMMDD |
| T\_ABS06 | 6 | Sickness Absence Actual End Date | X(8) | Sickness Absence Period End Date – may be null.Format YYYYMMDD |
| T\_ABS07 | 7 | Sickness Absence Duration | X(8) | Sickness Absence Duration in Days – may be null.Numeric |
| T\_ABS08 | 8 | Absence Attendance ID | N(10)+ | Sickness Absence Unique ID – mandatory.Format - Numeric |

* 1. **Selection Criteria**

For the RMT outbound file the selection criteria for position records – must be an applicant or employee.

Data is extracted according to the following criteria

* **General Criteria**
* All data will be extracted as at the Extract Date. This date will be supplied as a parameter to the concurrent request.
* **Position Details**

A Position is considered for extracting to the Doctors in Training Interface if it matches the following criteria as at the extract date

* The position has a status of ‘Active’
* The position has an EIT of type ‘Medical and Dental Post Details’ with segment 1 ‘Deanery Post Number’ populated.
* The position has at least one assignment linked to it that matches the criteria for inclusion of an assignment.
* **Assignment Details**

An Assignment is considered for extracting to the Doctors in Training Interface if an Assignment record can be found with the following conditions

* The assignment is linked to a position record that has met the criteria outlined above.
* The Assignment Status is “applicable” for the interface (i.e. it has an assignment status that meets the criteria listed below) as at the extract date.
* The Assignment Status is one that has a Pay System Status of ‘P’ i.e. the assignment will be included in Pay runs. This is currently any of the following user statuses for Assignment Status
	+ Acting Up
	+ Active Assignment
	+ Assignment Costing Deletion
	+ Career Break
	+ Internal Secondment
	+ Maternity
	+ Out on External Secondment - Paid
	+ Out on External Secondment - Unpaid
	+ Suspend No Pay
	+ Suspend With Pay
	+ Terminate Assignment
	+ Terminate Process Assignment
	+ Widow/Widower

NOTE: Assignment data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* **Personal Details:**
* Personal Details are extracted from the ESR database as of the Effective Date of the interface run (referred to as the ‘Run Date’). The Personal details could be extracted more than once where the person has multiple assignments linked to Medical Trainee Positions.
* The Person is linked to an assignment record that has met the criteria outlined above.
* OR
The Person has an applicant record which is linked to a Position with a Deanery Post Number which is in line with the criteria above.
* The Person Type is “applicable” for the interface (i.e. it has a person type that meets the criteria listed below) as at the Extract Date.
* Person records are only selected if ‘System Person Type’ (PRA34) is not ‘APL’ (TIS RMT only), ‘EX-EMP’, ‘EX\_APL’ or ‘OTHER’. The National Training Number for the person record comes from POEI\_INFORMATION1 of Extra Position Information of type ‘Medical and Dental Post Details’. The record should meet the following criteria. If multiple records meet the criteria for a person then the first record returned will be used.
	+ Extract Date between ‘Start Date’ and ‘End Date’ (both dates are optional so should always match where null)
	+ National Training Number segment is not null

NOTE: Personal data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* **Address Details:**
* All current Address Details for a person are extracted.
	+ Extract Date must be between ‘Date From’ and ‘Date To’ (‘Date To’ is optional so should always match when null).
	+ Standard RMT Variances: HEIW / Hicom limited to “Home” Address Type - Address Detail records not sent for any other Address Types. Any Address Type will produce an Address Detail record for HEE / TIS.

NOTE: Address data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* **Professional Body Registrations and Memberships:**
* A Person may be associated with multiple Professional Bodies. All matching Professional Body records for the Person are extracted.
	+ Professional Body Type must be one of the following
		- General Medical Council
		- General Dental Council
	+ Extract Date must be between ‘First Registered Date’ and ‘Expiry Date’ (‘First Registered Date’ is optional so should always match when null).

NOTE: Prof Registration data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* **Qualifications:**
* Only qualifications with the appropriate Qualification type categories will be extracted. A Person may have multiple qualifications entered of the matching types. The categories to be extracted are as follows (with matching qualification types listed).
	+ Category - Degree
		- Bachelors Degree
		- Bachelors Degree Hons
		- Foundation Degree
		- Masters Degree
		- PhD

NOTE: Qualifications data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* **Absence Data**
* Absence data will only be included where the Employing Authority has given explicit permission to do so, and the absence type is ‘Sickness’.

NOTE: Absence data should not be extracted for individuals linked to a Deanery Post Number that has a ‘host’ indicator

* 1. **Notification To VPDs: Duplicate & Erroneous Positions**

It is observed that there could be instances of duplicates i.e. more than one position ID attached to a Deanery Post Number for a single VPD in ESR. This could be caused due to user error. Hence a notification will be provided to the medical staffing officers at the VPD to inform where this is the case. It can be actioned as appropriate on ESR by the MSO i.e. by selecting the resultant position ID and setting an effective end date or by deleting the position. (The former is the recommended action). The notification about duplicates will be produced using the Generic Outbound and will have the format as specified below. The notification will be issued to the Medical Staffing Officer.

In order to ensure the quality of information that is entered around Doctors in Training positions a notification will be generated where DPNs / Position titles are found to have erroneous information.

Frequency: The notification will be produced weekly once.

* + 1. **Target file format**

The GI Inbound Interface will be utilised to produce the Notification to Medical Staffing Officers. (See JJ-282200 for full details of the Generic Inbound Interface Process).

The GI Interface File will be named using the following conventions:

XX\_TTT\_SSS\_YYYYMMDD\_99999999\_P.DAT

Where:

|  |  |
| --- | --- |
| XX | The fixed length file type. Define as a constant ‘GI’ to denote a GI Interface File.  |
| TTT | The fixed length VPD Code. |
| SSS | The fixed length sub-file type. ‘CHG’ - to denote Changes file.  |
| YYYYMMDD | Date corresponding to the date the file was created. |
| 99999999 | Interface Run Sequence Number, incremented for each file. |
| P | Processing Mode: ‘V’ for “Validation Only” or ‘C’ for “Commit”. |
| DAT | Constant ‘DAT’ extension denoting data file. |

* + 1. **File Header**

There must be one and only one header record per file. It must be the first record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Data Item** | **Data Format** | Comments |
|  | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
|  | Creation Date | TSMP+ | File Creation Timestamp.Format YYYYMMDD HH24MISS |
|  | Previous Run Date | TSMP | Previous Run Date.Format YYYYMMDD HH24MISS |
|  | Run Date | TSMP | Current Run Date. Format YYYYMMDD HH24MISSTypically all changes included in Interface file will have been made between Run Date and Previous Run Date, but not enforced by ESR. |
|  | File Name | X(60)+ | The file name normally corresponding to the file name on disk, but not enforced by ESR. |

* + 1. **Notification Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Data Item** | **Data Format** | **Comments** |
|  | Record Type | X(3)+ | Fixed value ‘NOT’ = Notification Record Type |
|  | Notification ID | N(10)+ | Unique Notification ID as supplied by external system. ESR will only ensure that it is numeric. |
|  | Role Type | X(80)+ | The Workflow role to which the notification should be sent to e.g. “Medical Staffing Officer Role” |
|  | Notification Title | X(60) | Duplicate and / or Erroneous Doctor in Training Positions created in ESR |
|  | Notification Detail | X(2000) | The full text to present in the Notification:The following **duplicate** Positions have been observed in ESR. Those which are not required should be end dated. Erroneous positions are those where the DPN and/or position title contains erroneous characters or is not in the expected format.Please review and correct the positions listed below as appropriate. *Deanery Number**Position Number**Position Title* |
|  | Expiry Date | Date | A date after which the Notification is automatically deleted by the system |
|  | Rules | X(10)+ |  ‘DELONE’= “Delete each specific Notification as it is read. |
|  | Line No | N(10 | Ignored for GI interface ‘CHG’ files |
|  | Processing Status | X(10) | Ignored for GI interface ‘CHG’ files |
|  | Processing Message | X(500) | ESR will ignored this item for ‘CHG’ files |

* + 1. **File Trailer**

There must be one and only one Trailer record per file. It must be the last record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Data Item** | **Data Format** | **Comments** |
|  | Record Type | F(3)+ | Fixed value of ‘TRL’ |
|  | Record Count | N(10)+ | Number of records in the file including the header and trailer records. |

Note: It is anticipated that when the notifications are received by MSOs they will action as appropriate and end date the redundant Position ID. This will result in Positon records on the subsequent day’s reconciliation file generated from ESR (NHS Hub) appearing with a change/ delete indicator as ‘D’. This position should accordingly be removed from TIS.

* + 1. **Example Notification**

|  |  |  |
| --- | --- | --- |
| Duplicate and / or Erroneous Doctor in Training Positions in ESRThe following **duplicate** Positions have been observed in ESR. This means that there are multiple positions associated with a single Training / Deanery Post Number. Those which are not required should be End Dated.

|  |
| --- |
| Erroneous positions are those where the DPN and/or position title contains erroneous characters or is not in the expected format. |
| Please review and correct the positions listed below as appropriate. |

 |

|  |
| --- |
| **Duplicate Positions** |
| Deanery Post Number | Position Number | Position Title |
| EOE/RGT00/003/SPR/001 | 2398763 | Specialty Registrar |
| EOE/RGT00/003/SPR/001 | 2398765 | Specialty Registrar |
| EOE/RGT00/084/SPR/001 | 2398785 | Specialty Registrar (Core Trainee) |
| EOE/RGT00/084/SPR/001 | 2398790 | Specialty Registrar (Core Trainee) |
| EOE/RGT00/074/SPR/001 | 2476834 | Specialty Registrar (Core Trainee) |
| EOE/RGT00/074/SPR/001 | 2477894 | Specialty Registrar (Core Trainee) |
| **Erroneous Positions** |
| **DNM/SUPERNUMERARY****Minimum of 4 parts required** | 3846736 | 3846736|D-Specialty Registrar (Sup)|080|Clinical Radiology |
| **MAN/TOBECONFIRMED****Minimum of 4 parts required** | 9583632 | 9583632|D-Specialty Registrar (ST3+)|091|Neurology |
| EOEXRCX00/052/FY7/701**First part must have 3 characters** | 2374633 | 23746333|D-Specialty Registrar (Sup)|080|Clinical Radiology |

1. **RMT Information Confirmation File**
	1. **File Outline**

Note: There are discussions with TIS to enhance the RTC to improve support. The status will be at record level rather than file level and will have to work with all records mode and parts record mode. Once this design if finalised and this implemented, the section in the spec will be updated.

A confirmation file is required from the DIT system to identify that that the RMT file has been received and the appropriate updates have been made in the DIT system. This will be done by processing of the RTC file. The file will contain a report on the success or failure of processing for the RMT file which will be reported within the Processing Success Update (PSS) record.

Under this interface process the DIT system will:

* Be responsible for creating the ‘source’ confirmation file and passing this to the NHS Interface Hub.

Under this interface process the NHS Interface Hub will:

* Be responsible for identifying any issues with the RMT file previously sent to the DIT system and report these to the NHS ESR Interface Support Team.

This section describes the ‘source’ confirmation file format that the DIT system should supply to the NHS Interface Hub.

* 1. **File Transfer Process**

RTC Files

* The NHS Interface Hub processes the RMT file from the NHS ESR Data Store and produces a separate file for each DIT region – based on the Deanery Post Number or Managing DIT region detailed against the position. The DIT system will return the RTC file to the NHS Interface Hub for each RMT File received.
1. Structural errors that prevent the RTC file from being processed will be reported back to the DIT system.
	1. **Activation**

This RTC file is created within the DIT system and is triggered on completion of processing of the RMT file.

* 1. **File Creation**

The Confirmation file should be created by the DIT system. It should contain one row for Processing Success Update (PSS), which reports on the success of applying updates from RMT received for a particular DIT region.

* 1. **Receipt and Pre-Validation Processing**

The situations explained below result in rejection of the complete file on the NHS Hub

1. The file is a duplicate and thus has already been processed
2. The number of records in the file does not equal the record count in the trailer record
3. One or more of the records in the file is not in a valid CSV format
4. One or more of the fields exceed the maximum field length allowable
5. One or more data items conflict with the specified data type such that it cannot be loaded. Examples of this are errors such as an invalid date format (e.g. 40/09/2007), or a non-numeric value is found in a numeric field (e.g. £128.T9 instead of £128.59).
6. The file cannot be read for some reason

In cases where an entire file is rejected, ESR will notify the NHS Interface Team in accordance with agreed procedures.

* 1. **File Naming Conventions**

The Reconciliation and Medical Trainee Confirmation file will be named using the following conventions:

DE\_DBY\_RTC\_YYYYMMDD\_99999999.DAT

Where:

|  |  |
| --- | --- |
| DE | Constant ‘DE’ to denote a Deanery Interface File |
| DBY | The DIT Region Identifier  |
| RTC | Constant ‘RTC’ denoting a RMT Confirmation File. |
| YYYYMMDD | Interface Run Date corresponding to the date the file was created (will match the corresponding UPD file) |
| 99999999 | Interface Run Sequence Number, incremented for each run (will match the corresponding UPD file) |
| DAT | Constant ‘DAT’ extension denoting data file |

For example, DE\_NHS\_RTC\_20080426\_00006871.DAT

* 1. **RMT Confirmation File Format (‘Source’ File – DIT System > NHS Interface Hub)**

File Name = DE\_DBY\_RTC\_YYYYMMDD\_99999999.DAT

Note: The Confirmation file is not produced by all DIT system suppliers. It will be produced where a Doctors in Training interface exists between ESR and the Trainee Information System (HEE- England).

The RTC Files contain 3 distinct record types. The record types will be ordered in the file as follows.

| Record Type Sequence | Record Type | Comments |
| --- | --- | --- |
| 1 | HDR | Header record. Must be one and only one ‘HDR’ record per file. It must be the first record in the file. |
| 2 | PSS | Processing Success Record. |
| 3 | TRL | Trailer record. Must be one and only one ‘TRL' record per file. It must be the last record in the file. |

* + 1. **File Header**

There must be one and only one Header record per file. It must be the first record in the file.

| Ref. | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_HDR01 | 1 | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
| T\_HDR02 | 2 | File Name | X(40)+ | The name of this file For example, DE\_DBY\_RTC\_20080109\_000515599.DAT |
| T\_HDR03 | 3 | Original File Name | X(40)+ | The name of the file original fileFor example, DE\_DBY\_RMT\_20080109\_000515599.DAT |
| T\_HDR04 | 4 | Creation Date | F(15) + | File creation Timestamp. Format YYYYMMDD HH24MISS |

* + 1. **Processing Success Record**

The Processing Success for the RMT file. There will be one PSS record per RTC file.

| Ref. | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_PSS01 | 1 | Record Type | F(3) + | Type of record Fixed value of ‘PSS’ |
| T\_PSS02 | 2 | Processing Confirmation | X(3) | Successfully Processed = ‘Yes’ or ‘No ’ |
| T\_PSS03 | 3 | Confirmation Message | X(72) | Above = ‘Yes’, message:* File has loaded and processed without exception

Above = ‘No’, message: * File format does not conform to expected format
* Invalid File format
* Empty File
* Missing ESR Mandatory Items
* “other appropriate message”
 |

* + 1. **File Trailer**

There must be one and only one Trailer record per file. It must be the last record in the file.

| Ref | Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- | --- |
| T\_TRL01 | 1 | Record Type | X(3)+ | Fixed value ‘TRL’ |
| T\_TRL02 | 2 | Record Count | N(10)+ | Number of records in the file including the header and trailer records. |

1. **DIT Applicant Record Inbound (DIT sYSTEM > NHS Interface Hub)**

Under the original Deanery Recruitment Interface Process described in (JJ-140360) the DIT system will continue to do the following:

* The DIT system will produce Applicant records according to the agreed specification and pass these files to the NHS Interface Hub.

For full technical details of the DIT Applicant Record file format and content requirements from IBM and the NHS ESR Systems Integration Team, please review the IBM Specification document JJ-140360 Deanery Recruitment Interface.

Note: It is required that the DIT system only sends applicant details once to ESR. Whilst the RMT may carry details of the position on different occasions i.e. different files, processing by the DIT system must ensure that where applicant details for a positon have already been sent to ESR, they must not be sent again. This is because ESR then becomes the master where the applicant / application is concerned.

* 1. **Enhanced Applicant Confirmation File Processing**

One of the functions performed as part of the Interface processing, described in the JJ-140360, is to generate the Applicant Confirmation (APC) File. This file is generated by ESR, following completion of processing of the Applicant or APP file. The file reports the success or failure of processing for each individual application. Further details of this process can be found in JJ-140360. The diagram below illustrates the overarching information flow.

Applicant file generated in DIT system

Applicant File Processed in ESR

Applicant Confirmation File received by DIT system

Applicant Confirmation File generated by ESR

The interface process will ensure that in the event that ESR fails to generate an APC file, the missing file will be identified by the NHS ESR Support team. Where this scenario occurs, a Service Request will be automatically generated to the missing file, this will ensure that the DIT system is always able to report back to the user whether an applicant record for a Doctor in Training has or has not been created in ESR.

Where ESR fails to create an applicant record, this is already reported in the APC file. The standard APC file format reports this on the basis of the Deanery Post Number. Where more than one application is received for the same DPN, it is not possible to identify which, or indeed if both failed processing in ESR.

In addition, Hicom have made some amendments to their processes too, in order to enhance the DIT user experience. (The enhancements are available in Version 10.63 of Intrepid within the ESR 2 Interface module). The DIT user is able to see the ESR Applicant processing status on the person record. There is also a ‘resend’ function, which allows them to transfer the applicant record again, where the record has failed to process correctly in ESR.

In line with the changes described above, the enhanced APC file process is illustrated below.

New Applicant generated in DIT system and validation completed

Applicant record processed in ESR

ESR produces Applicant Confirmation (APC file)?

Applicant Confirmation received by DIT system and ESR processing status is reported

Raise support call to retrieve missing file

**YES**

**NO**

DIT User required to resend applicant?

**YES**

No further action required

**NO**

Applicant Confirmation File supplied

NHS Hub validates Applicant Record

NHS Hub enhances the Applicant Confirmation (APC file)

* 1. **APP File Format (DIT System >NHS Interface Hub)**

For full and the most up to date information on this file format, please see the JJ-140360. For the purposes of illustration, the file format from this document is included below.

It should be noted that due to issues with different information standards, it has been necessary to amend the Applicant file received from the DIT system to include GMC registered first and surname, where there is no legal name information within the system.

The DIT system will only supply the GMC Registered First Name and Surname within item 7 and 8 (in the file below) where the legal names are not known. In this event, the ESR users may need to manually correct this information, as part of the pre-employment checks process.

File Name = DE\_NHS\_APP\_YYYYMMDD\_99999999.DAT

Example = DE\_NTH\_APP\_20180515\_0000032.DAT

* + 1. File Header

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | F(3) + | Type of record Fixed value of **HDR** |
| 2 | File Name | X(40) + | The name of this file |
| 3 | Creation Date | F(15) + | File creation Timestamp. Format YYYYMMDD HH24MISS |
| 4 | Supplier\_ref | X(10) | Supplier Reference value to identify the source system a file has been generated from. This will be a constant for each supplier.e.g.Ref DescriptionINT Intrepid TIS HEE Trainee Information System |

* + 1. Applicant Details

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | X(2) + | Constant ‘DA’ Deanery Applicant |
| 2 | ESR\_vacancy\_id | N(15) | NullFrom the Legacy Recruitment Interface.Field used to identify a record that may have multiple lines present in the APC file by populating with original rec sequence number from the APP file. |
| 3 | Vacancy\_ref\_number | X(30) | NullFrom the Legacy Recruitment Interface. Position Number and Position ID used as alternative mandatory identifiers. |
| 4 | Deanery\_number | X(30) | Unchanged “deanery\_number” as sent by ESR with the vacancy. If supplied it must match the deanery number in the position listed in the position number field. If position number is not supplied it must match the deanery number in the position EIT for the position attached to the existing open vacancy in the ESR database. |
| 5 | Effective\_date | X(8)+ | Format YYYYMMDDThe effective date the application will be created on in ESR.  |
| 6 | applicant\_email\_address | X(60) | This is the personal contact email of the applicant |
| 7 | Last\_Name | X(150) + | Legal Surname of the applicant, used to identify a person within ESR.Note: If no Legal surname in DIT system, provide GMC Registered Surname |
| 8 | First\_Name | X(150) + | Legal First name of the applicant, used to identify a person within ESR. Note: If no Legal first name in DIT system, provide GMC Registered First name |
| 9 | Middle\_Names | X(60) | Middle name(s) of the applicant |
| 10 | Title | X(30) | The title used by the applicant (Mr., Mrs., etc)LOV will be supplied by ESR to the DIT system |
| 11 | DOB | X(8) + | Format YYYYMMDD, Date of Birth |
| 12 | Gender | X(1) | Valid Values ‘M’=Male, ‘F’=Female, Null=Unknown (Lookup Type = SEX) |
| 13..20 | Address | ~ | If “address1” is not supplied, then other Address related Items are ignored. |
| 13 | Address1 | X(240)+ | First line of the applicant’s address. Mandatory if any address details provided.ESR categorises addresses by type; Home, Work, Forwarding, etc. If an applicant has no addresses in ESR, then ESR will create a primary address of type ‘Home’. Otherwise, ESR will determine the current primary address type and use this type if a new address record is required. ESR will only create (or update) an address if the address supplied by the DIT system is newer than the primary address held in ESR. |
| 14 | Address2 | X(240) | Second line of the applicant’s address |
| 15 | Address3 | X(240) | Third line of the applicant’s address |
| 16 | Town | X(30) | City or Town of the applicant’s address |
| 17 | County | X(30) | If supplied, must match “County” LOV within ESR, otherwise value is ignoredLOV will be supplied by ESR to the DIT system |
| 18 | Postcode | X(8) | Postcode of the applicant’s addressSee Note below |
| 19 | Country | X(2)+ | Must be a valid ISO Country Code value. Mandatory if any address details provided.LOV will be supplied by ESR to the DIT system |
| 20 | home\_tel | X(60) | Home Telephone Number |
| 21 | Mob\_tel | X(60) | Mobile Telephone Number |
| 22 | ethnic\_origin\_code | X(30) | The ethnic code of the applicant. If supplied, must match valid ethnic code within ESRLOV will be supplied by ESR to the DIT system |
| 23 | Prof\_01\_body | X(60) | Professional Body Name. Mandatory if any prof-01 info providedLOV will be supplied by ESR to the DIT system |
| 24 | Prof\_01\_reg\_num | X(15) | The applicant’s membership number for the Professional BodyMembership/Registration/PIN numberMandatory if “prof\_01\_body” provided, otherwise ignored |
| 25 | Prof\_01\_expiry\_date | X(8) | Format YYYYMMDDMandatory if “prof\_01\_body” provided, otherwise ignored |
| 26 | Prof\_02\_body | X(60) | Professional Body Name. Mandatory if any prof-02 info providedLOV will be supplied by ESR to the DIT systems |
| 27 | Prof\_02\_reg\_num | X(15) | The applicant’s membership number for the Professional BodyMembership/Registration/PIN numberMandatory if “prof\_02\_body” provided, otherwise ignored |
| 28 | Prof\_02\_expiry\_date | X(8) | Format YYYYMMDDMandatory if “prof\_02\_body” provided, otherwise ignored |
| 29 | Sexual\_orientation | X(60) | Applicant : Sexual OrientationLOV will be supplied by ESR to the DIT system |
| 30 | Religious\_belief | X(60) | Applicant : Religious Belief LOV will be supplied by ESR to the DIT system |
| 31 | Application\_status | X(10)+ | Application status - Constant ‘APP’Currently only one value supported Code Meaning ESR StatusAPP Appointed Preferred ApplicantMeanings and ESR Status are shown here for clarity, DIT system is expected to supply the Code only. |
| 32 | Nationality | X(30) | The nationality of the applicant. If supplied, must match a valid nationality code within ESRLOV will be supplied by ESR to DIT system |
| 33 | Nat\_Training\_No | X(30) | The National Training Number for the applicant.Held on the Person SIT ‘Medical and Dental Information’ |
| 34 | UKNIN | X(30) | National Insurance number for the applicant If the UKNIN fails the standard ESR validation then it will be rejected, but will not cause the record to be rejected.Format is expected to be XX999999Y Where XX are 2 valid characters (as per NI rules)999999 are digits and Y is a char from A, B, C or D |
| 35 | Position\_ID | N(10)+ | ESR Position IDPosition Number and Position ID must be supplied together and they must refer to the same position in ESR.Mandatory data item to identify where the applicant should be exported to. |
| 36 | Position\_Number | N(10)+ | ESR Position Number (segment 1 of position key flex)Position Number and Position ID must be supplied together and they must refer to the same position in ESR.Mandatory data item to identify where the applicant should be exported to. |
| 37 | Disability  | X(30) | Code: Lookup Type = DISABILITY\_CATEGORYThis will be used when creating a new person record only, not when updating an existing person record.The new person record will have a disability record created with the category supplied and with FTE = 1.00 and with Status = ‘Active’ |
| 38 | Projected Hire Date | Date | This will be used to populate Projected Hire Date in the new application record. |
| 39 | Projected End Date | Date | This will be used to populate the Fixed Term/Contract End Date in the new application record (ASS\_ATTRIBUTE4) |
| 40 | Marital Status | X(30) | Code: Marital Status(Lookup Type =MAR\_STATUS)This will be used when creating a new person record only, not when updating an existing person record. |
| 41 | Previous Last Name | X(150) | Previous Last NameThis will be used when creating a new person record only, not when updating an existing person record. |
| 42 | Country of Birth | X(30)  | Code: Country of BirthCode: Custom Lookup = FND\_TERRITORIESThis will be used when creating a new person record only, not when updating an existing person record. |
| 43 | Contact Last Name  | X(150) | Last Name of the contactMandatory for a contact to be created.A contact will only be created when creating a new person record, not when updating an existing person record.A contact will be set up for the person with a relationship type of ‘Emergency’ and with the primary flag set. From Date will be set to Effective Date (field 5 above). |
| 44 | Contact First Name | X(150) | First Name of the contact |
| 45 | Contact Title | X(30) | Code: Contact’s Title e.g. ‘Mr.’, ‘Mrs.’, etc(Lookup Type = TITLE) |
| 46 | Contact Gender | X(30) | Code: Contact’s legal gender, e.g. ‘M’=Male, ‘F’=Female, ‘U’=Unknown(Lookup Type = SEX)Mandatory for a contact to be created. |
| 47 | Contact Home Phone No | X(60) | Home Phone Number of contactMandatory for a contact to be created.A phone record will only be created when creating a new contact record for a new person record. This will not enter or update phone records for existing contacts.A phone record will be created for the contact of Type ‘Home’ and with From Date set to Effective Date (field 5 above). |

* + 1. File Trailer

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | X(2)+ | Type of record Fixed value of **FF** |
| 2 | NUMRECORDS | N(10)+ | Number of records in the file including the header and trailer records. Value Range 3 to 4,294,967,295 |

**Design Notes:**

1. **GMC professional registration details**:

In the situation where the inbound applicant file from the DIT system does not contain the GMC expiry date, NHS hub will cross reference with the GMC full file that it has and insert the details if this is available for the individual. Where the individual is provisionally registered and either has a date of null in the inbound applicant file or is found to have ARF due date=null in the GMC full file, the processing on the HUB will insert the date of 31/Dec/4712 in the expiry date field so that the professional registration details for this individual will be updated in ESR.

Where the individual’s professional registration in the applicant file is not found on the GMC full file, their details will be copied into ESR hence trusting the information held by the DIT system.

The same approach will be used for the GDC. Where a GDC registration number is present but a date is absent in the applicant file and register, a date of 31/Dec/4712 will be inserted.

1. **Postcode validation:**

It has been noted that the postcode is validated by the NHS hub and the record rejected if the postcode does not confirm to the 8 character limit that is required. However 8 character limit is only applicable to UK postcodes and there can be genuine circumstances where the postcode exceed the 8 characters as it is from an overseas country. It was noted that postcode greater than 8 characters will be rejected by ESR unless there is sufficient justification for an ESR change to be made.

* 1. **Applicant Confirmation File**

Please refer JJ-140360 for other details around processing of the Applicant file and the Applicant Confirmation file that is produced as a result of this.

The sections below detail the file layout and the steps around the validation.

The situations explained below result in rejection of the complete file:

1. The file is a duplicate and thus has already been processed
2. The number of records in the file does not equal the record count in the trailer record
3. One or more of the records in the file is not in a valid CSV format
4. One or more of the fields exceed the maximum field length allowable
5. One or more data items conflict with the specified data type such that it cannot be loaded. Examples of this are errors such as an invalid date format (e.g. 28/01/2008), or a non-numeric value is found in a numeric field (e.g. £128.T9 instead of £128.59).
6. The file cannot be decrypted

In cases where an entire file is rejected, ESR will notify the NHS Interface Team in accordance with agreed procedures.

The situations explained below result in rejection of a single application record within a file, and will be reported in the Applicant Confirmation file:

1. The vacancy does not exist in ESR or is closed.
2. Where data fields identified as mandatory are not supplied in the file
3. The applicant has already applied for this vacancy and the application has not been terminated within ESR, i.e. a person cannot have more than one open application for a single vacancy. This does allow a person to eventually re-apply for the same vacancy, in the event that a vacancy is re-advertised or re-apply for vacancies that stay open for long periods of time such as “bucket” vacancies.
4. The record fails one or more of the essential processing rules. For example, ESR cannot match or create a person, or create a minimalist application. In such instances the reason for the failure will be reported in the acknowledgement file. Where a record does not fail essential processing but ESR does fail non-essential data, the entire record is not rejected, but failed data items are reported in the Applicant Confirmation file.

The situations explained below result in the application record being loaded into ESR but with a **warning** message being generated.  The warnings will be communicated to the appropriate role holder within the trust through the notification process.  They will also be communicated back to the DIT system in the Applicant Confirmation file.  Multiple messages rows can be produced in the confirmation file for a single application record:

1. A valid matching vacancy id exists in ESR but the Vacancy Ref Number is different than that supplied in the file header.
2. A valid matching vacancy id exists in ESR but the Deanery Post Number is different than that supplied in the file header.
3. A valid matching vacancy id exists in ESR but the Trust Identifier is different than that supplied in the file header.
4. A valid application is created but the County Code supplied for the address is rejected.
5. A valid application is created but the Ethnic Origin Code supplied for the person is rejected.
6. A valid application is created but the Professional Body 1 details supplied for the person are rejected.
7. A valid application is created but the Professional Body 2 details supplied for the person are rejected.
8. A valid application is created but the Sexual Orientation value supplied for the person is rejected.
9. A valid application is created but the Religious Belief value supplied for the person is rejected.
10. A valid application is created but the Nationality value supplied for the person is rejected.
11. A valid application is created but the National Insurance Number (UKNIN) for the person is rejected.
	1. **APC File Format (NHS Interface Hub > DIT System)**

File Name = DE\_NHS\_APC\_YYYYMMDD\_99999999.DAT

The Applicant Confirmation File contains status information indicating the Success or Failure of applicant records being loaded into the ESR database. The files are in comma separated DAT file format.

*Note: The Applicant confirmation file is produced for both HEE Suppliers currently.*

* + 1. **File Header**

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | F(3) + | Type of record Fixed value of **HDR** |
| 2 | File Name | X(40) + | The name of this file |
| 3 | Original File Name | X(40)+ | The name of the file original fileFor example, DE\_NHS\_APC\_20080109\_000515599.DAT |
| 4 | Creation Date | F(15) + | File creation Timestamp. Format YYYYMMDD HH24MISS |
| 5 | Supplier\_ref | X(10) | Supplier Reference value to identify the source system a file has been generated from. This will be a constant for each supplier.This value will be the same as the original file.e.g.Ref DescriptionINT Intrepid TIS HEE Trainee Information System |
| 6 | Processed\_at | F(15) + | The date timestamp at which ESR began processing the Applicant file.Format YYYYMMDD HH24MISS |

* + 1. **Applicant Confirmation Details Record**

Multiple rows may exist for the same Applicant / DPN where multiple messages have been produced.

**Design Note**: The APC file will contain details of those records that have been dropped before transmitting target file to ESR. Previously where records were being dropped (because of failed validation) from the target file submitted to ESR, the APC did not contain this record nor the reason why they had been dropped. This has now been tweaked and the APC file will contain records that have been dropped along with the reason why.

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | X(2) + | Constant ‘DA’ Deanery Applicant |
| 2 | ESR\_vacancy\_id | N(15) | Field used to identify a record that may have multiple lines present in the APC file by populating with original rec sequence number from the APP file. |
| 3 | Vacancy\_ref\_number | X(30) | NullFrom the Legacy Recruitment Interface. Position Number and Position ID used as alternative mandatory identifiers. |
| 4 | Deanery\_number | X(30) | Unchanged “deanery\_number” as sent by ESR with the vacancy. Must match existing open vacancy by Name in the ESR database. |
| 5 | load\_status\_code | X(10)+ | Describes the status of the attempt to load the application into ESR. The element takes a value of* SUCCESS
* FAIL
 |
| 6 | message\_text | X(200) | Provides additional narrative(s) of the state of the attempted load of applicant details into ESR. |
| 7 | message\_type | X(10) | The severity of the status messageValid values are ‘ERROR’, ‘WARNING’ or ‘INFO’ |
| 8 | Applicant\_number | X(30) | Applicant number for the newly created applicant in ESR. Will only be supplied where the load was successful. |
| 9 | assignment\_id | N(10) | Assignment ID for the newly created assignment in ESR. Will only be supplied where the load was successful |
| 10 | Position\_ID | N(10) | ESR Position IDAs supplied in the inbound file |
| 11 | Position\_Number | N(10) | ESR Position NumberAs supplied where this was supplied in the inbound file |

* + 1. **File Trailer**

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | X(2)+ | Type of record Fixed value of **FF** |
| 2 | NUMRECORDS | N(10)+ | Number of records in the file including the header and trailer records. Value Range 3 to 4,294,967,295 |

* + 1. **Email Notification to DIT System Suppliers**

An email notification will be provided to the DIT system that informs them of the status of the Applicant file after initial validation performed on the NHS Hub. A second email will be generated which will provide a summary of status after the file was processed in ESR.

Note: This is provided to both DIT suppliers. An example of the first email is illustrated below:

2018/03/05 16:48:05 NHS Interface Hub Deaneries **Inbound** Processing: LETB EOE (East of England)

DE\_EOE\_APP\_20180305\_00000240.DAT containing 18 recs (inc Header/Footer) processed by NHS Interface Hub: 2018/03/05 16:46:59

DE\_NHS\_APP\_20180305\_00013445.DAT containing 17 recs (inc Header/Footer) for vpduid 1800 created and forwarded to ESR

DE\_NHS\_APP\_20180305\_00013446.DAT containing 3 recs (inc Header/Footer) for vpduid 1801 created and forwarded to ESR

A full, composite APC file will be assembled once all the APP files listed above have been processed by ESR.

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

    esr.interfaces@nhs.net

>

An example of the second email is illustrated below:

2018/03/06 09:41:44 NHS Interface Hub Deaneries **Outbound** Processing: Deanery EOE (East of England)

DE\_NHS\_APC\_20180305\_00013445.DAT processed by NHS Interface Hub: 2018/03/06 09:41:41

DE\_NHS\_APC\_20180305\_00013446.DAT processed by NHS Interface Hub: 2018/03/06 09:41:41

DE\_EOE\_APC\_20180305\_00000240.DAT created

DE\_EOE\_APC\_20180305\_00000240.DAT placed for collection by Deanery (ftp host) TIS at 2018/03/06 09:41:44

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

    esr.interfaces@nhs.net

>

* + 1. **Email Notification to ESR Support Team**

Example of an email that is sent to support team:

NHS Interface Hub Deaneries Inbound Processing

The file DE\_NTH\_APP\_20180515\_00000032.DAT contains records that failed validation and have been excluded from the target file:

Total detail records in the source file : 48

Total detail records dropped (validation) : 3

Total detail records dropped (not in whitelist) : 0

Total valid detail records in target file(s) : 45

NOTE: Please inspect the log file for full details of the excluded records.

The invalid records identified in the log file will need to be investigated by support and if required the supplier should be instructed to correct and resend the records.

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

 esr.interfaces@nhs.net

1. **DIT Inbound Notifications**

This section describes both the Source and Target notification files to support the ESR Generic Inbound Notification Process described in JJ-28220.

Under the interface process the DIT system will:

* Be responsible for supplying the ‘source’ Notification Files by DIT region.

Under the new interface process the NHS Interface Hub will:

* Be responsible for processing the DIT notification files and splitting them into one ‘target’ file per VPD.
* Be responsible for creating the new starter reminder notification.
* Be responsible for transferring the ‘target’ files through to ESR for processing via the Generic Inbound Notification interface.

Interface Support Management for the File:

1. Structural errors that prevent the file from being loaded will be raised as an incident internally by the ESR system and reported back to the NHS Interfaces Team. Only where this error is considered to be the result of the file format or content sent from the DIT system or NHS Interface Hub should the Interface Team seek to resolve the issue with the DIT supplier support team.
	1. **Generic Inbound Notification Format (‘Generic Source’ File – DIT System > NHS Interface Hub)**

This file will be produced by the DIT system. There will be one file per DIT region. It is expected that one file containing multiple notification records, per ESR organisation.

Generic Inbound Notification files should be supplied toward the end of the working day to allow a full summary of notifications, which are required to be produced within ESR overnight.

Design Assumptions:

1. Medical Rotation Notifications :
	1. In response to the Generic Inbound Notification (Generic Source File) containing Medical Rotation Notification information (Notification Type 1), the NHS ESR interface processes will create the VPD master Medical Rotation spreadsheet and store it to an NHS location. The interface processes will also generate a notification to the Medical Staffing Officer notification role within ESR which will include a link to the URL, where the master spreadsheet is stored. ESR users are expected to save the spreadsheet to their local network for future reference.
	2. On the first run for an NHS organisation (ESR VPD), it is expected to include details of **all** Medical Training Posts and relevant Doctors in Training details currently associated with the Employing Authority (NHS organisation). Thereafter the process should revert to changes mode, sending any changes that occur after the first full file run.
		1. Change records will always be supplied by the DIT system, so that updates may be made to the Master Medical Rotation Notification spreadsheet. Examples of this are as follows:
			1. Where a rotation occurs and the ‘next’ trainee becomes the ‘current’ trainee, a change record will be supplied.
			2. Where two trainees agree to swap posts, this would also constitute as a change and requires an updated file to be supplied by Intrepid.
			3. Where a post becomes vacant i.e. no trainees are due to occupy the post in the current or next rotation, then Intrepid will send the position details with S\_NOT43 set to ‘Yes’..
		2. Where a post becomes redundant i.e. it is no longer required and is subsequently removed from the DIT system, then the DIT system should create a delete update so that the NHS processes remove the post from the master list. See S\_NOT45 for details.
		3. The NHS processes will compare new records with the master record to identify the specific fields that have been changed in the DIT file. As a consequence, there is no need to highlight the nature of the changes received for the Medical Rotation Notification. Updates will suffice.
	3. Furthermore, it should be possible for the DIT system to execute a full file for any employing authority (VPD organisation) upon request from the NHS ESR Systems Integration Team.
2. All notification types:
	1. It is expected that an individual row is included on the file produced by the DIT system for each notification to be generated within ESR at any one time. For example, where a trainee withdraws from an appointment, the NHS processes would expect to receive an update for Notification type 1 and a separate record for Notification Type 2
	2. Details of each of the notification presented to the ESR user are described in section 8.5.

File Name = DE\_ddd\_VPD\_DNF\_YYYYMMDD\_99999999.DAT (Full File for a single VPD)

Or

File Name = DE\_ddd\_VPD\_DNC\_YYYYMMDD\_99999999.DAT (Changes File for a single VPD)

Or

File Name = DE\_ddd\_DNF\_YYYYMMDD\_99999999.DAT (where notifications for multiple VPDs are included)

Where:

|  |  |
| --- | --- |
| DN | The fixed length file type. Define as a constant ‘Deanery Notification’ for the ‘GI’ Interface File  |
| Ddd | The fixed length DIT Region Code. |
| VPD | ESR Employer Code (Virtual Private Database Code) |
| DNF | The fixed length sub file type.‘DNF’ - to denote ‘Full’ notification file‘DNC’ - to denote a ‘Changes’ notification file |
| YYYYMMDD | Date corresponding to the date the file was created |
| 99999999 | Interface Run Sequence Number, incremented for each file |
| DAT | Constant ‘DAT’ extension denoting data file |

The following section defines the data items.

Each file is DIT region specific. Records types are identified by the first 3 characters of each line. The data within the file is ordered by record type as followed:

|  |  |  |
| --- | --- | --- |
| **Seq.** | **Record Type** | Comments |
|  | HDR | File Header |
|  | NOT | A workflow notification record type. |
|  | TRL | File Trailer |

* 1. **File Format**

The following file format should be observed.

* + 1. **File Header**

There must be one and only one header record per file. It must be the first record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | Comments |
| S\_HDR01 |  | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
| S\_HDR02 |  | File Name | X(60)+ | The file name normally corresponding to the file name on disk |
| S\_HDR03 |  | Creation Date | TSMP+ | File Creation Timestamp.Format YYYYMMDD HH24MI |

* + 1. **Notification Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | **Comments** |
| S\_NOT01 |  | Record Type | X(3)+ | Fixed value ‘NOT’ = Notification Record Type |
| S\_NOT02 |  | Notification VPD | N(3)+ | Should contain the VPD code for the destination of the notification. This field will already have been validated by the DIT system (using the last update received on the RMT file and cross checking the POR details using the Deanery Post Number) to ensure that trainee details are not sent to the incorrect NHS Employer.Note: Where type 5 notification is sent, and where DIT suppliers are unable to send the destination VPD, the NHS hub will analyse the DPN (element 2- site location) and try and arrive at the VPD. Where it is not possible to arrive at the VPD the record will be rejected and the DIT supplier notified of the rejection as well as the reason behind it. Note: Where there is a lead and host arrangement, positions will be set up on both in ESR and hence there should be two entries on the DNC file with the Notification VPD= Lead Trust and Notification VPD- Host Trust. |
| S\_NOT03 |  | Notification Title Code | X(60)+ | The title for the Notification. This should be indicated by a numeric digit according to the following rules:* ‘1’ - “Medical Rotation Notification”
* ‘2’ - “Update to Medical Rotations – Applicant Withdrawn”
* ‘3’ – “Update to Medical Rotations – Replacement Application” (*Not currently used*)
* ‘4’ – “Change to Project Hire/End Date”
* ‘5’ – “New Training Position Created within LETB System”

DIT systems always supply Notification 1, when producing notifications 2, ~~3~~ and 4.DIT system supplies notification 5 when a new Deanery Post Number is allocated to an NHS employer active on the interface.Note: Both DIT systems do not send type 3 notifications. The ‘replacement’ notifications will be provided through a combination of the Type 1 and the type 2 notification.  |
| S\_NOT04 |  | Source DIT Body |  | Name of DIT region.To be supplied for New Post Created within DIT system notification. |
| S\_NOT05 |  | ESR Position Number | N(10) | ESR Position Number (T\_POR05) provided from the RMT file. Mandatory for the Notification of Medical Rotations, Change to Projected Hire/End Date and the Update to Medical Rotations Notifications.Null for the New Training Position Created within DIT system notification. |
| S\_NOT06 |  | Deanery Post Number | X(30)+ | Deanery Post Number as captured in the DIT system.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications and the New Training Position Created within the DIT system. |
| S\_NOT07 |  | Managing DIT Region | X(10) | Managing DIT region code.See appendix for details of source DIT codes.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT08 |  | ESR Position Title | X(60)+ | Position Title Provided on the POR record. To be supplied for the Notification of Medical Rotations, Change to Projected Hire/End Date and the Update to Medical Rotations Notifications. |
| S\_NOT09 |  | ESR Position Title  | X (60)  | To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT10 |  | ESR Organisation | X (240)  | Can be ward, department, directorate etc.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT11 |  | ESR Location | X (240)  | Should be Organisation location.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT12 |  | Occupation Code | X(5) | Code and not meaning must be supplied.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT13 |  | Host/Lead Employer Status (Lead Employer/Host Employer) | X (4)  | To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT14 |  | Lead Trust  | X(100)(future enhancement) | Provide ESR VPD Code if possible. Where the supplier does not have this information available, they will send null or not populate the field. To be derived from the ESR POR record (if available). Only needed if row 13 indicates the VPD is a ‘host’ employerTo be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notification. |
| S\_NOT15 |  | New Training Position Location |  | Free text field.To be derived from DIT system which details which site a new position is expected to be located at.To be supplied for the New Training Position Created in DIT system notification. (recommended- not mandatory) |
| S\_NOT16 |  | (Current Trainee) Last Name  | X(150)+ | Legal Surname of Person (where available). GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification and Change to Projected Hire/End Date Notification. |
| S\_NOT17 |  | (Current Trainee) First Name  | X(150)+ | Legal First name (where available) GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification and Projected Hire/End Date Notification. |
| S\_NOT18 |  | (Current Trainee) GMC Number | X(15) | Professional Registration Number. Must be GMC.To be supplied for the Medical Rotations Notification and Projected Hire/End Date Notification. |
| S\_NOT19 |  | (Current Trainee) Projected End Date | X(8) | Format YYYYMMDDTo be supplied for Medical Rotations Notification |
| S\_NOT20 |  | (Current Trainee) VPD for next placement |  X(100) | VPD of next employer. Note – to be supplied even if the trainee is rotating within the same employer (i.e. internal rotation)To be supplied for Medical Rotations Notification as the VPD Name*Note that where the VPD is not known, this should be specified in the file as ‘NOT KNOWN’.* |
| S\_NOT21 |  | (Next Appointment) Trainee Last Name | X(150)+ | Legal Surname of Person (where available). GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification. |
| S\_NOT22 |  | (Next Appointment) Trainee First Name | X(150)+ | Legal First name (where available) GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification. |
| S\_NOT23 |  | (Next Appointment) Trainee GMC Number | X(15) | Professional Registration Number. Must be GMC.To be supplied for the Medical Rotations Notification. |
| S\_NOT24 |  | (Next Appointment) Current Placement VPD | X(100) | VPD of current employer.Note – to be supplied even if the trainee is rotating within the same employer (i.e. internal rotation)To be supplied for the Medical Rotations Notification as the VPD Name.*Note that where the VPD is not known, this should be specified in the file as ‘NOT KNOWN’.* |
| S\_NOT25 |  | (Next Appointment) Projected Start Date | X(8) | Format YYYYMMDDTo be supplied for the Medical Rotations Notification. |
| S\_NOT26 |  | (Next Appointment) Trainee Email Address | X(60)  | Full email address for DIT.To be supplied for the Medical Rotations Notification. |
| S\_NOT27 |  | Trainee Placement Location |  X(150) | Placement site provided by the DIT system |
| S\_NOT28 |  | Withdrawn Trainee Last Name | X(150)+ | Legal Surname of withdrawn DIT (where available) GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notifications |
| S\_NOT29 |  | Withdrawn Trainee First Name | X(150)+ | Legal First Name of withdrawn DIT (where available) GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT30 |  | Withdrawn Trainee GMC Number | X(15)+ | To be provided for Update to Rotation Notification. |
| S\_NOT31 |  | Withdrawal Reason |  | Reasons to include: ‘Out of Programme’ (OOP); ‘Maternity’; ‘Other’.Provide code:1. OOP
2. Maternity
3. Other
 |
| S\_NOT32 |  | (Next Appointment) Trainee Grade | X(150) | Grade from DIT system.Valid items are expected to be: F1, F2, CT1, CT2, CT3, and ST1 to ST8 |
| S\_NOT33 |  | Replacement Trainee Last Name | X(150)+ | Legal Surname of replacement DIT (where available). GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT34 |  | Replacement Trainee First Name | X(150) | Legal First Name of replacement DIT (where available). GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT35 |  | Replacement Trainee GMC Number | X(15) | Professional Registration Number for Replacement DIT. Must be GMC Number.To be provided for Update to Rotation Notification. |
| S\_NOT36 |  | Replacement Trainee Current Placement (VPD) | N(4) | Employing Organisation for Current Placement. This will assist Organisations in running the ESR Inter Authority Transfer Process. To be provided for Update to Rotation Notification. |
| S\_NOT37 |  | Replacement Trainee Projected Hire Date | X(8) | Date of Projected Hire – Format YYYYMMDDTo be provided for Update to Rotations Notification |
| S\_NOT38 |  | Placeholder |  |  |
| S\_NOT39 |  | Change of Projected Hire Date | X (8) | New Date of Projected Hire – Format YYYYMMDDTo be provided for Change of Projected Hire/End Date Notification. |
| S\_NOT40 |  | Change of Projected End Date | X (8) | New Date of Projected End Date – Format YYYYMMDDTo be provided for Change of Projected Hire/End Date Notification. |
| S\_NOT41 | 1. S
 | Area of Work | X(60) | To be provided for Medical Rotation Notification and New Training Position Created in DIT system notification. Area of Work on the POS record. (If provided)If Area of Work is not available on the POS record, please supply ‘Not Known’. |
| S\_NOT42 |  | (Next Appointment) Working Hours Indicator | N(2) | Hours of work of the next trainee. The DIT suppliers will supply value from the WTE field within the DIT system. To be provided for the Medical Rotation Notification(May contain decimals) |
| S\_NOT43 |  | Post Vacant at next Rotation |  | Yes / No IndicatorTo be provided for the Medical Rotation Notification.  |
| S\_NOT44 |  | (Current Trainee) Change to WTE/Working Hours Indicator | N(2) | Hours of work of the current trainee. The DIT system will supply value from the WTE field. To be provided for the Medical Rotation Notification(May contain decimals) |
| S\_NOT45 |  | Medical Rotation Post Delete Indicator | X(4) | ‘DEL’ or NullTo be provided for Medical Rotation Notification. If this field contains ‘DEL’, the position will be removed from the Master Medical Rotation. |
| S\_NOT46 |  | (Current Trainee) Sub Specialty | X(150) | Sub Specialty, if and as recorded in DIT system. To be provided for Medical Rotation Notification.Free text and not related to an ESR LOV |
| S\_NOT47 |  | (Next Appointment) Sub Specialty | X(150) | Sub Specialty, if and as recorded in DIT system. To be provided for Medical Rotation Notification.Free text and not related to an ESR LOV |

* + 1. **File Trailer**

There must be one and only one Trailer record per file. It must be the last record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.**  | **No.** | **Data Item** | **Data Format** | **Comments** |
| S\_TRL01 |  | Record Type | F(3)+ | Fixed value of ‘TRL’ |
| S\_TRL02 |  | Record Count | N(10)+ | Number of records in the file including the header and trailer records. |

Design note: It is agreed that Bucket Posts are also included in the notification processes for Notification 5 – New Training Position Created within DIT system.

* + 1. **Email Notification to Supplier**

The NHS ACT team will provide an email notification to the DIT system supplier advising of the status of processing the notification file. An example notification has been provided below:

Note: This is provided to both suppliers.

Example 1

2018/03/08 13:47:39 NHS Interface Hub Deaneries Inbound Processing: LETB EOE (East of England)

DE\_EOE\_DNF\_20180307\_00000241.DAT processed by NHS Interface Hub: 2018/03/08 13:47:03

  Total: 17 records read (inc Header/Footer),  0 records excluded (failed validation), 15 records processed of which:

    0 : records changed

    15 : records are new

    0 : records deleted

  1 Medical Rotation notification(s) sent and 1 spreadsheet(s) generated

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

 esr.interfaces@nhs.net

>

Example 2:

2018/04/30 09:27:11 NHS Interface Hub Deaneries Inbound Processing: LETB EOE (East of England)

DE\_EOE\_DNF\_20180427\_00000095.DAT processed by NHS Interface Hub: 2018/04/30 09:26:36

  Total: 6 records read (inc Header/Footer),  0 records excluded (failed validation), 4 records processed of which:

    0 : records changed

    4 : records are new

    0 : records deleted

  1 Medical Rotation notification(s) sent and 1 spreadsheet(s) generated

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

    esr.interfaces@nhs.net

>

* 1. **Generic Inbound Notification Format (‘Target’ File - NHS Interface Hub > ESR)**

This file will be produced by the NHS Interface Hub. There will be one file per NHS Trust. This file may contain multiple notifications for the NHS Employer.

File Name = GI\_vvv\_DNF\_CHG\_YYYYMMDD\_99999999\_P.DAT

Where:

|  |  |
| --- | --- |
| XX | The fixed length file type. Define as a constant ‘GI’ to denote a GI Interface File  |
| Vvv | The fixed length VPD Code. |
| DNF | Indicating Deanery Notification File |
| CHG | The fixed length sub file type.‘CHG’ - to denote Changes file as  |
| YYYYMMDD | Date corresponding to the date the file was created |
| 99999999 | Interface Run Sequence Number, incremented for each file |
| P | Processing Mode: ‘V’ for “Validation Only” or ‘C’ for “Commit”. |
| DAT | Constant ‘DAT’ extension denoting data file |

The following section defines the data items.

Each file is VPD specific. Records types are identified by the first 3 characters of each line. The data within the file is ordered by record type as followed:

|  |  |  |
| --- | --- | --- |
| **Seq.** | **Record Type** | Comments |
|  | HDR | File Header |
|  | NOT | A workflow notification record type. |
|  | TRL | File Trailer |

* 1. **File Format**

The following file format must be observed.

* + 1. **File Header**

There must be one and only one header record per file. It must be the first record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **No.** | **Data Item** | **Data Format** | Comments |
| T\_HDR01 |  | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
| T\_HDR02 |  | Creation Date | TSMP+ | File Creation Timestamp.Format YYYYMMDD HH24MISS |
| T\_HDR03 |  | Previous Run Date | TSMP | Previous Run Date.Format YYYYMMDD HH24MISSNot relevant to inbound ‘NOT’ only files. |
| T\_HDR04 |  | Run Date | TSMP | Current Run Date. Format YYYYMMDD HH24MISSTypically all changes included in Interface file will have been made between Run Date and Previous Run Date, but not enforced by ESR.Not relevant to inbound ‘NOT’ only files. |
| T\_HDR05 |  | File Name | X(60)+ | The file name normally corresponding to the file name on disk, but not enforced by ESR. |

* + 1. **Notification Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | **Comments** |
| T\_NOT01 |  | Record Type | X(3)+ | Fixed value ‘NOT’ = Notification Record Type |
| T\_NOT02 |  | Notification ID | N(10)+ | Unique Notification ID as supplied by external system. ESR will only ensure that it is numeric. For DIT Notifications this value will be generated by the NHS Hub. |
| T\_NOT03 |  | Role Type | X(80)+ | The Workflow role to which the notification should be sent to e.g. “Medical Staffing Officer” |
| T\_NOT04 |  | Notification Title | X(60) | A title for the Notification. This should be one of the following:* “Change of Projected Hire/End Date”
* “Medical Rotation Notification”
* “Update to Medical Rotations”
* “New Starter Reminder – Medical and Dental Trainees Notification” (This is only relevant to NHS ESR System Integration Team – the DIT system will not be expected to generate this notification)
* “New Training Position created within DIT system”

Note: ‘Update to Medical Rotation’ notification will only include the withdrawals and will not include notification around replacements.  |
| T\_NOT05 |  | Notification Detail | X(2000) | The full text to present in the Notification.See section 8.5 for details of the format and content. |
| T\_NOT06 |  | Expiry Date | Date | A date after which the Notification is automatically deleted by the system – always expires 60 days after creation. |
| T\_NOT07 |  | Rules | X(10)+ | ‘DELONE’= “Delete each specific Notification as it is read. |
| T\_NOT08 |  | Line No | N(10 | Set by the ESR import processing and corresponding to the Line No of the record as received in the original from the external system.Ignored for GI interface ‘CHG’ files |
| T\_NOT09 |  | Processing Status | X(10) | Set by the ESR import processing and populated in ‘ACK’ and ‘CNF’ files where appropriate.‘C’=Record Created Successfully‘U’=Record Updated Successfully‘D’=Record Deleted Successfully‘E’=Error occurred during processing‘W’=WarningIgnored for GI interface ‘CHG’ files |
| T\_NOT10 |  | Processing Message | X(500) | Set by the ESR import processing and populated in ‘ACK’ and ‘CNF’ files where appropriate.ESR will ignored this item for ‘CHG’ files |

* + 1. **File Trailer**

There must be one and only one Trailer record per file. It must be the last record in the file. This header record is common to all Generic Inbound Interface files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | **Comments** |
| T\_TRL01 |  | Record Type | F(3)+ | Fixed value of ‘TRL’ |
| T\_TRL02 |  | Record Count | N(10)+ | Number of records in the file including the header and trailer records. |

* 1. **Notification Details Content**
		1. **Change to Projected Hire/End Date Notification**

Create a ‘Change to Projected Hire/End Date’ template which will be controlled and triggered by the DIT system and sent to the appropriate trust.

The notification should provide the outline of the person concerned and the change in information, urging the ESR user to manually amend the record.

The notification will appear as illustrated below:



The NHS Interface Hub should produce one notification per day (possibly containing multiple applicant details). Where the 2000 character limit is exceeded for the same MSO role holder in the same VPD, a new notification will be generated.

The New Projected Hire Date and New Projected End Date should only be populated where a change has occurred. If either of these dates remain the same this field should be blank.

* + 1. **Medical Rotation Notification**

Create a ‘**Medical Rotation Notification**’ template which will be controlled and triggered by the DIT systems and sent to the appropriate trust.

The notification should provide the outline reason of the notification and a link to the Medical Rotation Grid. The actual grid will be created by the NHS Interface Team with the information supplied by the DIT system. It will be located on the NHS Hub, accessible only by the ESR users who have received the link, and are able to provide a DIT region specific password. These passwords will be agreed closer to implementation of the new process.

The notification will appear as illustrated below:



The Notification will be available to each role holder and will not be removed or deleted by another role holder opening the same notification in their work list. The notification should be available for 60 days from the date of creation.

The Medical Rotation grid should open in Microsoft Excel and it should be possible to save a copy locally.

The grid should contain deanery post numbered positions relevant to that VPD including where a position/s is part of a shared/host arrangement as indicated on the new field on the position DFF linked to the DPN number.

The grid will list all of the medical trainings positions at the trust and its purpose is to identify who is going to be in which position at the next rotation date to identify, new starters, internal rotators and leavers. There will be one row for each post and the row will identify positions, current post holders and replacement post holders.

Note that the DIT system will produce a full file on the first run for an Employing Authority, which will document each of the training posts and respective trainees for the organisation. Thereafter the DIT notifications process will operate in changes mode for Medical Staffing Rotation Notifications.

The full file provided initially by the DIT system should be stored away for reference of the NHS interface processes, to assist with the production of updated ESR notifications. When the DIT system produces a change file, details of the change should be added into the Employing Authorities Medical Rotation grid and the link will be sent to the user within the body of the Medical Rotation Notification.

Data items will include:

Header – **Position Details**

* ESR Position Number
* DPN
* Position (title)
* Organisation
* Location
* Lead Trust (to be derived from the ESR position record)
* Area of Work

Header – **Current Post Holder**

* Last Name
* First Name
* GMC Number
* Projected End Date
* Next Placement
* Working Hours Indicator
* Sub Specialty

Header – **Next Post Holder**

* Last Name
* First Name
* GMC Number
* Current Placement Email Address
* Projected Working Hours
* Projected Start Date
* Trainee Grade
* Sub Specialty

Header - **Extra Info**

* Position Vacant at Next Rotation

The sort order for the post and person data within the target file should be by Area of Work in the first instance. Thereafter the information should be sorted in order of Location, organisation, then Position Number and then by Last name.

**Note: A change to the Medical Staffing Rotation should be identified by a dark blue cell. The whole record should be a light blue colour to draw the user’s attention.**

An example of how the grid may be presented in the embedded document below:



Design Note: Please ensure the URL remains active for 100 days after it is first created, so that users can retrieve the information at a point in time after they have first accessed it.

**Design Note 1**: The following describes the generation of MEDROT notifications. Where a duplicate occurs i.e. that two or more position numbers are associated with the same DPN in ESR and where this is then erroneously assigned to two different individuals in the DIT system (which is confirmed by the Generic source notification file that is sent by the DIT system to ESR); the resultant DCF file or the DIT confirmation file will inform the DIT system supplier of the error. In the MEDROT where duplicates have occurred as defined above,, a notification will be generated in the MEDROT for the first record in the Notification file and a validation error produced in the DCF for each subsequent record that is encountered that has a separate position number but same DPN and they will also be included in the MEDROT notification.

**Design note 2**: Currently there is a gap in the MEDROT notification table as it does not display all the individuals that share a position. Where multiple individuals have the same position number and the same DPN only one row / individual is displayed. An enhancement will be delivered in the future between NHS ACT and TIS to account for this scenario on the MEDROT.

* + 1. **Update to Medical Rotations**

These notifications will be sent by the DIT system to the MSO Role when an applicant previously created has subsequently been withdrawn from the position and a replacement applicant is required.

There will be two types of Update Notification:

1. **Update – Applicant Withdrawn**
2. **Update – Replacement Application (Not currently used)**

The notifications will hold the following information:

**Update to Medical Rotation Notification – Applicant Withdrawn**

Date items should include:

Header – **Withdrawn Medical and Dental Trainee**

* Last Name
* First Name
* GMC Number supplied by DIT system
* Withdrawal Reason
* Employee status

Header – **Position Details**

* ESR Position ID (Number)
* DPN
* Managing DIT region
* Position (title)
* Job
* Organisation
* Location
* Occupation Code
* Host/Lead Employer Status (Lead Employer/Host Employer)
* Lead Trust (to be derived from the ESR position record)

*Design Note: All data items should have the relevant description against the data itself. For example:*

Below is an illustration of how the notification should appear:



If more than one withdrawal notification is received from the Doctors in Training System per day, one notification per specialty should be created for the ESR user, where possible. Due to the 2000 character limit for this notification within ESR, it may be necessary to generate more than one ESR notification per specialty per day.

Records should be sorted in the order of location and then surname of the trainee.

**Update to Medical Rotation Notification – Replacement Applicant**

Note: It has been observed that the HEE suppliers have been utilising a combination of Type 1 and Type 2 notifications to inform about the replacements as opposed to a type 3 notification ~(where type 3 is a categorically a replacement- refer layout of the DNF file). It is possible that there could be situations that arise which may not qualify as replacements and hence NHS ACT is unable to produce a replacement notification.

This notification will include the details shown in the illustration below:



Date items should include the following:

Header - **Replacement Medical and Dental Trainee**

* Last Name
* First Name
* GMC Number
* Current Placement (VPD and name of current placement)
* Projected Hire Date

Header – **Position Details**

* ESR Position ID (Number)
* DPN
* Managing DIT Region
* Position (title)
* Job
* Organisation
* Location
* Occupation Code
* Host/Lead Employer Status (Lead Employer/Host Employer)
* Lead Trust (to be derived from the ESR position record)

*Design Note: All data items should have the relevant description against the data itself. For example:*

Header - **Replacement Medical and Dental Trainee**

* Last Name – Jones
* First Name - Samantha
* GMC Number - 1234567
* Current Placement – 298 Leeds Teaching Hospitals
* Projected Hire Date – 1st November 2012

If more than one withdrawal notification is received from the DIT system per day, one notification per specialty should be created for ESR user, where possible. Due to the 2000 character limit for this notification within ESR, it may be necessary to generate more than one ESR notification per specialty per day.

Records should be sorted in order of location and then surname of the trainee.

* + 1. **Doctor in Training Starter Reminder**

Create a new ESR Notification which is sent to the MSO Role reminding the MSO that an applicant record has been created and may still need action. This notification will be initiated by the NHS Interface Hub, by using the projected start date field. This notification should be limited as follows:

Only include those in the medical and dental staff group attached to a position where a DPN has been recorded.

This should be sent 5 working days before the projected hire date detailed in the applicant record.

The notification will be in table format and will list all medics matching the criteria above.

The notification will appear as illustrated below:



Data items (in table format) to include:

* Position Number
* Last Name
* First Name
* GMC Number
* Projected Hire Date
* Projected Working Hours

Design Note: There is a 2000 character limit on this notification within ESR. Where there are large volumes of new starters commencing work on the same date (and the character limit is exceeded), that multiple notifications are produced to list all new starter details. Group new starter notifications by specialty, producing 1 notification per specialty per day.

Additional Logic for Withdrawn Applicants:

Before the NHS Hub produces the new starter notification, it should check the Employee Status flag. If the field contains ‘ex-Applicant’ then do not create the new starter notification.

Sort the trainee details records in order of Trainee Surname and then ESR position number.

It should be possible to enable or disable this notification, so that Lead Employers are not bombarded with new starter notifications at peak intake/rotation periods.

* + 1. **New Training Position created within DIT System**

Create a new ESR Notification which is sent to the MSO Role highlighting to the MSO that a new position record has been created within the DIT system. This notification will be initiated by the receipt of a type 5 notification – New Training Position created within DIT system, where a new post is created and associated with the VPD.

The notification will be in table format and will list all new positions created within the DIT system for the corresponding VPD.

The notification will appear as illustrated below:



Data items (in table format) to include:

* Training Post Number
* Source DIT Region
* Site/Location
* Specialty

Design Note: There is a 2000 character limit on this notification within ESR. Where there are large volumes of new posts, then multiple notifications are produced to list all details.

* + 1. **DIT Notification Confirmation Files**

A confirmation file is produced by the NHS Hub with a layout defined below. *Note: This is only produced for TIS.*

**Header:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | Comments |
| S\_HDR01 | 1 | Record Type | F(3) + | Type of record Fixed value of ‘~SUCCESS~~HDR’ |
| S\_HDR02 | 2 | File Name | X(60)+ | The file name normally corresponding to the file name on diskE.g.: DE\_EOE\_DNC\_20180212\_00000056.DAT |
| S\_HDR03 | 3 | Creation Date | TSMP+ | File Creation Timestamp.Format YYYYMMDD HH24MIE.g. 20180212 1156 |

**Notification Outcome Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **No.** | **Data Item** | **Data Format** | **Comments** |
| S\_NOT01 |  | Record Type | X(3)+ | Fixed value ‘NOT’ = Notification Record Type2~SUCCESS~~"NOT"Where 2 is the relative positionIf outcome= ‘Success’ it will be followed by two consecutive tildes ‘~’ .If outcome = ‘Fail’ it will be followed by two tildes ‘~’ that enclose the reason for failure. 2~FAIL~Error: Field Notification VPD is Mandatory and field value is empty~NOT |
| All the subsequent fields are the same as received in the inbound Notification file from the DIT system  |
| S\_NOT02 |  | Notification VPD | N(3)+ | Should contain the VPD code for the destination of the notification.  |
| S\_NOT03 |  | Notification Title Code | X(60)+ | The title for the Notification. This should be indicated by a numeric digit according to the following rules:* ‘1’ - “Medical Rotation Notification”
* ‘2’ - “Update to Medical Rotations – Applicant Withdrawn”
* ‘3’ – “Update to Medical Rotations – Replacement Application” (*Not currently used)*
* ‘4’ – “Change to Project Hire/End Date”
* ‘5’ – “New Training Position Created within DIT system”
 |
| S\_NOT04 |  | Source DIT Region |  | Name of DIT Region  |
| S\_NOT05 |  | ESR Position Number | N(10) | ESR Position Number (T\_POR05) provided from the RMT file. Mandatory for the Notification of Medical Rotations, Change to Projected Hire/End Date and the Update to Medical Rotations Notifications.Null for the New Training Position Created within DIT system notification. |
| S\_NOT06 |  | Deanery Post Number | X(30)+ | Deanery Post Number as captured in the DIT system.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications and the New Training Position Created within DIT system. |
| S\_NOT07 |  | Managing DIT Region | X(10) | Managing DIT Region Code.See appendix for details of source DIT region codes.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT08 |  | ESR Position Title | X(60)+ | Position Title Provided on the POR record. To be supplied for the Notification of Medical Rotations, Change to Projected Hire/End Date and the Update to Medical Rotations Notifications. |
| S\_NOT09 |  | ESR Position Title  | X (60)  | To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT10 |  | ESR Organisation | X (240)  | Can be ward, department, directorate etc.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT11 |  | ESR Location | X (240)  | Should be Organisation location.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT12 |  | Occupation Code | X(5) | Code and not meaning must be supplied.To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT13 |  | Host/Lead Employer Status (Lead Employer/Host Employer) | X (4)  | To be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notifications. |
| S\_NOT14 |  | Lead Trust  |  | Provide ESR VPD Code. To be derived from the ESR POR record (if available). Only needed if row 13 indicates the VPD is a ‘host’ employerTo be supplied for the Notification of Medical Rotations and the Update to Medical Rotations Notification. |
| S\_NOT15 |  | New Training Position Location |  | Free text field.To be derived from DIT system which details which site a new position is expected to be located at.To be supplied for the New Training Position Created in DIT system notification. |
| S\_NOT16 |  | (Current Trainee) Last Name  | X(150)+ | Legal Surname of Person (where available). GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification and Change to Projected Hire/End Date Notification. |
| S\_NOT17 |  | (Current Trainee) First Name  | X(150)+ | Legal First name (where available) GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification and Projected Hire/End Date Notification. |
| S\_NOT18 |  | (Current Trainee) GMC Number | X(15) | Professional Registration Number. Must be GMC.To be supplied for the Medical Rotations Notification and Projected Hire/End Date Notification. |
| S\_NOT19 |  | (Current Trainee) Projected End Date | X(8) | Format YYYYMMDDTo be supplied for Medical Rotations Notification |
| S\_NOT20 |  | (Current Trainee) VPD for next placement | N (4) | VPD Code of next employer. Note – to be supplied even if the trainee is rotating within the same employer (i.e. internal rotation)To be supplied for Medical Rotations Notification as VPD Name.*Note that where the VPD is not known, this should be specified in the file as ‘NOT KNOWN’.* |
| S\_NOT21 |  | (Next Appointment) Trainee Last Name | X(150)+ | Legal Surname of Person (where available). GMC register name to be supplied where no legal name.VPD for trust which trainee is moving to.To be supplied for the Medical Rotations Notification. |
| S\_NOT22 |  | (Next Appointment) Trainee First Name | X(150)+ | Legal First name (where available) GMC register name to be supplied where no legal name.To be supplied for the Medical Rotations Notification. |
| S\_NOT23 |  | (Next Appointment) Trainee GMC Number | X(15) | Professional Registration Number. Must be GMC.To be supplied for the Medical Rotations Notification. |
| S\_NOT24 |  | (Next Appointment) Current Placement VPD | N (4) | VPD of current employer.Note – to be supplied even if the trainee is rotating within the same employer (i.e. internal rotation)To be supplied for the Medical Rotations Notification as VPD Name.*Note that where the VPD is not known, this should be specified in the file as ‘NOT KNOWN’.* |
| S\_NOT25 |  | (Next Appointment) Projected Start Date | X (8) | Format YYYYMMDDTo be supplied for the Medical Rotations Notification. |
| S\_NOT26 |  | (Next Appointment) Trainee Email Address | X (60)  | Full email address for trainee.To be supplied for the Medical Rotations Notification. |
| S\_NOT27 |  | Trainee Placement Location |  X (150) | Placement site provided by the DIT system |
| S\_NOT28 |  | Withdrawn Trainee Last Name | X(150)+ | Legal Surname of withdrawn DIT (where available) GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notifications |
| S\_NOT29 |  | Withdrawn Trainee First Name | X(150)+ | Legal First Name of withdrawn DIT (where available) GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT30 |  | Withdrawn Trainee GMC Number | X(15)+ | To be provided for Update to Rotation Notification. |
| S\_NOT31 |  | Withdrawal Reason |  | Reasons to include: ‘Out of Programme’ (OOP); ‘Maternity’; ‘Other’.Provide code:1. OOP
2. Maternity
3. Other
 |
| S\_NOT32 |  | (Next Appointment) Trainee Grade | X (150) | Grade from DIT system.Valid items are expected to be: F1, F2, CT1, CT2, CT3, and ST1 to ST8 |
| S\_NOT33 |  | Replacement Trainee Last Name | X(150)+ | Legal Surname of replacement DIT (where available). GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT34 |  | Replacement Trainee First Name | X(150) | Legal First Name of replacement Junior Doctor (where available). GMC register name to be supplied where no legal name.To be provided for Update to Rotation Notification. |
| S\_NOT35 |  | Replacement Trainee GMC Number | X(15) | Professional Registration Number for Replacement Junior Doctor. Must be GMC Number.To be provided for Update to Rotation Notification. |
| S\_NOT36 |  | Replacement Trainee Current Placement (VPD) | N(4) | Employing Organisation for Current Placement. This will assist Organisations in running the ESR Inter Authority Transfer Process. To be provided for Update to Rotation Notification. |
| S\_NOT37 |  | Replacement Trainee Projected Hire Date | X(8) | Date of Projected Hire – Format YYYYMMDDTo be provided for Update to Rotations Notification |
| S\_NOT38 |  | Placeholder |  |  |
| S\_NOT39 |  | (Next Appointment) Change of Projected Hire Date | X (8) | New Date of Projected Hire – Format YYYYMMDDTo be provided for Change of Projected Hire/End Date Notification. |
| S\_NOT40 |  | (Current Trainee) Change of Projected End Date | X (8) | New Date of Projected End Date – Format YYYYMMDDTo be provided for Change of Projected Hire/End Date Notification. |
| S\_NOT41 | 1. S
 | Area of Work | X(60) | Area of Work on the POS record. (If provided)If Area of Work is not available on the POS record, please supply ‘Not Known’. |
| S\_NOT42 |  | (Next Appointment) Working Hours Indicator | N(2) | Hours of work of the next trainee. The DIT system will supply value from the WTE field within the DIT system.To be provided for the Medical Rotation Notification(May contain decimals) |
| S\_NOT43 |  | Post Vacant at next Rotation |  | Yes / No IndicatorTo be provided for the Medical Rotation Notification.  |
| S\_NOT44 |  | (Current Trainee) Change to WTE/Working Hours Indicator | N(2) | Hours of work of the current trainee. The DIT system will supply value from the WTE field within the DIT system.To be provided for the Medical Rotation Notification(May contain decimals) |
| S\_NOT45 |  | Medical Rotation Post Delete Indicator | X(4) | ‘DEL’ or NullTo be provided for Medical Rotation Notification. If this field contains ‘DEL’, we will remove the position from our Master Medical Rotation. |
| S\_NOT46 |  | (Current Trainee) Sub Specialty | X(150) | Sub Specialty, if and as recorded in DIT system. To be provided for Medical Rotation Notification.Free text and not related to an ESR LOV |
| S\_NOT47 |  | (Next Appointment) Sub Specialty | X(150) | Sub Specialty, if and as recorded in DIT system. To be provided for Medical Rotation Notification.Free text and not related to an ESR LOV |

**Trailer record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.**  | **No.** | **Data Item** | **Data Format** | **Comments** |
| S\_TRL01 |  | Record Type | F(3)+ | Fixed value of ‘NN~SUCCESS~~TRL’Where NN is the relative position of the record in the notification file. |
| S\_TRL02 |  | Record Count | N(10)+ | Number of records in the file including the header and trailer records. |

**Design Note**: Where DIT system has erroneously assigned two or more individuals to the same DPN (and with different position IDs) where only one applicant and one position ID is expected then the DIT Confirmation file will communicate this error with record status SNOT01=‘Fail’.

Example:

3~FAIL~Error: VPD Position Number [180 15323990] is a duplicate within this file~"NOT"

* + 1. **E-Mail Notifications from NHS Central Team to DIT System Supplier**

*Note: This is provided to both DIT system suppliers.*

The NHS hub will produce email notifications to the DIT system supplier after the inbound notification file from the DIT system has been processed.

2018/02/08 15:47:12 NHS Interface Hub Deaneries Inbound Processing: LETB EOE (East of England)

DE\_EOE\_DNC\_20180207\_10000055.DAT processed by NHS Interface Hub: 2018/02/08 15:46:45

  Total: 78 records read (inc Header/Footer),  0 records excluded (failed validation), 76 records processed of which:

    21 : records changed

    55 : records are new

    0 : records deleted

    0 : records skipped (no change from previous)

  1 Medical Rotation notification(s) sent and 1 spreadsheet(s) generated

Please do not reply to this e-mail address as it is not monitored

If you have received this e-mail in error, please forward it to:

    esr.interfaces@nhs.net

>

1. **Frequency**

The RMT interface process will run automatically on a daily basis. The resultant RMT outbound interface file will be made available to the DIT system as soon as the NHS Interface Hub has completed processing. This interface process can be run in ‘Full’ or ‘Changes’ mode. It is anticipated that ‘full’ mode will be used for the purposes of implementation and thereafter the Interface will run in changes mode. A ‘full’ file request may be made on an agreed basis. Details of the file request process are documented in section 10 below.

The Applicant Inbound interface process will run automatically on a daily basis. The resultant inbound applicant interface files will be processed into ESR overnight (as per the current Recruitment Interface process). The resultant inbound notifications will be processed into ESR according to the timeframe specified in the Generic Inbound Interface specification JJ-28220.

1. **Full outbound interface file: request process**
	1. **RMT (Full File Request) Interface File Naming Convention**

The request for a full file must be made by the DIT system suppliers. The resulting full file supplied will contain data for all positions and employees linked to the DIT region requested.

The Full File Request must be named using the following convention:

DE\_DDD\_RMR\_ccyymmdd\_uuuuuuuu.DAT

Where:

|  |  |
| --- | --- |
| DE | Constant ‘DE’ to denote an Deanery Interface File  |
| DDD | Three digit DIT Region Code.* For example: West Midlands - WMD
 |
| RMR | Request for RMR File – Reconciliation and Medical Trainee File |
| R | Constant ‘R’ to denote a ‘Full File Request’ file  |
| ccyymmdd | Interface Run Date corresponding to the date the file was created |
| uuuuuuuu | Unique Interface Run Sequence Number, incremented for each file |
| DAT | Constant ‘DAT’ extension denoting data file |

For example for WMD :

DE\_WMD\_RMR\_20101126\_00001234.DAT

* 1. **File Transfer Schedule**

A request should be submitted to the NHS Interface Hub by 17:00 for the Full RMT file to be supplied before midday the following working day.

* 1. **Snapshot Refresh Request File Layout**
		1. **Header**

There must be one and only one Header record per file. It must be the first and only record in the file.

| Item No. | Data Item | Data Format | Comments |
| --- | --- | --- | --- |
| 1 | Record Type | F(3) + | Type of record Fixed value of ‘HDR’ |
| 2 | File Name | X(40)+ | The name of this file |
| 3 | Requested Run Date | F(15) + | Timestamp at which the Requested Extract is required to be run. Format YYYYMMDD HH24MISS.This must be in range T (where T = current date & time) to T+40 days.The extract will be run as soon as possible after the specified timestamp. |

1. **Design consideration**
	1. **Multiple Assignment Records**

For HEE and TIS, in the same employing organisation only one person record (PER) in ESR is expected to be associated with one Assignment (ASG) record at a time. With one ASG record ending and another ASG record starting to reflect a position (DPN) and rotation change. When a DIT is moving between different employing organisations there will be a new PER record created with the new ASG record upon the start date. In these instances, ASG records will be created with start dates and fully documented on the ‘full’ target RMT file. I.e. data in the person, assignment, address, professional body information, qualifications and absence (if applicable) records will be re-stated in full against the appropriate position records at the point of the new start date - when the DIT becomes an employee at the same or new employing organisation.

Please note, as ESR is a date tracked system it is possible that the previous ASG and associated record set will not be terminated until after the end date has passed, so two ASG records would be still active past the new rotation start date. It is also possible that a DIT is not hired into their new position / rotation until after the start date (but before the ESR payroll cut-off date).

* 1. **Empty Posts**

Where a position is not associated with a person in ESR, i.e. employee as defined in the selection criteria, the outbound interface will not contain any person or assignment records. It will, however, produce a Position Reconciliation (POR) record when a Deanery Post Number is first assigned to the position / a change is made or the Deanery Post Number is deleted.

* 1. **‘Host’ and ‘Lead’ Employer Arrangements**

The process is designed to assist NHS Organisations acting as ‘host’ or ‘lead’ employers for medical trainees. By definition, the ‘lead’ Employer is the Organisation which pays a Medical Trainee and holds their employment contract. The ‘Host’ employer is the Organisation at which the Medical Trainee actually works (where this differs from the ‘lead’ Employer).

It is now possible for NHS Trusts to note whether it is the lead or host employer for a training post within ESR Workstructures. This information will be shared with the DIT system through the Position Reconciliation Record on the RMT interface file. By recording this information and the DIT system storing it on their local system, it will be possible for both employer types to receive applicant information about new medical trainees. It will enable both the Lead and the Host Employer share its updates (should the DIT system choose to process both employer details into their database).

* 1. **Arrangements for Changed or Deleted Information**

The RMT file will provide the DIT system with information in ‘changes’ mode as well as providing a ‘full’ extract. For the purpose of the ‘changes’ mode, the interface must be capable of informing the DIT system of data changed or removed within ESR.

Where the interface is run in changes mode, changed or deleted information will be dealt with in the following way:

* The full record details will be supplied where one item on the previously supplied record has changed and item 4 on the record type will illustrate a change has been made to this record.

For example: where a DIT marries and changes her name from Hanson to Smith, the following information will be supplied:

PER,2038312,9605085,”C”,"263110","20167230","PX871100A","Smith","Jessica","","","Dr","F",19770105,"WMD/004/231/B","0121 333 1730","0783567580","","","","Z Not Stated",20060207,"Permanent","N","",,20020402

* The full record details will also be supplied where an item previously supplied is subsequently deleted and this will be identified by insertion of ‘**/NULL/**’ value.

For example: where the same DIT asks for their mobile phone number to be completely removed from ESR the following information would be supplied:

PER,2038312,9605085,”C”,"263110","20167230","PX871100A","Smith","Jessica","","","Dr","F",19770105,"WMD/004/231/B","0121 333 1530","/NULL/","","","","Z Not Stated",20060207,"Permanent","N","",,20020402

* A record that has been entirely deleted since the last update would be illustrated using the delete indicator (item 4 on each record type).

For example, where a DIT address is completely deleted as it was incorrectly recorded this would be illustrated by the delete indicator being populated in the appropriate field.

ADD,2038312,”D”,9605085,"Y","Home","6 Headley Court","Smithy Road","Altrincham","","Greater Manchester","M16 9BY","United Kingdom"

* 1. **Applicant Matching**

The DIT Interface process will require Position ID and Position Number to be available on the inbound applicant record in order to direct the application to the correct NHS Organisation. Therefore Position ID and Position Number will be mandatory fields. This information is available on the POR record on the RMT outbound interface file and should be included in the DIT system minimum data set required to create and export and applicant record. The other mandatory items are included in the Applicant Details section of the APP File Format.

NI Number, although not a mandatory data item, is also important to applicant matching. This data item allows the ESR administrator to perform an Auto Inter Authority Transfer (IAT) in ESR once the application is received. The IAT locates any existing ESR data for that DIT, if it exists, and updates the applicant record. If the DIT system does not have this information, this will be provided by the record set on the RMT outbound interface file every time this DIT starts a new rotation (new position) in ESR, or if a change is made to a their record during an employment.

1. **Useful contacts and other information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **DIT Region**  | **Region** | **DIT Region Code** | **DIT System** |
|  | HEE West Midlands  | West Midlands | WMD | TIS |
| James.harris@hee.nhs.uk  |
|  | HEE North East | Northern | NTH | TIS |
| TISSupport.North@hee.nhs.uk (Lynn Bradley) |
| Laura.Sams@hee.nhs.uk |
|  |
| <https://lasepgmdesupport.hee.nhs.uk/support/home> | HEE Kent Surrey & Sussex  | KSS | KSS | TIS |
|
| David.Pavey@wales.nhs.uk | HEIW | Wales | WAL | Intrepid |
| imsupport.south@hee.nhs.uk | HEE South West | Severn | SEV | TIS |
| South West Peninsula | PEN |
| imsupport.south@hee.nhs.uk | HEE Thames Valley & Wessex  | Wessex | WES | TIS |
| Oxford | OXF |
|   | HEE East Midlands | North | EMD | TIS |
| Gwilym.williams@hee.nhs.uk |
| David.short@hee.nhs.uk | HEE North West | North Western | NWN | TIS |
| Mersey | MER |
| Helan.raynor@hee.nhs.uk | HEE Yorkshire & Humber | Yorkshire & Humber | YHD | TIS |
|
| James.harris@hee.nhs.uk | HEE East of England | EOE | EOE | TIS |
|  | London | London | LDN | TIS |
| <https://lasepgmdesupport.hee.nhs.uk/support/home> |

**NHS ESR Systems Integration Team Contact:**

ESR.interfaces@nhs.net

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