Recalls Report Specification

Peninsula Health

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# Scope

The purpose of this document is to describe the specification for a Recalls Report required by Peninsula Health.

# Report Details

## Report Name

The name of the report is PEN: Recalls

## Report Description

The intention of this report is to provide an overview of detailed on-call and recall shifts information; Along with an additional column to show comments documented in the free-text field.

## Frequency and Audience

This report is intended to be used by rostering manager who needs an understanding of on-call/recall staffing.

This report will be scheduled to run but it will also be run manually.

## Report Menu Category

This Report is to be made available in the Actual Reports Wizard

## Input Parameters

| **Argument** | **Description** | **Comment** |
| --- | --- | --- |
| From Date | From date of required period | This report will only run for the selected period. |
| To Date | To date of required period | This report will only run for the selected period. |
| Area | All areas that the operator has read access to for this report | This report will only run for the selected area. |

## Report Header

|  |  |
| --- | --- |
| **Header** | **Description** |
| Report Header | PEN: Recalls |
| From and To dates | Display the selected from and to dates |
| Area | Display the selected area description |

## Report Footer

|  |  |
| --- | --- |
| **Footer** | **Description** |
| Page Number | Display the current page number |
| Date and Time Created | Display the time and date the report was ran |

## Report Body

**Main Report**

**The main report data will be drawn from Actual Data in Step 3 Actual**

|  |  |
| --- | --- |
| **Column** | **Description** |
| On Call Date | The start date of on call shift in the format of “DD/MM/YYYY”, e.g. “02/05/2016” |
| Oncall Shift | The on call shift start and end time in the format of “HH:MM to HH:MM”, e.g. “17:00 to 07:30” |
| Emp No. | Employee Number |
| Employee Name | Employee’s Surname, First Name  e.g. Smith, John |
| Recall Date | The start date of recall shift in the format of “DD/MM/YYYY”, e.g. “02/05/2016” |
| Start | The start time of recall shift in the format of “HH:MM”, e.g. “01:00” |
| Finish | The end tart time of recall shift in the format of “HH:MM”, e.g. “03:15” |
| Hours | Duration of the recall shift in hours, e.g. 2.25 |
| Type | The type of recall, e.g. “Recall to work”, “Telephone Recall”. |
| Comments | The free-text documented comment in *Comment* field of the recall shift. Up to 255 characters and does wrapping into multiple lines. |

## Sort Order

This report is sorted by area description, then on-call start date, then on-call start time, then recall start date, then recall start time, then employee number.

## Report Orientation & Size

This report is to be produced in *A4 Landscape*

## Report Formatting

As per the example in 2.14

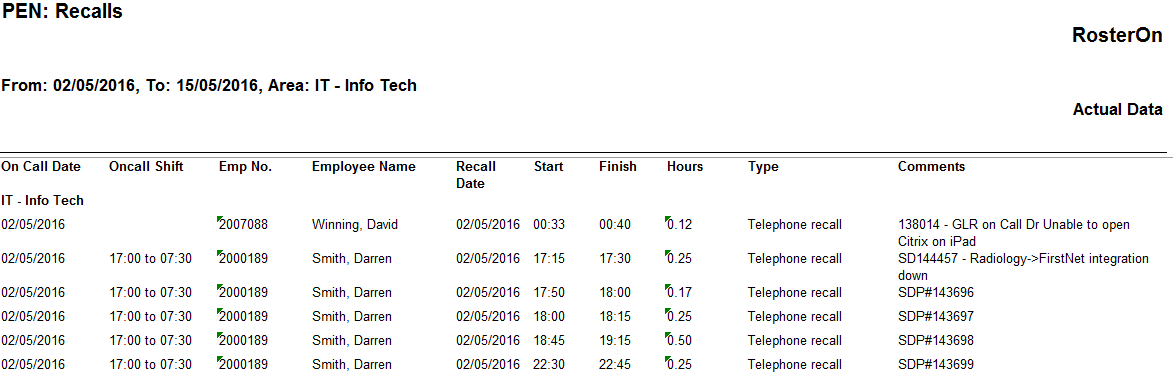
## Security Profile

*{Secure same as a standard RosterOn report or nominate standard profiles}*

## Standard Report Reference

Recalls Report

## Sample Format



# Sign-Off

Please complete the following table for signoff for the above design:

|  |  |
| --- | --- |
| **Print Name:** |  |
| **Authorisation Signature:** |  |
| **Organisation:** |  |
| **Print Name:** |  |
| **Authorisation Signature:** |  |
| **Organisation:** |  |

# Change control history

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue No | Issue Date | Description | Document authorisation | | |
| Author | Reviewer(s) | Approver |
| 1.0 | 24/05/2016 | First Draft | Ben Shi | Gareth Shaw |  |
| 1.1 | 09/06/2016 | Draft | Ben Shi |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
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