ELECTRONIC STAFF RECORD

Procedure for requesting a new supplementary role

The list of values for supplementary role is managed by the NSIG Chairs group. In order to request a new value, the following procedure should be followed:

The request for a new supplementary role should be completed on the attached form and emailed to [julie.bickerton@nhs.net](mailto:julie.bickerton@nhs.net).

The justification should include details on:

* how the proposed change would support any national strategy or initiative;
* the benefits that the change would provide;
* how the proposed change would improve the usability of ESR and increase productivity, or efficiency and effectiveness

Requests will be reviewed by the NSIG Chairs on a frequency as required, but at least at each quarterly meeting.

A response will be provided to the initiator within one week of the decision.

**NHS ELECTRONIC STAFF RECORD**

**Request for new supplementary role**

|  |  |
| --- | --- |
| Date requested: |  |
| Requested by:  (name, trust, VPD) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name for new supplementary role** | **Definition of new supplementary role** | **Justification for new supplementary role\*\*** | **Approved (Y/N)** | **If no, reason for not approving** |
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|  |  |  |  |  |

\*\* Justification should include details on how the proposed change would support any national strategy or initiative; the benefits that the change would provide; and how the proposed change would improve the usability of ESR and increase productivity, or efficiency and effectiveness

This form should be completed fully and emailed to [julie.bickerton@nhs.net](mailto:julie.bickerton@nhs.net).