

Medics Job Planning Quick Tips







Be alerted of any updates and actions

Select 'Preferences' under the person icon in 'My Job Plan' to turn notification preferences ON/OFF.

Be alerted when your job plan is updated, or any sign off requests are made.

Preferences

I would like to receive the following types of alerts:

Sent sign off requests

Clinician alerts:

- when a manager sends a request to sign off a job plan
- when a manager cancels a sign off request

Accepted sign off requests

Clinician alerts:

- when a manager accepts a first sign off request
- when a manager accepts a second sign off request
- when a manager accepts a third sign off request

Rejected sign off requests

Clinician alerts:

Close Save

Nadeem Adam User 1000

- My details
- Preferences
- Log out

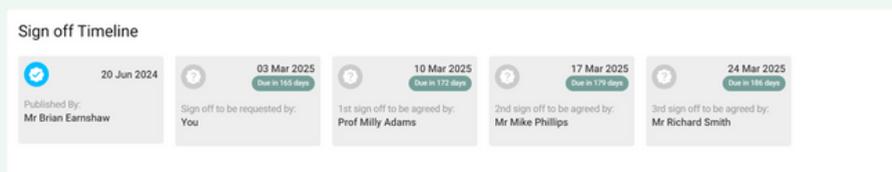
Allocate JobPlan - 1.11.2

Demand and Team planning - 1.2.8



View sign off timeline

The 'Sign Off Timeline' shows an audit of sign off history, assigned sign off managers and organisation completion targets for the job plan round.



Add objectives and resources

Add personal objectives that can be linked in to service and organisational level objectives.

List any resources required to deliver your role.





General Information

The 'General Information' section allows you to select Contract Version, Employment Type and Usual Place of Work.

You can also record if you intend to undertake private practice, if you have an alternative employer and attach any other supporting documents.

The screenshot shows a web interface for managing job plans. The top navigation bar includes 'Manage job plans', 'Demand and Team planning', and 'My job plan'. The main content area is divided into four tabs: '1. General Information', '2. Activities', '3. Summary', and '4. Finish'. The '1. General Information' tab is active and contains the following sections:

- Start date:** 01/04/2025. A note below states: 'This is the date that you will start working on your job plan. The start date will have been determined by your manager.'
- Post/PS Value:** 11.7. A note below states: 'The Post/PS field enables the sign-off manager to capture the agreed Post that will be paid to a doctor as a result of any rounding policies that are applied following the job planning process.'
- Role Consultant:** Department: TRAUMA & ORTHOPAEDICS.
- Employment:**
 - Contract version:** Radio buttons for 'Pre 2003' and '2003'. A note below says: 'Select the employment contract that you have signed up to.'
 - Employment type:** Radio buttons for 'Full time' (selected) and 'Part time'. A note below says: 'Enter whether you work full time or part time at this organisation.'
 - Usual place of work:** A dropdown menu with 'City Hospital' selected. A note below says: 'Choose the location that you spend most of your time working at.'
 - Private practice:** Radio buttons for 'Yes' (selected) and 'No'. A note below says: 'In accordance with your Terms & Conditions of Service, you are required to inform your employer if you intend to undertake private practice.'
- Alternative employer:** Radio buttons for 'Yes' (selected) and 'No'. A note below says: 'Select "Yes" if you work for multiple employers.' The text 'University Medical School of Richmond' is entered below.
- Other:** A section titled 'Duty of Care pdf' with an 'Upload file' button. A note below states: 'Attach any relevant external documentation that supports your job plan in any common file format. Attached documents will be visible to your Sign-Off manager(s) and will be listed on the portable job plan. Documents do not automatically copy from one job plan to the next. You should not upload documents that contain any patient sensitive information or identifiers.'



Build job plans in a variety of ways

Recognise that not all job plans fit in to a straightforward timetable, the system allows you to add activity in a number of different ways.

- **Timetabled** - Allows you to fix activity to a time, day and week in a cycle.
- **Annualised** - Allows you to add activity to a day and time as a fixed number per year, rather than a week in a cycle.
- **Hot Activity** - This is activity covered over 52 weeks that will potentially displace overlapping activity. This can be added on its own cycle as timetabled or annualised.
- **Flexible** - This is not linked to any day / time but added as an amount of activity to be delivered over the year.
- **On-call** - Allows you to capture on-call rotas.

The screenshot shows a software interface for managing job plans. The top navigation bar includes 'Manage job plans', 'Demand and Team planning', and 'My job plan'. Below this, there are tabs for '1 General information', '2 Objectives', '3 Resources', '4 Activities', '5 Summary', and '6 Finish'. The '4 Activities' tab is active, showing a table with columns for 'All Activities', 'Timetabled', 'Flexible', and 'On-call'. The 'Timetabled' column is selected, displaying a table with the following data:

Total Wks	Cov	ATC	30%	Total	44.58
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Below the table, there is a 'Basic Information' section with the following details:

- Cycle: 2 weeks
- Ready to Attendance: 42 Wks
- 1% of Premium Time: 2 Hours

There are also buttons for 'Add Timetabled', 'Add Flexible', and 'Add On-call'. A 'Show all days' button is located at the bottom right of the interface.



Speak to us about job planning

Get in touch with us or scan the QR code for more information:

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