

Mobile App

Staff Portal – Functional Specification Document

Purpose: The application is designed to manage daily operations, schedules, documents, leave requests, training, and reporting for care home staff, improving compliance, accountability, and communication.

1. Dashboard / Home

Purpose:

Provides staff with an overview of upcoming shifts, training due dates, pending requests, and announcements.

Functionality:

- Next upcoming shift
 - Pending leave requests
 - Training due soon
 - Recent announcements
 - Quick access to Clock In/Out and Request sections
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2. Working Hours & Reports

Purpose:

Allows staff to monitor and track their work hours for transparency and payroll validation.

Functionality:

- View work hours by day/week/month
- Filterable date range
- Export to PDF format

Separate section for:

- Supervision reports
 - Spot checks
 - Appraisals
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3. Requests Section

a. Document Requests

Purpose:

Enable staff to officially request HR-related documents.

Functionality:

Submit requests for:

- Payslip
 - Experience Letter
 - Appointment Letter
 - Job Contract
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b. Holiday & Leave Management

Purpose:

Allow staff to manage time off while providing visibility into entitlements.

Functionality:

Submit leave requests with:

- Type (e.g., annual, sick)
- Start/End date
- Reason

View:

- Leave allowance (total, used, remaining)
 - Leave request history
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4. Profile Management

Purpose:

Ensure staff records are complete and up to date.

Functionality:

View and edit:

- Contact info
- Emergency contact
- Address

Upload:

- ID proofs
 - Certifications
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5. Schedule & Care Timer

Purpose:

Manages staff schedules with support for shift changes, task logs, and care-specific instructions.

a. View Schedule

- Weekly or monthly view
- View assigned shifts

b. Request Changes

- Request to update a scheduled shift
- Suggest an alternate staff member

c. Clock In / Clock Out

Clock In: Intro Prompt (e.g., *“Service user has high anxiety – remain calm”*)

Clock Out: Outro Prompt (e.g., *“Confirm stove is turned off”*)

Requires:

- Timestamp
- geolocation
- Note/comments (optional)

d. Task & Assessment Logging

Comment on each shift

View and update:

- Assigned Service User means (Customer) tasks
- Service User Risk Assessment
- Service User Need Assessment

- Service User Medical Appointments / Reviews
- Service User MAR (Medication Administration Record) Sheet

e. Team Communication

Raise a flag:

- Incident
- Near miss
- General comment

Logged against shift and service user

6. Notice Board

Purpose:

To communicate announcements, memos, and internal updates.

Functionality:

- List view of all notices
- Mark announcements as read

7. Training Module

Purpose:

Ensures that staff complete mandatory and optional training required for their role.

Functionality:

Due Training:

- Auto-generated entries (e.g., Fire Safety due by a specific date)

Proposed Training:

- Assigned by Admin
- Accept/complete training

View history of completed trainings and upcoming deadlines

8. Payslips

Purpose:

Allow staff to securely access their monthly payslips.

Functionality:

- List of monthly payslips
- View in-app or download as PDF
- Secure, read-only access

To ensure high quality, secure, and maintainable delivery of the **Mobile App**, the following expectations apply to all development work:

Code Quality & Structure

- Use React Native CLI with TypeScript
- Follow modular folder structure
- Reusability and Performance

Security & Data Handling

- All API calls must use JWT-based authentication
- Store tokens securely using react-native-keychain or equivalent
- Documents (e.g., payslips, contracts) should not be cached or stored insecurely on device
- Handle sensitive data with care, especially SU data, risk assessments, and MAR sheets

Documentation

- Maintain comments
- Provide a README (or equivalent) for setup instructions
- Document any environment variables, native dependencies, or platform-specific configuration

App Deployment and API Provision

- The completed application will be published on both iOS (App Store) and Android (Google Play Store) platforms.
- The developer should ensure the app complies with both Apple and Google's guidelines for submission, including app signing, metadata, privacy policies, and necessary permissions.

- We will provide a fully functional REST API for all backend data interactions. The API documentation, including endpoints, authentication, and data contracts, will be shared separately.
- The app must integrate seamlessly with the provided API, handling authentication, data fetching, and error states according to the API specifications.