

National Digital Recruitment System Implementation Update – June'19

Summary

Implementation of the Jobtrain National Digital Recruitment System (NDRS) is on track with four Boards currently live – NHS Greater Glasgow & Clyde, NHS Lanarkshire, NHS Lothian and NHS National Services Scotland. A short video provides a system overview from perspective of candidate, hiring manager and recruiter - <https://www.eess.nhs.scot/hmss/>.

What have we delivered?

- System funded, procured to agreed specification, configured, acceptance-tested and live.
- Though 'early implementers' stage with NHS Lanarkshire, NHS Lothian and NHS National Services Scotland, and in conjunction with National Recruitment Standardisation Group, system configured on basis of Once for Scotland and Standard Operating Processes established.
- System includes online processes for applications, shortlisting, interview booking, outcome recording, pre-employment check recording, references and issuing contracts of employment.
- Integration with SHOW Jobs site to maintain single NHS Scotland view of vacancies. Once implementation is complete this will move to native Jobtrain, though meantime candidates can still register directly on Jobtrain for job-alerts from the live Boards at <https://apply.jobs.scot.nhs.uk/>.
- Alignment with NHS Scotland Careers site for job families/colours and clear link through to Careers.
- Automated feeds for Boards to display vacancies in own local sites and Intranets and to automate feed to sites such as NHS Scotland Medical Jobs. Plus an internal staff site which includes all internal-only vacancies - <https://apply.jobs.scot.nhs.uk/internal>.

System usage



878 vacancies advertised



10,548 applications received



12,842 registered candidates

What's next?

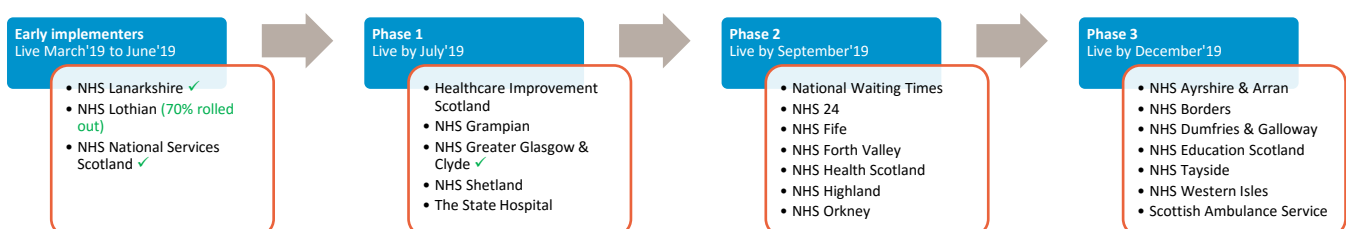
The 'early implementers' stage is now nearing completion with final work including lessons learned, formal evaluation (including feedback from candidates and hiring managers), finalisation of national business-as-usual support and system governance arrangements, work on reports, and delivery of a small number of agreed system continual improvements.

As agreed previously through HRDs Group and eESS Programme Board there are three phases of rollout. Phase 1 Boards have a target of July'19 go-live, with NHS Greater Glasgow & Clyde already live and the other Boards (per below) preparing.

Work on an interface to transfer new-starts data to eESS (and so then on to Payroll) is underway.

Work is scheduled to start evaluating functionality beyond the day-one Minimum Viable Product, where such functionality may bring further benefits to NHS Scotland. Next in this area are online 'approval to recruit' processes which will be developed with NHS Grampian and Redeployment functionality that is being developed in conjunction with NHS Lothian.

Implementation phases



What preparations should Board Recruitment Teams undertake?

Phase 1 Boards are already underway with scoping and configuration workshops in place.

For Phase 2 and Phase 3 Boards:

- Review the system demonstration videos and the growing library of national SOPs (available here <https://www.eess.nhs.scot/recruitment/>).
- Engage with Regional Recruitment Leads and representatives on the National Recruitment Standardisation Group.
- Consider and prepare for alignment of local processes to regional and national processes.
- Review the high level implementation plan below and progress work under the 'Initiation' column.
- Note that hands-on access to the a system will be provided at the UAT / Review stage as this is based on configuration with local Board information gathered during the earlier scoping stage.
- Also note that per the agreed implementation approach training for Recruitment staff will be provided in one or two locations, geographically grouped, for each phase.

High level Board implementation plan:

Workstream	Initiation (in advance)	Project Start / Scoping (week -8)	UAT / Review (week -4)	Set-up (week -2)	Go-Live (week 0)
Local Governance	<ul style="list-style-type: none"> • Establish Project Board and Project Lead. • Agree Communications Plan 	<ul style="list-style-type: none"> • Ensure Resources are all available 	<ul style="list-style-type: none"> • Review results in line with Business change 	<ul style="list-style-type: none"> • Review all stages and agree move to Live • Review access levels 	<ul style="list-style-type: none"> • Sign-off move to live
Project Team	<ul style="list-style-type: none"> • Identify Core team to deliver the Project • Project Manager • Subject Experts - Include Recruitment/ IG/IT/HR Systems 	<ul style="list-style-type: none"> • Overview of system • Initial UAT/review training • Review implementation plan 	<ul style="list-style-type: none"> • Undertake full system configuration review and check against current Business Processes • Highlight any required updates or changes and agree through Change Process 	<ul style="list-style-type: none"> • Ensure provision of training resources/venues • Advise all attendees • Identify Super-users 	<ul style="list-style-type: none"> • Review User access • Update Lessons Learned • Identify Reports module users
Local Resources	<ul style="list-style-type: none"> • Identify the teams to undertake each stage 	<ul style="list-style-type: none"> • Attend Scoping Meeting 	<ul style="list-style-type: none"> • Undertake system review and testing 	<ul style="list-style-type: none"> • Training 	<ul style="list-style-type: none"> • Adopt new system • Support users
Data	<ul style="list-style-type: none"> • Review current system or data storage • Assess data quality • Identify all locations and Hiring Managers from last 12 months. 	<ul style="list-style-type: none"> • User data for UAT/review stage • Organisation Hierarchy / Location data for UAT/review Stage 	<ul style="list-style-type: none"> • Identify any gaps in data provision • Review for quality 	<ul style="list-style-type: none"> • Final review of Board Data • Provide all user data 	
Business Change	<ul style="list-style-type: none"> • Identify all current SOPs and Procedures 		<ul style="list-style-type: none"> • Review current procedures against Jobtrain system & national SOPs • Identify Business change impact • Feed to Training plan 		
System Configuration			<ul style="list-style-type: none"> • Identify any Configuration changes • Test Configuration changes 		<ul style="list-style-type: none"> • Log any changes for future developments
Training	<ul style="list-style-type: none"> • Consider resources that need training • Review current on-line training resources 		<ul style="list-style-type: none"> • Review training plan 	<ul style="list-style-type: none"> • Training provided to all HR Users • Online training for Hiring Managers 	<ul style="list-style-type: none"> • Reports module (with live data)
Documentation	<ul style="list-style-type: none"> • PID and Plan 	<ul style="list-style-type: none"> • Reporting schedule 	<ul style="list-style-type: none"> • Test Scenarios and Change Log 	<ul style="list-style-type: none"> • Business processes updated • Privacy Impact Assessment (PIA) 	<ul style="list-style-type: none"> • Go-Live check list • SOPs
EESS National Team Support	<ul style="list-style-type: none"> • Planning and Lessons Learned 	<ul style="list-style-type: none"> • Attendance and advice 	<ul style="list-style-type: none"> • Provide Guidance 	<ul style="list-style-type: none"> • Training and support • Update Training Guides 	<ul style="list-style-type: none"> • BAU Support to local Board Super Users / system mgr
Jobtrain Supplier Team Support	<ul style="list-style-type: none"> • Provide plan for key dates and deliverables 	<ul style="list-style-type: none"> • Facilitate Scoping • Advise and Guide • Provide access to the Implementation Trello Board 	<ul style="list-style-type: none"> • Provide Test Scenarios • Advise through process • Make required and agreed changes 	<ul style="list-style-type: none"> • Load data • Transition to Live • Update documentation 	<ul style="list-style-type: none"> • Provide user access • Provide additional initial support • Provide support to Applicants

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