Inter Authority Transfer Process (IAT)

Overview

Inter Authority Transfer (IAT) is an automated process that removes the manual procedures associated with NHS Staff Transfer Forms, and reduces the data entry needed following the appointment of staff from other NHS Trusts. The IAT process revolves around each employee’s Portable Data Set (PDS) which will accompany an individual from one NHS organisation to another.

Benefits

- Removes the completion and mailing of paper Staff Transfer Forms between NHS Organisations.
- Reduces the staff transfer processing costs at Organisation level by automation of the process.
- Reduce the time delay in obtaining current NHS staff information following transfers.
- Improves the range and quality of data transferred between NHS Organisations.
- Facilitates the earlier production of Contracts of Employment as a result of more timely and accurate data transfer.
- Securely transfers immunisations and vaccination checks data at the pre employment stage to Occupational Health Advisors.
- Transfers pre hire data related to National Statutory and Mandatory competencies and establishes if these match the competency requirements of their new position, to aid induction programmes and remove duplicate training and associated costs.
- Assists in paying staff correctly from commencement of employment reducing the need for retrospective corrections.
- Enables the standard NHS Employers Reference to be sent to an applicant’s previous employer for completion and returned to the requesting organisation electronically.
# Inter Authority Transfer Process (IAT)

## Non Automated IAT process

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<th>Hire</th>
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<tbody>
<tr>
<td><strong>IAT Initiator</strong></td>
<td></td>
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<tr>
<td>Search on Person Initiation form</td>
<td>Find person and request the PDS</td>
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<tr>
<td><strong>IAT Approver Source Trust</strong></td>
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</tr>
<tr>
<td></td>
<td>Match PDS Request to person and APPROVE the IAT</td>
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<tr>
<td><strong>Occupational Health</strong></td>
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<tr>
<td></td>
<td>Occupational Health administrator receives immunisation details for Applicant</td>
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<tr>
<td><strong>Stat &amp; Mand &amp; CSTF Competency Data</strong></td>
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<tr>
<td></td>
<td>Stat &amp; Mand Comp NT Role Holder receives details for competencies held by applicant and competency assessed for the position</td>
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<tr>
<td><strong>Reference</strong></td>
<td></td>
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<tr>
<td></td>
<td>Reference Request sent to Reference Approver Role at Source Trust</td>
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</table>
The “Initiator” is the Trust that has offered an existing NHS employee a new position, and the “Approver” is the Trust that currently/previousy employs that employee and from where the employee data will be transferred.
Process Steps:

1. At the end of the ESR Recruitment process, following an offer and acceptance of the new position, the Initiator will request the transfer of the employees’ Portable Data Set from the Approver. Depending on which IAT process is followed either the Initiator using the Automated IAT or the Approver using the non Auto IAT process will utilise a system search to identify the correct Employee Record. This search is based on a number of identifiers, such as NI Number or Professional Registration Number.

Following a successful match, the user will grant authorisation of the transfer of the Portable Data Set to the Initiator.

2. This process will deliver a workflow notification to the Initiator, and will include information that will facilitate the early generation of a contract of employment (e.g. Grade History). In addition the approval will send securely, any pre hire information related to immunisations and checks to the Occupational Health Advisor Role at the initiating trust and will also send separately any National Statutory and Mandatory Competencies that the employee has to the Statutory and Mandatory Role. This pre hire data enables the initiating trust to manage the required health clearance and induction process.

3. The full Portable Data Set can be transferred to the Initiator once the applicant has been hired.

4. Once the copy of the Employee Record is complete, a ‘Portable Data Set Copy Notification’ will be generated, and sent to both the Initiator and the Approver. This shows both the PDS value and the Employee Record value of a number of fields, together with an indicator (Yes or No) as to whether the Employee Record was successfully updated.

To enable the accurate determination of sickness entitlement, a process called IAT Occupational Sick Pay (OSP) transfers has been created. This is a menu option available to the Initiator and allows analysis of a previous absence record in order for the new employer to determine the employees’ correct entitlement.
Reference Request via IAT

A standard reference request can be sent to an applicant’s current/last employer using the IAT functionality.

The standard reference request feature enables the IAT initiator to opt for the inclusion of a reference request. The reference is based on the templates outlined in NHS Employers guidance.

An optional tick box called ‘Request Reference’ is located on the IAT Initiate Person Request form.

Once the IAT request has been approved, the reference request will be delivered via a Notification, to a ‘Reference Approver’ role in the previous organisation.

The Reference Approver will receive a pre populated standard reference form which they can review, validate and amend before approving and sending back to the requesting organisation.

What It Looks Like

The IAT process contains three steps:

1. Initiate the Request

The IAT request should be initiated when the applicant has a status of ‘Offer Post Conditional’ a prompt will appear if a possible match is found, advising users to consider running the IAT process. It can also be requested after the applicant has been directly hired as an employee.
Where there is an initial match on NI Number and DOB found the ‘Auto Person Match’ button is enabled. The reference request can also be included at this stage for applicants only.

By clicking the “Auto Person Match” button all matched records are displayed, showing the applicant details and a listing of employees (including ex-employees) that appear to have matching details. Matched records section provides details such as NI Number, Name, Professional Registration Number etc. that may be used to accurately match the person to the right record.

2. Match the person

Where the Auto Match Process is enabled, the IAT person matching form appears to the Initiator. The person matching form will list any records where the final match on last name or professional registration body and number is made. This completes the 100% person matching criteria.

The form will identify whether the approver has opted into the Automated IAT process.
Note: The Non Automated form has a different view and will require the initiator to search for the required trust and is used where a 100% match was not possible for the person. The form will list all organisations where person data has been found, with NI matches at the top of the list.

3. Approve Copy of Portable Data Set (PDS)

If the Initiator (using Auto IAT process) or the Approver (using non-auto-IAT process) is happy with the person matching they click the ‘Approve’ button. For the Automated process this will bring up the ‘IAT Person Confirmation’ form immediately. For the Non Automated process, the approver will be able to access the matching and confirmation forms via the workflow notification sent to them. This means that the initiator will have to wait for the approver to action the request. On average the non-Auto IAT process takes approximately 2 days to complete.
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Initiator/Approver will compare the matched and requested person data for final approval.

To confirm the match click ‘Yes’ and the Portable Data Set will be released to the Initiator.

Receiving the Portable Data Set - Requesting Employing Authority

After approval either by the Previous Employing Authority for non Auto IATs or using the Automated IAT process, the IAT Initiator or the IAT Initiator Role Holder/s (non-automated requests) at the Requesting Employing Authority will receive the following workflow notification.
If the Initiator is satisfied that this is the correct person the copy can be completed by clicking on the Perform Portable Data Set Copy button. This can only be completed for Employee records.
The employee’s record in the Requesting Employing Authority will be updated with the information contained in the Portable Data Set. The principle behind IAT is that only missing details are overwritten in the new record, so where details captured during recruitment are present they are not replaced with details from the previous employer.

Completion Notification

Once the information has been copied to the core system, both the Initiator and the Approver receive a completion notification.

This notification will show data held in the ESR employee record before and after the Portable Data Set copy has occurred and also advises if Occupational Sick Pay (OSP) data has been taken as part of the PDS.
Contents of the Personal Data Set

Absence Evidence Form

Users can enter the evidence against an occurrence of absence, together with the date of the evidence and the date on which they received this evidence. The source is entered as free text. If the employee personally informs their employers of their absence, the “Self Certificated” tick box should be checked.
Entitlement Calculation

OSP Entitlement Calculation

![OSP Entitlement Calculation Table]

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ESR Business Intelligence

An IAT Operations tab has been added to the NHS Staff Movements Dashboard. The tab contains an initial three analyses showing summary and detailed information relating to IAT operations performed for employees that are currently employed. The new tab is available to HR, Finance and BI Administration URPs.

Further Information

Further information can be obtained from the links below:

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<td>ESR User Manual (N3 Only)</td>
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You can also contact your regional NHS ESR Account Manager – their contact details are available in the ESR Team section of our website.