

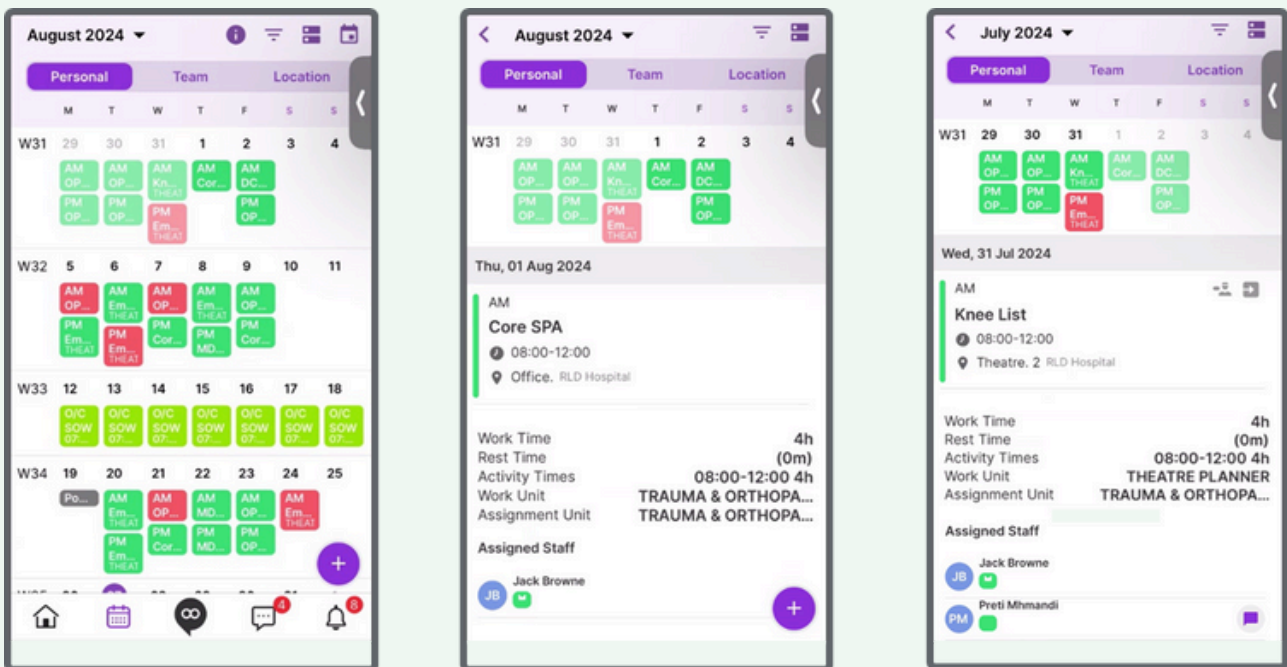
Medics Rostering Quick Tips



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:

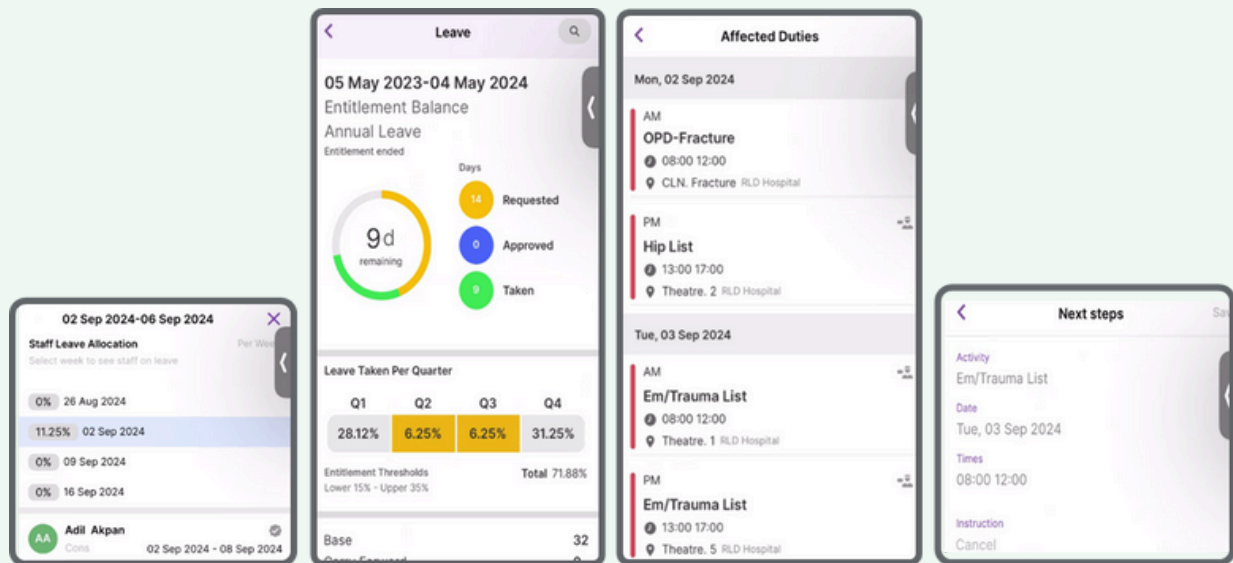


Examples:

- 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:

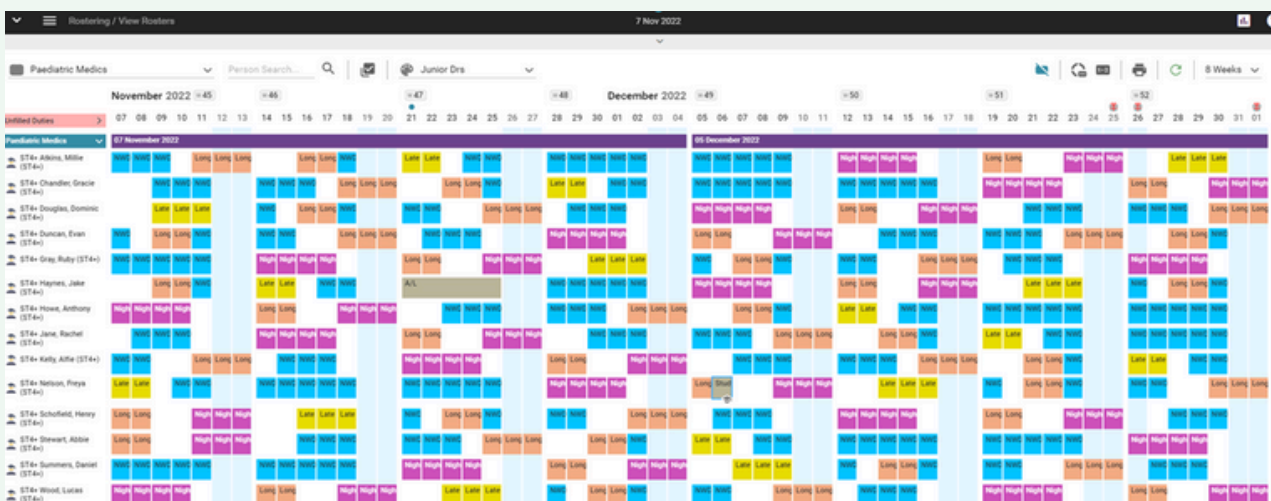
- Showing others on leave, breakdown of entitlement, forward notice of activities you need to cancel/add notes for cover.



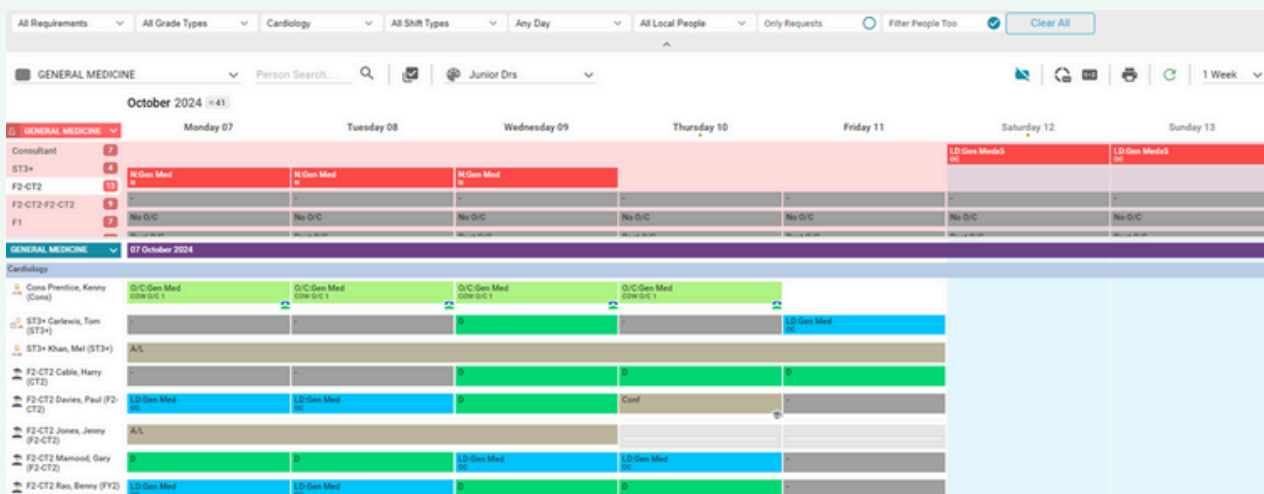
How do I know my working rota is safe? (Advice for clinical leads)

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

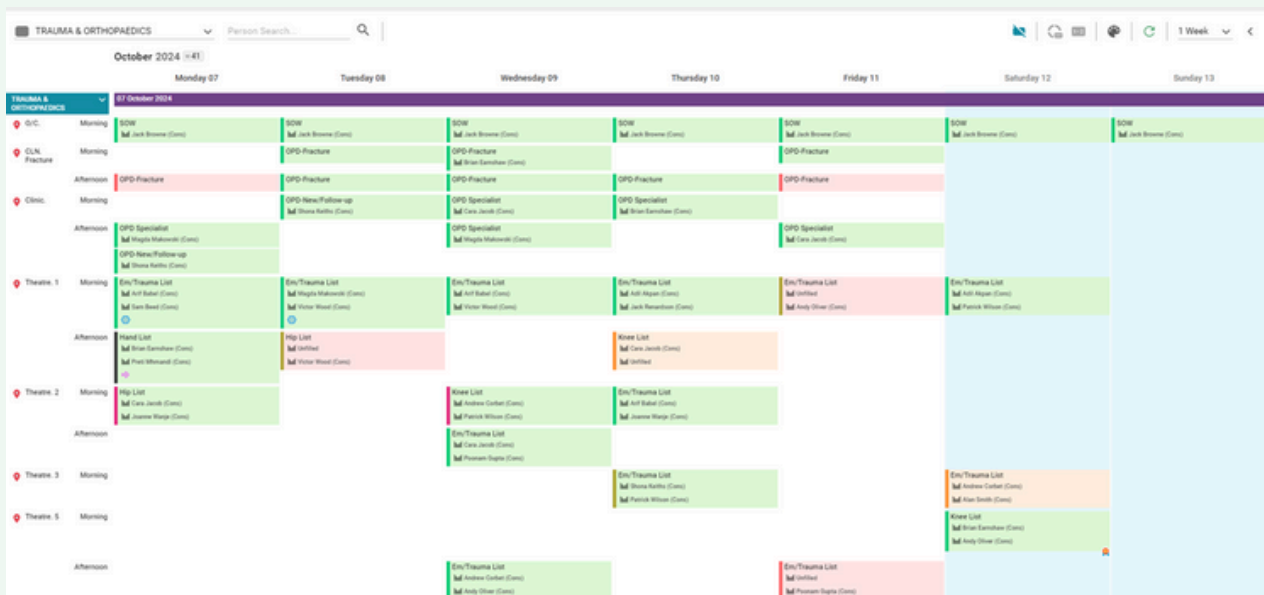
- **Pattern recognition, spotting gaps** – shift colours can be used to help spot gaps in patterns from a helicopter view of the rota.



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



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



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

Icons 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

The screenshot shows a web application window titled "Shift Count". At the top, there is a header bar with "Shift Count" on the left and "0 Records" on the right, along with some icons. Below the header, there is a checkbox labeled "Show Shift Times" which is checked. The main content is a table with the following columns: Person, Grade, Total, - 09:00-17:00, D 09:00-17:00, LD 09:00-21:30, and N 21:00-09:00. The table lists 13 personnel with their respective grades and shift counts.

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

The screenshot shows a web application window titled "EMERGENCY MEDICINE". It features a search bar and a calendar view for September 2024. The calendar shows the number of staff for various duties from Monday 02 to Sunday 08. Below the calendar, there is a list of consultants with their names and icons, and a grid showing their assigned duties over time.

Unfilled Duties	Monday 02	Tuesday 03	Wednesday 04	Thursday 05	Friday 06	Saturday 07	Sunday 08
EMERGENCY MEDICINE	17	17	17	17	17	11	11
Day	3	3	3	3	3	2	2
Cons	4	4	4	4	4	4	4
ST3+	10	10	10	10	10	5	5
F2-CT2	2	2	2	2	2	2	2
Evening	2	2	2	2	2	2	2
Cons	1	1	1	1	1	1	1
OnCall	1	1	1	1	1	1	1
Cons	1	1	1	1	1	1	1

Consultants:

- Adkinson, Bill
- Bell, Pamela
- Bowman, Sean
- Branch, Mark
- Cook, Aiden
- Grimes, Dominic

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

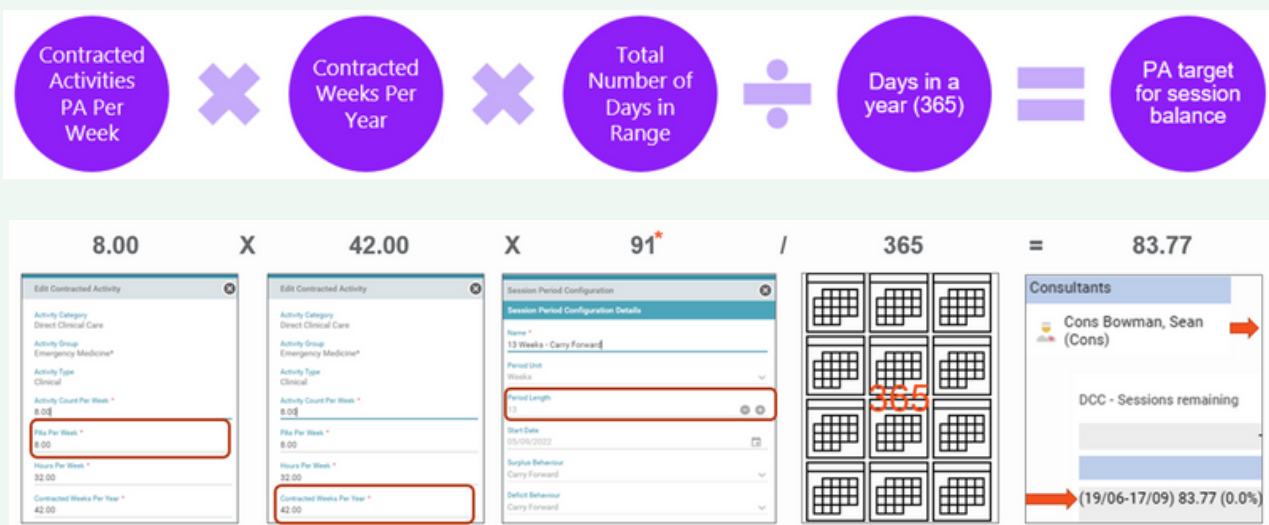
Session balance columns in ActivityManager use contracted activity values to calculate and display the target number of sessions a medic needs to work over a configurable number of weeks, which reduces as activities are assigned, either manually or via requests.



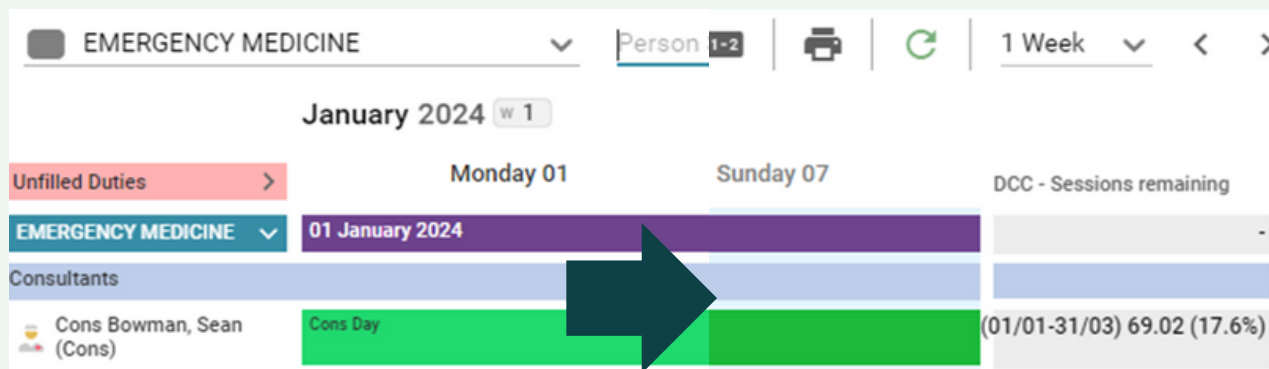
Contracted activities define the number of sessions on average a medic will do of each activity per week so that when multiplied by their weeks in attendance (usually 42) it totals the number of sessions contracted per activity for the year.

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:



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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