1. **Request details from Hospital to office coordinator**

Request from hospital over phone for **3 nurses** and **2 support workers** on April 20, 2016

* 1. 2 nurses with **RGN** training; one for **day** shift and one for **night** shift.
  2. 1 nurse with **RMN** training for **day** shift.
  3. 2 **support workers** for **night** shift.

1. **Staff vacancy creation by admin as per hospital request**
2. **Shift Creation Form:**

Dropdown option where we enter the beginning letters of hospital name it autosearch – when too many hospitals or staffs difficult to scroll to find it

Next step to Staff Creating form with the filter option to filter and choose specific hospital or by job type

Calender option to choose a date to filter to see vacancy on a specific day

Change it to Requested By

|  |  |
| --- | --- |
| **Attribute Name** | **Field Type** |
| Hospital Name | Dropdown |
| Unit | Dropdown |
| Job Type | Dropdown |
| Quantity | Textbox |
| Date | Calendar |
| Shift | Dropdown |
| Requested Person | Textbox |
| Requested Mobile Number | Textbox |
| Required Training | Multiple select Dropdown |

For the above examples, 4 records will be created.

1. 1 nurse with **RNG** training for **day** shift.
2. 1 nurse with **RNG** training for **night** shift.

Shift option- Day n night – is it possible to add choose time lines – for ex

Shift time field

Shift booking for 6pm-12 am – from and to time to book shifts

1. 1 nurse with **RMN** training for **day** shift.
2. 2 **workers** for **night** shift.
3. **Shift Listing Form:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hospital Name** | **Unit** | **Job type** | **Training** | **Quantity** | **Date** | **Shift** | **Manage Staff** | **Is shift confirmed to client?** | **If shift full filled?** |
| **Hospital1** | London | Nurse | RNG | 1 | April 20, 2016 | **Day** | Go | N | N |
| **Hospital1** | London | Nurse | RNG | 1 | April 20, 2016 | **Night** | Go | N | N |
| **Hospital1** | London | Nurse | RMN | 1 | April 20, 2016 | **Day** | Go | N | N |
| **Hospital1** | London | Workers | HCA | 2 | April 20, 2016 | **Night** | Go | N | N |

1. **Manage Staff (Go) :** This will be linked to staff listing page filtered by availability and training criteria.
2. **Is shift confirmed to client?** When shift will be confirmed to client, then this field will be set to value ‘Y’.
3. **If shift full filled?** If all staff’s requested by client is successfully confirmed from agency, then only this field value will be set to ‘Y’.
4. After vacancy creation by office coordinator, available staffs for that particular specification, will be listed and admin could select staffs to send mail & sms for double confirming their availability.
5. Staff can reply via text mail or phone call or form his / her dashboard.

**Staff details page for requirement**

**Showing for** the created day shift request for 1 nurse with **RNG** training. (Nurse Pin expiry number include in the database and show this field in in the report )

**These page will consist of three parts.**

1. Requirement details
2. List of Eligible & available staffs
3. Enquiry, confirmation and final booking for hospital
4. **Requirement details**

|  |  |
| --- | --- |
| Hospital Name | **Hospital1** |
| Unit | London |
| Job Type | Nurse |
| Quantity | 1 |
| Date | 20/04/2016 |
| Shift | Day |

1. **List of Eligible & available staffs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name** | **Worked Hours**  **(hrs)** | **Maximum Allowed hours (hrs)** | **Contact Number** | **Email Id** |
| XXX | 24 | 30 | 9876543210 | abc@cd.ef |
| YYY | 12 | 20 | 0123456789 | zyx@wv.ut |
| ZZZ | 36 | N/A(\* As he / she is European) | 5678901234 | [pqr@st.uv](mailto:pqr@st.uv) |

Each record displayed with **checkbox** and **admin / coordinator** select appropriate candidate for the particular hospital. Enquiry could be done by phone Call / SMS / Email.

When enquiry will be done from our system both email and sms will be sent.

Assuming that coordinator sent contacted **XXX** and **YYY** persons for Hospital1 and XXX person has confirmed but other person has not replied.

C) Confirmation details show like :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Name** | **Worked Hours** | **Contact Number** | **Email Id** | **Confirmed by** | **Confirm** | **Allocated for Hospital** | **Make Allocation** |
| XXX | 24 hrs | 9876543210 | abc@cd.ef | Call | Y | Y | Button Disabled |
| YYY | 12 hrs | 0123456789 | zyx@wv.ut | Call / SMS / Dashboard | N | N | Button Active |

1. After checking confirmation list (Staff who has confirmed after receiving coordinator query about availability), admin / coordinator choose final candidate/s to allocate for particular request. Here, admin/coordinator could get the confirmation from staff via phone call/sms/email/dashboard.
2. If staff cancels his / her shift then he / she will inform admin / coordinator and then coordinator will try to manage

Other staff or inform hospital authority regarding cancellation of that staff.

1. If hospital cancels the requested shift via phone, then the admin/coordinator could cancel the shift from admin panel and immediately all allocated staff will receive cancelation information via sms and email.

Report

A) Staff report

There will be 5 types of report that admin could generate for staff.

Nurse Pin expiry number include in the database and show this field in in the report )

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Field name | How many select |
| Report for | * DBS Expiry * VISA Expiry * Shift allocation * Staff availability * Staff cancel report by staff-wise | Dropdown | Single |
| Start date |  | calendar | Single date |
| End date |  | calendar | Single date |

1. DBS Expiry :

Fields for report generation:

|  |  |
| --- | --- |
| Report for | DBS Expiry |
| Select Staff | Choose from multi select dropdown(optional) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Staff Name | DBS number | DBS issue date | DBS expiry date | Contact number | Email Id | Notify staff? |
| XXX | 123-QWE-1 | 1/5/2015 | 30/4/2016 | 9876543210 | [abc@de.gf](mailto:abc@de.gf) | Notify button |

**2. VISA Expiry :**

Fields for report generation:

|  |  |
| --- | --- |
| Report for | VISA Expiry |
| Select Staff | Choose from multi select dropdown(optional) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |
|  | Check List (Button) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Staff Name | VISA number | VISA issue date | VISA expiry date | Contact number | Email Id | Notify staff? |
| YYY | 321-EWQ-9 | 1/5/2015 | 30/4/2016 | 9876543210 | [cab@ee.g](mailto:abc@de.gf)g | Notify button |

**3. Shift allocation Report**

The staffs those allocated to the particular hospital.

Fields for report generation:

|  |  |
| --- | --- |
| Report for | Shift allocation |
| Select Staff | Choose from multi select dropdown(optional) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |
|  | Check List (Button) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name | Last name | Worked hours | Contact number | Allocated Hospital | Shift Booked for | Date | Email id | If booking is confirmed? | Confirmed by | Want to cancel? |
| Martin | Fred | 24 | 9876543210 | Hospital1 | L/D | 5/4/2016 | [acb@de.gf](mailto:acb@de.gf) | Y | Coordinator name | Cancel button |
| Jhon | Philip | 24 | 923232332 | Hospital1 | L/D | 5/4/2016 | [acb@de.gf](mailto:acb@de.gf) | N |  |  |

**4. Staff availability**

**Fields for report generation:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Report for | | | Staff avilability | | | | | | |
| Select Staff | | | Single select dropdown(Required) | | | | | | |
| Start date | | | 1/4/2016 | | | | | | |
| End date | | | 30/4/2016 | | | | | | |
|  | | | Check List (Button) | | | | | | |
| First name | Last name | Special training | | Maximum allocated hours | Contact number | Email id | Post code | VISA Expiry | DBS Expiry |
| Martin | Fred | RNG | | 50 | 5678941230 | qwe@rt.ty | 4563217 | 5/6/2016 | 8/8/2016 |

Martin Fred's availability information:

|  |  |
| --- | --- |
| Date | Shift |
| 1/4/2016 | L/D |
| 1/4/2016 | N |
| 15/4/2016 | N |
| 30/4/2016 | L/D |

5. Staff cancelled report by staff-wise

Fields for report generation:

|  |  |
| --- | --- |
| Report for | Staff cancel report staff-wise |
| Select Staff | Single select dropdown(Required) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |
|  | Check List (Button) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name | Last name | Special training | Maximum allocated hours | Contact number | Email id | Post code | VISA Expiry | DBS Expiry |
| Martin | Fred | RNG | 50 | 5678941230 | qwe@rt.ty | 4563217 | 5/6/2016 | 8/8/2016 |

Martin Fred's cancellation information:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Shift | Cancelled By? | Requested By? |
| 1/4/2016 | L/D | Office coordinator Name | Hospital Name |
| 1/4/2016 | N | Martin Fred | Martin Fred |
| 15/4/2016 | N | Office coordinator Name | Office coordinator Name |
| 30/4/2016 | L/D | Martin Fred | Martin Fred |

Above table shows that cancellation request could be done by both staff/coordinator/hospital etc. Please confirm if we are thinking in right way or not.

**B) Hospital Report**

Fields for report generation:

In staff report 3 reports will be generated

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Field name | How many select |
| Report for | * Shift Un-allocation * Rota | Dropdown | Single |
| Select Hospital |  | Dropdown | Multi |
| Start date |  | calendar | Single date |
| End date |  | calendar | Single date |

1. Not allocated stuff report

This is for listing staffs who have confirmed about their availability but have not been confirmed by admin/coordinator for final shift allocation.

|  |  |
| --- | --- |
| Report for | Stuff not allocated |
| Select Staff | Single select dropdown(Required) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |
|  | Check List (Button) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name | Last name | Special training | Maximum allocated hours | Contact number | Email id | Post code | VISA Expiry | DBS Expiry |
| Martin | Fred | RNG | 50 | 5678941230 | qwe@rt.ty | 4563217 | 5/6/2016 | 8/8/2016 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hospital Name** | **Booking for date** | **Shift** | **Action** |
| Hospital1 | 15/04/2016 | N | Go To Shift |
| Hospital2 | 16/04/2016 | L/D | Go To Shift |

2. Rota Report

As per your example.

3. Hospital (How many staffs work for this particular hospital?)

|  |  |
| --- | --- |
| Report for | Hospital (How many staff work for this particular hospital) |
| Select one/multiple hospitals | Single select dropdown (Required) |
| Start date | 1/4/2016 |
| End date | 30/4/2016 |
|  | Check List (Button) |

Total shift cover by Nurses: 10

Total shift covered worker : 5

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff First name | Staff Last Name | Date | Shift | Staff category |
| XXX | YYY | 5/4/2016 | N | Nurse |
| AAA | SSS | 8/4/2016 | L/D | Worker |

NOTE

When new staff database is entered when all the necessary information is not available to complete the application process. We want to make it a draft to add details later and complete the process

All the draft applications can be edited later when applicant provided all data.

Also a field when creating database for staff for storing staff documents like visa papers and passport copy,