

Print-outs, Excel and Reports

Preferences

Print-Outs

5 day theatres AM/PM
5 day theatre rotas AM/PM (min)
5 day theatre rota AM/PM (single)
5 day theatre rota (variable time slots)
7 day theatre rota AM/PM
7 day theatre rota (variable time slots)
Print On-Call
Print list names
Print notes
Weekly notes (number of lines)
Personnel rota (Trainees AM/PM)
Personnel rota (Career Grades AM/PM)
Personnel rota (Anaesthetists AM/PM)
Personnel rota (Trainees variable slots)
Personnel rota (Career Grades variable slots)
Personnel rota (Anaesthetists variable slots)
On-Call rota (10 + 10 duties)
Secondment rota
Excel and Reports
Trainees list and On-Call reports
Selected personnel (individual page)
Export list names
Export Surgeons
Export Anaesthetists
Report Trainees
Export Trainees
Export Locums
Theatre name prefix
Number of theatres to export
Theatre export header
Staff surname/abbreviation

General Reports

Anaesthetic Staff
Surgical Staff
Export Staff list to Excel (See Excel)
Lists
Export Lists to Excel (See Excel)
Theatres
Modules
Nursing Staff (Future)

Printing Rotas

List of all Rotas
Cancelled Lists
Cancelled Theatres
Grades Attending Lists
Auto Templates
Free Staff
OnCall & Shift options

Printing Theatres

Print selected templates

Printing From The Diary

Grade
Person
Quota type/hours group
Diary event type/hours group
Diary event(s) per day
Diary event(s) by Away group
Ungrouped
Information available staff/unavailable staff
Print all selected reports
All of the above can be printed by staff types:
Surgeon
Anaesthetist
Trainee
Career Grade
Locum
Supernumery

Printing from the Staff Menu

Trainees on active modules
Export staff contact details
Training record
Training List & O/C
Training List (Detail)

Lists covered by date range
Lists covered & cancelled by date range
Training Modules (selected staff)
Training Modules (all staff)
Staff Quota
O/C Sessions/Duties
Leave Allowance (Quota Period)
Leave Allowance (Date Range)
Staff Theatre Sessions (Date Range)
Fixed Sessions per day (by staff)
Fixed Sessions per day (by Theatre)
Job Plan
Schedule vs Assigned Sessions
Print all Selected Reports in Succession

Reports and Excel Data

All staff details
Contact Details
Leave Allowance Summary (Selected Staff)
Leave Allowance Summary (Selected Type)
Export Rota
Export Theatre Assignments
Export departmental Worksheets (AM/PM)
Export departmental Worksheets (Evening)
Export theatre Day(s) List
Export OnCall and Shift Rotas
Export Staff List to Excel
Export Lists to Excel.

RotaTrack software

To be installed on one machine only (includes 10 Consultants and 10 Trainees)
Inputting of information gathered during 'On-Site' visit, flowing in and formatting data supplied by customer through software supplied.
Extra Consultants at £xxx each (10 included)
Extra Trainees at £xxx each (10 included)
At the start of the project landmark dates will be set for the submission of information, checking etc. If these dates are not met a charge may be applied for any extra work accruing. Configuration to include:
Personnel and Theatre Rotas;
Staff Records, training and contract hours;
Theatres and Sites;
Theatre Lists including specialities;
Training Modules;
Shift Patterns;
On Call Rotas;
Departmental Diary with events and work group limits;
European Working Time Directive;
Management Reports including publishing to the Intranet.

Late additions/changes identified during the above.

Handholding during the initial period and any major changes in your method of working (Theatre changes etc.) during the first year.

Training and installation over five days - not consecutively, but typically 2 + 3 separate days. We train 'Super Users' who can then train other users. One of the three days is to do general and group training of those other users. Further training is charged at the rate of £xxx per day at our discretion. Any alterations to the above preferred method will be charged separately and must be agreed in advance.

Optional Client/server software to enable multiple access simultaneously. (Extra Studio Box software and 4D client/server required).
Although RotaTrack runs well on Virtual Servers there are some heavyweight calculations involved in generating a rota. Because of this we recommend in some cases a separate server running at 2 GHz with 2 GB RAM (although less can be accommodated subject to agreement).

Studio Box Ltd

Far End

Priest Hill

Caversham

RG4 7RY

Telephone: 0118 946 3336

E-mail: studiobox@studiobox.com

Web: www.RotaTrack.com

Australasia:

Dr Peter Mulrooney

Studio Box (Australia)

19 Plumosa Mews

Duncraig

WA 6023

Telephone: +61 (08) 9246 4858

Mobile +61 0422367600+61 (08)

9246 4858

We cannot accept responsibility for Network issues which are outside of our control. Furthermore Studio Box employees are instructed not to operate server hardware, although they will attend if necessary in cases such as the installation of Client/server software. (You will need to arrange with your IT Department to send and receive files of 25MB electronically for us to check your data file although we supply a memory stick for posting backwards and forwards).

NOTE: RotaTrack is bespoke, in that it is 'localised' for each hospital. This does not mean that extra features will be added, although we may be able to accommodate minor amendments, this is at our discretion. The product delivered will be the product demonstrated. Customising, e.g. producing a finished rota plan to mirror your existing set-up may cost extra. However no new features will be added until RotaTrack has been in day-to-day use and both parties are happy with its performance.

Later additions are dependant on a Maintenance Contract being in place.

The product delivered will be the product demonstrated.

Excel is a Microsoft Trademark.

Turn your rostering ritual into a gold mine!

OnCall
Excel output
Planning
Reports
Tracking
Shifts
Skills
Prevents double-booking
Data output
Diary
Control
Absences
EWTD
Clinical
Governance
Late Changes

So RotaTrack can plan my rotas, free up staff, organise training and control absences. But what else can it do?

1. Prevent double booking.
2. Assign according to departmental clinical governance requirements.
3. Assign according to training requirements (either modular or specific specialty lists).
4. Provide comprehensive diary functionality with user definable grouping of reasons for bookings.
5. Allow limits to be set for numbers absent according to user specified groups.
6. Provide bookings for ad hoc events allowing for multiple individuals with a link to the diary.
7. Provide the ability to define the complexity of each task both generically and specifically.
8. Define the skills of an individual both generically and specifically.
9. Identify separate geographical sites for duties along with their clinical governance requirements (supervisor seniority).
10. Users can define operating specialties in terms of overall complexity and specific skill requirements.
11. Users can define sessions according to times, location, complexity and priority.
12. Ability to add unplanned and late operating sessions.
13. Allows rapid changes to a current set of task allocations.
14. Accommodates late changes in staff availability.

15. Records and displays individual activities.
16. Ability to record and update skills and qualifications of each individual.
17. Users can define individuals' working hours according to contractual agreements.

18. Ability to track individuals' actual working hours.
19. Prevents specific tasking for certain individuals.
20. Prevents specific individuals working together.

21. Ability to define specific shifts according to skills and times.
22. Facility to automatically include individuals in shifts.
23. Allows the exclusion of individuals from shifts.

24. Ability to automatically accommodate part timers.
25. New individuals can be entered with future start dates.
26. Ability to preset Public Holidays and define what tasks may take place therein.

27. Password protection.
28. Can be used on a server.
29. Exports data into Excel.
30. Ability to define multiple training modules along with targets and durations.
31. Allows modules to be run singly, sequentially or concurrently.
32. Facilitates changes to previously created rosters or allocations.
33. Provides the tools to track changes to previously created rosters or allocations.
34. Forward projection of the effect of changes in staff numbers on service and teaching.
35. Identifies potential manpower issues ahead of time.
36. A tool to minimise trainee hours worked whilst maximising service provision and training.
37. Provides comprehensive reports on all members of staff within the database.
38. Publishes via browser format.
39. Provides reports by location and time.
40. Reports by person and time.

1) Diary: Controls absences and provides lists of available staff.



2) Shifts & OnCall: Created as far ahead as required. Shown here in context of other tasks & commitments.



Definition of task: And then matching qualifying individual skills and preferences to those tasks.

3) Task and Special Requirements
Grade
Type
Skill
Individuals - Preferences

5) Output of rotas and data shown in this panel are just a selection of the output available from the 100+ reports provided. Below for example is a Theatre/Departmental rota in Excel which includes a workplan for a given week.

4) Other considerations
Training
Modules
Clinical - Governance
Service - Levels

The success or failure of any organisation is dependent on its' most important assets, the staff. In the same way that expensive equipment is looked after and maintained to get the best out of it, so too should your staff be given the opportunity to work and develop to their best potential. This is vital to fulfilling your organisations' potential. Rostering is integral to this.

More than one senior man-day per week can be lost to the task of rostering. In addition many hours are lost in admin. time in disseminating and amending rosters. This is a significant waste of your resources.

Health and safety regulations can severely impact your insurance premiums. Guaranteeing compliance and immediately identifying potential breaches of regulation can result in an improved business profile and reduced premiums.