

Medics Rostering Quick Tips





How do I know when, where and who I am working with?

Use our Loop app to check your personal, team or location-based schedule. If you work across varied clinical activities and locations then our ActivityManager module will allow your roster team to build in your activity and location detail to the schedule so that you can keep track in the app.

If you work with other clinicians using ActivityManager will mean that the staffing profile for each activity is bespoke, so the app shows who you are working with for each relevant session.







How do I assure clinical safety while also getting the time off that I need?

Our MedicOnDuty solution lets the department set rules which ensure safe cover is maintained while allowing doctors to balance work and home life. Multiple combinations of rules can be applied but typically there are two types of rule which are essential for balancing the needs of the individual and the service:



Examples:

- Maximum 5 people (of any, or specific grade/team/skill) can be allowed on leave on the same day.
- Minimum lead time for leave must be 6 weeks (42 days).

When considering which days to book time off work, Loop has you covered with some key insights:

• Showing others on leave, breakdown of entitlement, forward notice of activities you need to cancel/add notes for cover.



How do I know my working rota is safe? (Advice for clinical leads)

MedicOnDuty has a number of tools to help maintain safe cover:

• **Pattern recognition, spotting gaps** – shift colours can be used to help spot gaps in patterns from a helicopter view of the rota.

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	November 2022 =45	= 45	×47	=48 December 2022 =49	(+50) (+51) (+52)
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Paediatric Medica 🔍 🗸	67 November 2022			05 December 2022	
a ST4+ Advina, Millie (ST4+)	NWC NWC NWC Long Long Long	Long Long MWC	Late Late NUIC NUIC	Next Next Next Next Next Next Next Next	Nor Nor Nor Nor Ling Ling Ling Nor Nor Nor Ling Ling
1574+ Chandlet, Gracie (ST4+)	MANE MANE MANE	NING NING NING Long Long Long	E Long Long WWG	Late Late New New New New New New New	NWE NINE NINE NINE NEW HER HER HER LONG LONG LONG
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2 574+ Gray, Buby (ST4+)	net net net net net	Nigh Nigh Nigh Nigh	Long Long High High High	Late Late Late MMC Long Long MMC	NUC NUC Long Long Long NUC NUC NUC NUC NUC
ST4+ Haytes, Jake (ST4+)	Long Long MMC	Late Late NWC NWC	AS.	NUC AND AND NUC AND AND AND AND	Long Long Made Made Long Long Long Long Long Long Long Long
ST4+ Houst, Anthony (ST4+)	Nigh Nigh Nigh	Long Long Nigh Nigh Nigh	NUME NUME	New And And Long Long Long Long Marc	Late Late NWC
2 ST4+ Jane, Rachel (ST4+)	NWO NWO NWO	Nigh Nigh Nigh	Long Long High High High	Next Next Next Next Next Next Long Long Long	Long Long NWO Low Late NWO NWO NWO NWO NWO NWO NWO NWO
2 574+ Kelly Alfie (ST4+)	NWC NWC Long Long Long	NWC NWC NWC	Nigh Nigh Nigh	Long Long Mich Mich Mich Mich Mich	NWC NWC Long Long Long Long Long Long NWC Lone Lone Lone Lone Lone Lone Lone Lone
2 (ST4+ Nelson, Freys (ST4+)	Late Late Nov Nov	NUNC NUNC NUNC NUNC	NEWE NEWE NEWE NEWE		Lane Lane Lane Note Long Long Note Note Long Long Long Long
\$74+ Schoffeld, Henry (\$74+)	Long Long Migh Migh Migh	Late Late Late	Long Long NWC	Net Net Long Long Met Net Net	Nigh Nigh Nigh Nigh Long Long Nigh Nigh Nigh Nigh Nigh Nigh
2 (ST4+ Stewart, Abbie (ST4-)	Long Long Migh Migh	NWO NWO	Net Net Net Long Long Long	Long Long NWC Long Long NWC NWC	NING NING NING NING NING NING NING NING
2 (ST4+ Summers, Daniel (ST4+)	NWE NWE NWE NWE NWE	NING NING NING NING NING	Nigh Nigh Nigh	Long Long Nigh Nigh Nigh Late Late	NWC Long Long MWC NWC NWC Long Long Long MWC NWC NWC
2 (ST4+ Wood, Lucas (ST4+)	Night Night Night	Long Long Migh Nigh Nigh	Late Late Late	NWC Long Long NWC NWC Long Long Long	NUC NWC NWC NUC NUC NUC NUC NUC NUC NUC NUC

• Vacant Duties Window - Compare numbers of vacant duties with filled per team, grade, resident doctor rota etc.

All Requirements	All Grade Types V Card	fology v All Shift Types	Any Day	V All Local People V Only	Requests O Filter People	Too 🔮 Clear All	
GENERAL MEDICI	NE v Person	n Search	ĵ∂ Junior Drs 🗸 🗸			💐 🔓 📼	
	October 2024 41	Tuesday 08	Wednesday 09	Thursday 10	Friday 11	Saturday 12	Sunday 13
Consultant 2						LD:Sen Medid	LD:Gen Mede5
ST3+ 4	N:Gen Med N	N:Gen Med N	N:Gen Med N				
F2-CT2-F2-CT2	- No 0.10	- No G/C	- No 0/C	- No 0/C	- No G/C	- No 0/C	- Na 0/C
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Cardiology							
Cons Prentice, Kenny (Cons)	O/C.Gen Med Cow O/C 1	O/C-Gen Med Com G/C 1	O/C:Gen Med com/o/C1	O/C Gen Med Cow O/C 1			
CT ST3+ Carlewia, Tom (ST3+)			٥		LØ Gen Med oc		
🚊 ST3+ Khan, Mel (ST3+)	A/L						
2 F2-CT2 Cable, Harry (CT2)	*	•	D	0	D		
P2-CT2 Davies, Paul (F2- CT2)	LD:Gen Med oc	LD:Gen Med oc	Þ	Conf	*		
2 F2-CT2 Jones, Jenny (F2-CT2)	AL			· · · · · · · · · · · · · · · · · · ·			
2 F2-CT2 Mamood, Gary (F2-CT2)	0	D	LD-Gen Med 00	LD:Gen Med 00	*		
2 F2-CT2 Reo, Benny (FY2)	LD:Gen Med oc	LD:Gen Med 00	0	0			

• Activity Views – provide service orientated views of what activities are scheduled and the filled/unfilled status of requirements within those.

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		October 2024 (#41)						
		Monday 07	Tuesday 08	Wednesday 09	Thursday 10	Friday 11	Saturday 12	Sunday 13
TRACIMA & ORTHOPACIDICS	Ť	07 October 2024						
o arc.	Murning	SOW M. Jack Browne (Carro)	SOW M Jack Browne (Care)	SOW M. Jack Browne (Corri)	SOW M.Jack Browne (Care)	SOW Md. Jack Browne (Care)	SOW Md. Jack Browne (Core)	SOW Ind Jack Browne (Care)
CUN. Fracture	Morning		OPD-Recture	OPD-Fracture Mill Bran Eanstean (Sens)		OPO-Fracture		
	Afternoon	OPD Fracture	OPD fracture	OPD Fracture	OPD Fracture	OPD fracture		
Olinic.	Morning		OPD-New/Follow-up M Those Kellin (Core)	OPD Specialist Mil Cara Jacob (Cara)	OPD Specialist Million Tamshae (Cent)			
	Attension	OPD Specialist Ind Maple Makewold (Core)		OPD Specialist M Wepte Mekewaki (Core)		OPD Specialist Ind Care Jacob (Care)		
		OPD-New(Follow-up Inf These Retits (Care)						
Theater. 1	Morning	Em/Treame List Md Art Robot (Cerc)	Em/Trauma List M Wapts Makswoki (Conc)	Em/Treuma Liet Md Art Rebel (Cene)	Em/Trauma List Md Adl Alpan (Simo)	Em/Trauma List	Em/Trauma List Md Atli Algue (Core)	
		M San Beel (San)	M Veter Wood (Core)	M Veter Wood (Core)	M Jack Reservoir (Core)	Ind Andy Oliver (Care)	M Patrick Witson (Care)	
	Attension	Hand List M Brie Sambae (Cont)	Hip List		Knee List Mr Care Jacob (Care)			
		M Pret Menand (Core)	M Vene Wood (Care)		Monte			
O Theatre 2	Morning	Hip List M Case Janet Carel		Knee List. Midwitze Cateri Carol	Em/Trauma List			
		M Josens Warja (Core)		M Partick Wilson (Cars)	M Joanne Warje (Corn)			
	Afternoon			Em/Trauma List Mil Cara Janiti (Cara) Mil Possan Sasta (Cara)				
Theater. 3	Morning				En/Trauma List		Em/Treuma List Mil Antrea Cater Carel	
					M Petrick Witson (Care)		Mar Smith (Core)	
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				M Andrew Carbot (Care) M Andy Oliver (Care)		Milliother MillPronen Dapis (Cont)		

Activity Views use a RAG status for activities which can be viewed as far ahead as rosters are created – meaning gaps can be addressed ahead of time.

- Red A mandatory requirement is unfilled from my department
- Amber A mandatory requirement is unfilled from another resource unit
- Green All mandatory requirements are filled

lcons and sidebar colours can also be used to indicate specific information about a list, added either 'on the fly' or set to default in advance with the colour/icon. • Shift Counts - Keep track of how many duties each person on a working rota has worked, with filters for grade and reference period

Shift Count									8
Shift Count							0 Records	 X	С
				`	×				
Show Shift Tim	es								
Person	Grade	Total	- 09:00-17:00	D 09:00-17:00	LD 09:00-21:30	N 21:00-09:00			
Harry Cable	CT2	18	3	10	5	0			
Marcus Cope	F2-CT2	22	2	13	0	7			
William Racer	F2-CT2	18	3	10	5	0			
Yetunde Osborne	F2-CT2	2	0	0	2	0			
Andrew Sharrem	F2-CT2	20	3	13	0	4			
Angie Dunkels	F2-CT2	19	3	13	3	0			
Billy Race	F2-CT2	20	3	10	4	3			
Christi Rama	F2-CT2	18	3	10	5	0			
Dean Moriarty	F2-CT2	20	3	10	4	3			
Doug Osborne	F2-CT2	20	4	11	1	4			
Gary Mamood	F2-CT2	19	4	10	5	0			
Geoff Barnett	F2-CT2	21	3	13	2	3			

• **Headcounts** - Keep track of cover levels for specific duties on the working rota

EMERGENCY MED	ICINE V Pers	on Search 🭳 🖉				2 ⁰ 🗎 🗮	6
	September 2024 =36						
Unfilled Duties >	Monday 02	Tuesday 03	Wednesday 04	Thursday 05	Friday 06	Saturday 07	Sunday 08
EMERGENCY MEDICINE 🗸	19 August 2024						
Day 🗸	17	17	17	17	17	11	11
Cons	3	3	3	3	3	2	2
ST3+	4	4	4	4	4	4	4
F2-CT2	10	10	10	10	10	5	5
Evening 🗸 🗸	2	2	2	2	2	2	2
Cons	2	2	2	2	2	2	2
OnCall 🗸 🗸	1	1	1	1	1	1	1
Cons	1	1	1	1	1	1	1
Consultants							
🚊 Atkinson, Bill	Day Cons Day	Late Cons Late		Day Cons Day	Day Cons Day		Late Corro Late
🚊 Ball, Pamela						Late Core Late	
🚊 Bowman, Sean	On-Call Constrict		Late Consiture				
🚊 Branch, Mark	AL						
🚊 Cook, Aiden			On-Call Cons 0/C		H/D AM Cons H/D AM		
🚊 Grimes, Dominic			Late Core Late	On-Call Cons GrC			

How do I track delivery of DCC/SPA sessions over the year?

Session balance columns in ActivityManager use contracted activity values to calculate and display the target number of sessions a medic needs to work over a configurable number of weeks, which reduces as activities are assigned, either manually or via requests.



Contracted activities define the number of sessions on average a medic will do of each activity per week so that when multiplied by their weeks in attendance (usually 42) it totals the number of sessions contracted per activity for the year.

Session balance columns use the contracted activity values, in combination with session period length (no. of weeks) to determine what target figure to display at the end of the roster before any activities are assigned.

The following calculation is used to determine the target sessions over a reference period for an individual activity:



*13 week ref period: 13 X 7 = 91

Session balance appears, with dates of period in brackets, starting from the date specified. A percentage displays the proportion of contracted activity for the period that has been assigned and rostered from the target total. This supports self-rostering as it gives managers quicker oversight of which clinician might should be assigned a duty when requests on activity are oversubscribed.



Speak to us about medics rostering

Get in touch with us or scan the QR code to find out more:

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