

Will our current systems be suitable for running the KSF? Do we need to use e-KSF?

If your organisation already has a HR management system, you may be wondering whether you can use that to run the KSF and record KSF progress. The KSF does not necessarily require you to implement new IT systems – indeed, we are conscious that we need to minimise the hurdles to rolling out KSF.

The e-KSF is free for NHS organisations to use, and of course the ESR is being implemented to hold a range of HR data, so we'd encourage you to think very carefully about buying or upgrading any new HR systems. However, you may be able to use your existing system to run the KSF provided it fulfils the following policy-determined criteria.

Your system to run the KSF needs to:

1. record all details of a post outline – dimensions, levels, indicators and areas of applications. (just recording dimensions and levels is not sufficient)
2. record both full outlines and foundation subsets
3. ensure that all outlines include core dimensions, and doesn't allow users to substitute other local or national frameworks for the KSF
4. use the correct language of outlines, development and review (it should not use phrases like "competency", "achievement", "target")
5. record that reviews and PDPs have been agreed in partnership (recording that the staff member agrees the recorded data – it is not sufficient to just record the manager's view)
6. Clearly differentiate between unapproved outlines and approved outlines, and record that outlines have been approved in partnership

The e-KSF contains a number of other features to allow smooth implementation of the KSF, so you may like to check that your current system can do the following, too, before making a decision to stick with it rather than use e-KSF:

- Store a library of outlines accessible to all staff
- Exchange data with the ESR
- Allow "self service" use by a wide range of staff – rather than as a central administration tool only
- Allow web-based access via internet browsers
- Allow sharing of post outlines between organisations
- Allow users to identify which KSF dimensions are to be addressed by which development activities
- Run specific reports about KSF progress that may be needed by organisations, SHAs and the Dept of Health

For more information about e-KSF, please visit www.e-ksfnow.org