Health & Social Care Information Centre

NHS CUI Design Guide Workstream

Design Guide Entry – Time Display

PREFACE

Documents replaced by this document

Document Title	Version
Design Guide Entry – Time Display	3.0.0.0
Design Guide Entry – Time Display	2.0.0.0
Date and Time Release 4 Summary	1.0.0.0

Documents to be read in conjunction with this document

Document Title	Version
Design Guide Entry – Date and Time Input	3.0.0.0
Design Guide Entry – Date Display	4.0.0.0
Accessibility Checkpoints for NHS Applications	1.0.0.0
Accessibility for Clinical Applications	1.0.0.0

This document was prepared for NHS Connecting for Health which ceased to exist on 31 March 2013. It may contain references to organisations, projects and other initiatives which also no longer exist. If you have any questions relating to any such references, or to any other aspect of the content, please contact cuistakeholder.mailbox@hscic.gov.uk

TABLE OF CONTENTS

Patient Safety Process

The development lifecycle for this design guide includes an integrated patient / clinical safety risk assessment and management process.

Known patient safety incidents relevant to this design guidance area have been researched and reviewed as part of ongoing development. The resulting guidance points aim to support mitigation of these known patient safety risks. In addition, the developers of this design guide have undertaken a patient safety risk assessment to identify new risks that could potentially be introduced by the guidance points in this document. Any potential risks identified have been assessed and managed to support the ongoing clinical safety case for this design guide.

The Hazard Log records all the risks that have been identified during development and describes mitigatory actions that, in some cases, will need to be taken by users of this design guide. The Hazard Log is a live document that is updated as the design guide is developed and maintained. Until this design guide has received full Clinical Authority to Release (CATR) from the NHS Connecting for Health (CFH) Clinical Safety Group (CSG) – based on an approved Clinical Safety Case – there may be outstanding patient safety risks yet to be identified and mitigated.

Additionally, users implementing applications that follow this design guide's guidelines (for example, healthcare system suppliers) are expected to undertake further clinical safety risk assessments of their specific systems within their specific context of use.

Refer to www.cui.nhs.uk for further information on the patient safety process and for the safety status and any relevant accompanying safety documentation for this design guide.

1   INTRODUCTION

This document provides the design guidance for time display. It describes the area of focus, provides guidance and recommendations, and explains the rationale behind the guidance and recommendations.

This document is intended for use by anyone whose role includes screen design, or the implementation or assessment of NHS clinical applications. This document can therefore be used as guidance for the specification of time display within the user interface of a clinical application.

Table 1 describes the changes made since the previous version of this guidance (Baseline version 3.0.0.0 dated 12-Oct-2007):

Change	IDs	Change Description
Deleted	D+Tb-0019 to D+Tb-0025	Replaced by D+Tb-0033 and D+Tb-0034
Modified		Clarification of definitions for in scope (section 1.2.1)
		Context clarification and 'Durations shorter than a second' in out of scope (section 1.2.2)
		Context clarification for illustrations (section 2)
	D+Tb-0001	Added 'only'
	D+Tb-0018	Modified to show 60 as a whole number rather than 90
Added		Patient Safety Process note
	D+Tb-0032	Indicating use of 24-hour clock
	D+Tb-0033 D+Tb-0034	Definition of labels for periods of time
		Extra usage example for durations over 24-hours (section 2.3.2)

Table 1: Changes Since the Last Baseline Version

1.1   Customer Need

The display of exact times, approximate times and durations within software applications has inherent risks of misinterpretation based on how these values are displayed. Currently, there is no specific time display standard within the NHS for clinical applications, implying that various systems across the NHS will implement different approaches to displaying time. Due to this inconsistency, risks to effective clinical care and to patient safety arise.

Inconsistency across systems

Currently, clinical systems used within the NHS in England, across all care settings, differ in the way time is displayed. For example, our review of clinical systems showed a mix of both 24-hour and 12-hour time display formats being used. Inherent within this is the risk that healthcare professionals moving between clinical systems made by different suppliers can misinterpret time, leading to patient safety incidents, as defined by the National Patient Safety Agency (NPSA). This risk is particularly relevant to healthcare practitioners who trained outside of the UK, since they may well be used to different conventions.

A balanced approach to patient safety

There is a clear argument that unambiguous time display would reduce the potential for human error leading to patient safety incidents. The guidance provides evidence of clinical safety either through primary or secondary sources.

An opportunity for change

The CUI Programme provides an opportunity to agree appropriate guidance for the NHS in England. If this opportunity is not taken, system suppliers, who are already developing clinical systems under the National Programme for IT (NPfIT), will continue to deliver different time displays. The risk to patient safety will therefore persist.

1.2   Scope

1.2.1   In Scope

This document provides guidance and recommendations for the following types of time display:

- Exact time – the precise time of an event

- Approximate time (or "fuzzy time") – the estimated time of an event if the exact time is unknown

- Time duration – a period of time

The guidance also includes the display of date and time combinations.

1.2.2   Out of Scope

This section defines areas that are not covered in this guidance. Although there may be specific risks associated with these areas that are not addressed in this guidance, it is likely that the principles in this guidance will extend to the display of time in many of the areas listed below.

The following subject areas have not been considered in the development of this guidance:

- **Time entry** – Guidance on entering times is described in *Design Guide Entry – Date and Time Input* **{R1}**

- **Durations shorter than a second** – The shortest period of time described in this document is a second. Fractions of a second are not considered

- **Date display** – This document only applies to the display of time. Guidance on displaying dates is described in *Design Guide Entry – Date Display* **{R2}**

- **Labels** – In addition to the time format, an important factor for clarity is the display of unambiguous and consistent labels for times

- **Synchronisation** – Synchronising current time across NHS systems, applications, desktops and hospital clocks is not considered to be an issue in this guidance

- **Display styles** – Choice of display font size, background and foreground text colour will affect the readability of time as it will with all other displayed text. This document does not address general rules for text display

- **Data storage** – The guidance relates only to the display layer of a software application, and does not prescribe the way in which time values should be stored. We assume that any clinical IT system is capable of transforming the stored time format into the displayed time format without error

Note

Listing an item as out of scope does not classify it as unimportant. Project time and resource constraints inevitably restrict what can be in scope for a particular release. It is possible that items out of scope for this release may be considered for a future release.

1.3   Key Principles

The following key principles reflect the critical areas of guidance discussed within this document:

- ■ Enable all time information to be represented explicitly and completely, eliminating the occurrence of ambiguous times

- ■ Reduce the possibility of misinterpreting the time as a date or other information display

- ■ Maximise the readability of the time by the use of clear separators between time elements

- ■ Support application scenarios where the user needs to enter and view an approximate time or duration

- ■ Promote consistency across NHS applications by providing a small set of valid formats

2   RECOMMENDATIONS AND GUIDANCE

Important

The visual representations used within this document to display the guidance are illustrative only. They are simplified in order to support understanding of the guidance points. Stylistic choices, such as colours, fonts or icons are not part of the guidance and unless otherwise specified are not mandatory requirements for compliance with the guidance in this document.

2.1   Exact Time

This section provides guidance for the display of exact times. Exact times display both hours and minutes, but may optionally also display seconds.

Figure 1 illustrates the required display format of an exact time without seconds. The required format is HH:mm (this notation follows the .NET Framework Standard DateTime Format Strings specification).
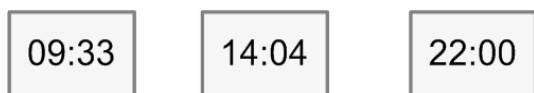

Figure 1: Examples of the Recommended Time Display Format for NHS Clinical Applications

Figure 2 illustrates the guidance for displaying exact times with seconds. The required format is HH:mm:ss.
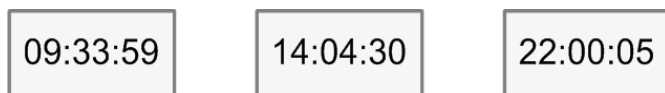

Figure 2: Examples of the Recommended Time Display Format for NHS Clinical Applications, Including Seconds

Time may be displayed alongside a date to indicate a combined date and time. For more details on the date display format, please refer to the document *Design Guide Entry – Date Display* **{R2}**. The following scenario is an example where date and time may be displayed together.

> *"The midwife or attending clinician updates the maternity record with the final labour details. They use a structured entry form to record the newborn date and time of birth as Wednesday 14 June 2006 at 10:20 in the morning."*

In this scenario, after the user has entered the information, the date and time would be displayed in combination.

Figure 3 illustrates the guidance for displaying combined dates and times.

Figure 3: Examples of the Recommended Date and Time Display Format for NHS Clinical Applications

A pair of time displays may be used to express a time range, for example, the start and end times of an event. The elapsed time between them may be expressed as a time duration (see section 2.3).

2.1.1   Guidance

ID	Guideline	Status
D+Tb-0001	Display time using the 24-hour clock only	Mandatory
D+Tb-0032	Provide indication to the user that the 24-hour clock is in use	Mandatory

ID	Guideline	Status
D+Tb-0002	Display an exact time as HH:mm	Mandatory
D+Tb-0003	Display hours using two digits (values less than 10 should appear with a zero in the first position)	Mandatory
D+Tb-0004	Display minutes using two digits (values less than 10 should appear with a zero in the first position)	Mandatory
D+Tb-0005	Display seconds as two digits (values less than 10 should appear with a zero in the first position)	Mandatory
D+Tb-0006	Separate the hours and minutes with a colon	Mandatory
D+Tb-0007	Separate the minutes and seconds with a colon	Mandatory
D+Tb-0008	Separate date and time values with a white space	Mandatory
D+Tb-0009	Display midnight as 00:00	Mandatory
D+Tb-0010	Display the last minute in the day as 23:59	Mandatory
D+Tb-0011	Display null times using an appropriate value, for example, 'Unknown' and 'Not recorded'	Mandatory
D+Tb-0012	Display seconds only if required	Recommended
D+Tb-0013	Display time ranges as two adjacent time displays, each identified by a contextually appropriate label, such as 'From' and 'To'	Recommended

Table 2: Guidance – Exact Time Display

2.1.2 Examples of Correct Usage

Usage	Format	Example	Comments
✓	HH:mm	12:35 04:59 00:25	Display format for hours and minutes only. Use this format for exact times that are accurate to the minute
✓	HH:mm:ss	12:35:01 04:59:58 00:25:12	Display format for hours, minutes and seconds. Use this format for exact times that are accurate to the second
✓	Day dd-MMM-yyyy HH:mm	Mon 12-Jun-2006 02:30 Fri 24-Apr-1998 10:45 Sun 05-Sep-2000 17:13 Sat 01-Dec-1970 00:05	Time display combined with long date display
✓	dd-MMM-yyyy HH:mm	12-Jun-2006 02:30 24-Apr-1998 10:45 05-Sep-2000 17:13 01-Dec-1970 00:05	Time display combined with short date display

Table 3: Correct Exact Time Formatting Examples

2.1.3 Examples of Incorrect Usage

Usage	Format	Example	Comments
✘	hh:mm AM	12:35 AM 12:35 PM	Use of the 12-hour clock
✘	HH mm HH.mm	12 35 12.35	Use of incorrect separator

Usage	Format	Example	Comments
✘	HH:mm	24:00	Since 00:00 is identical to 24:00, the display must never show 24:00
✘	HH:m h:m h:m:s	10:5 1:7 3:5:8	Lack of a leading zero for values less than 10
✘	dd-MMM-yyyy-HH:mm dd-MMM-yyyyHH:mm dd-Mmm-yyyy:HH:mm	12-Jun-2006-02:30 24-Apr-199810:45 05-Sep-2000:17:13 01-Dec-1970T00:05	Incorrect field separation makes these examples difficult to read

Table 4: Incorrect Exact Time Formatting Examples

2.1.4 Rationale

The main justification for use of the 24-hour clock is patient safety. The 24-hour clock is the standard notation used by most safety-critical industries, and there are clear benefits in sharing best practice between these industries. Moreover, evidence from the Patient Safety Assessment for date and time revealed a number of high risk issues associated with the use of the 12-hour clock, predominantly concerning the potential for confusion between noon and midnight and, more generally, the confusion that would arise were both notations to be supported. In addition, user research with clinicians and administrators found unanimous support for the 24-hour clock format over the 12-hour clock format.

Additionally, the guidance in this document aims to display times in a manner that:

- Is easily readable and unambiguous

- Clearly differentiates between hours, minutes and seconds

- Is consistent and concise (requiring fewer characters than the 12-hour clock)

During the creation of this guidance, the following standards were reviewed:

- The ISO 8601: 2004: Data elements and interchange formats – Information interchange – Representation of dates and times **{R3}**

- World Wide Web Consortium (W3C) Date and Time Format **{R4}**

- UK Government Data Standards (GovTalk) **{R5}**

- The NHS Data Dictionary **{R6}**: Time standard for the display of times with seconds included. The proposed guidance is compliant with the Extended Format of ISO 8601, which displays time as hh:mm:ss. The 'hh' refers to a zero padded hour between 00 and 59, 'mm' refers to a zero padded minute between 00 and 59, and 'ss' refers to a zero-padded second between 00 and 59. In this format, a time may appear as '13:47:30'. The proposed guidance is also compliant with the NHS Data Dictionary, which uses the UK Government Data Standards specification for Time. It is also compliant with the W3C format, which in turn is derived from ISO 8601

2.2　Approximate (or "Fuzzy") Time

This section presents guidance for the display of approximate times. Approximate (or "fuzzy") time may be used to indicate an approximation of an exact time. The following is a clinical example where this may occur:

> *"A paramedic arrives at a patient's home at four o'clock in the morning. As part of an acute episode, the patient describes to the paramedic that he woke around two in the morning with pain over his left kidney that lasted five minutes."*

In this scenario, the user will enter the time '02:00' into the system and should have the opportunity to identify this time as an approximation. The time would be displayed as an approximate time.

Figure 4 illustrates the guidance for the display of approximate times.

Figure 4: Examples of the Recommended Approximate Time Display Format for NHS Clinical Applications

2.2.1　Guidance

ID	Guideline	Status
D+Tb-0014	Precede the display of an approximate time value with the word 'Approx'	Mandatory
D+Tb-0015	Display the time value using the guidance for exact time (section 0)	Mandatory
D+Tb-0016	Leave a white space between the 'Approx' and the HH element of the time display	Mandatory

Table 5: Guidance – Approximate Time Display

2.2.2　Examples of Correct Usage

Usage	Format	Example	Comments
✔	Approx HH:mm	Approx 00:00 Approx 12:00 Approx 03:56 Approx 23:47	Display format for approximate (or "fuzzy") time

Table 6: Correct Approximate Time Formatting Examples

2.2.3　Examples of Incorrect Usage

Usage	Format	Example	Comments
✘	near HH:mm	near 00:00	Failure to use 'Approx' as the preceding text
✘	HH:mm Approx	14:47 Approx	'Approx' should precede the time value

Table 7: Incorrect Approximate Time Formatting Examples

2.2.4　Rationale

The primary objective of this guidance is to differentiate between exact and approximate times in a clear and simple manner.

2.3 Time Duration

This section presents guidance for the display of time durations, that is, periods of time. The following is a clinical example where the display of time duration may occur:

"During a consultation, a clinician uses a structured entry form to record the fact that his patient is experiencing absence attacks that last for 30 seconds."

In this scenario, after the user has entered the information, the time displayed would be '30sec'.

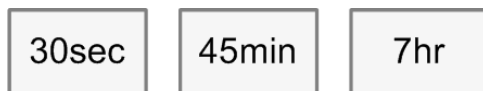Figure 5 illustrates how time durations will be displayed.

Figure 5: Examples of the Recommended Time Duration Display Format for NHS Clinical Applications

Figure 6 shows additional examples of time duration display, which combine hours, minutes and seconds.

Figure 6: Further Examples of the Recommended Time Duration Display Format for NHS Clinical Applications

A duration display may also represent years, months, weeks and days. To prevent ambiguity between months and minutes, and to improve readability, time units will be displayed in order of decreasing significance with zero-valued units omitted.

Durations may also be approximate, in which case the display of an approximate duration value should be preceded with the word 'Approx'.

There are a number of contexts where specific display rules may apply (such as displaying a patient's age), but the precise definition of these rules is beyond the scope of this document.

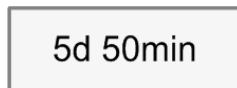Figure 7 shows another example of time duration, which is 5 days and 50 minutes.

Figure 7: Further Example of the Recommended Time Duration Display Format for NHS Clinical Applications

2.3.1 Guidance

ID	Guideline	Status
D+Tb-0017	Display durations using years, months, weeks, days, hours, minutes and seconds, as appropriate	Mandatory
D+Tb-0018	Use whole numbers for time duration, for example, 1, 5, and 60. Do not use decimals or fractions, for example, 0.5, 1.5, 3/4	Mandatory
D+Tb-0033	Ensure that the following minimal set of duration unit abbreviations is supported: **y** for years, **m** for months, **w** for weeks, **d** for days, **hr** for hours, **min** for minutes and **sec** for seconds	Mandatory
D+Tb-0034	Allow the set of duration unit abbreviations to be extended appropriately, for example, 'hrs' as well as 'hr'. Ensure that any additions are unique within the entire set	Recommended
D+Tb-0026	Omit zero-valued units from the display	Mandatory
D+Tb-0027	Display duration values and their respective units as pairs, with no intervening whitespace between the value and unit	Mandatory
D+Tb-0028	Use a white space as the separator when displaying a duration composed of more than one unit	Mandatory
D+Tb-0029	Display time duration units in decreasing order of significance	Mandatory

ID	Guideline	Status
D+Tb-0030	Precede the display of an approximate duration value with the word 'Approx'	Mandatory
D+Tb-0031	Leave a white space between the 'Approx' and the first element of an approximate duration value	Mandatory

Table 8: Guidance – Time Duration Display

2.3.2 Examples of Correct Usage

Usage	Format	Example	Comments
✓	Nnuuu	20sec 10min 15min 55sec 23hr 2hr 40min 4hr 32min 16sec 1m 2d 3hr 17min	Time units should be displayed using three characters to avoid confusion, for example, between minutes and months
✓	Nnu Nnuuu	3d 40min 26w 5d 1m 5d 12hr 26d 5hr 34min 1y 10m 2w 12d 20hr 12min	Display of durations greater than 24 hours

Table 9: Correct Time Duration Formatting Examples

2.3.3 Examples of Incorrect Usage

Usage	Format	Example	Comments
✗	N.Nuuu	0.5min 1.5hr 3/4hr	These examples lack clarity; 0.5min could be interpreted as 5 minutes
✗	Nnuuu	15min55sec 2hr90min 4hr32min16sec	The lack of white space separators makes these examples difficult to read
✗	NnuNNuuu	3d40min 26d5hr 1m05d12hr 26d5hr34min	The lack of white space separators makes these examples difficult to read
✗	Nnu Nnu	3d 90m 1m 30m	The use of the same character to indicate months and minutes gives rise to ambiguity

Table 10: Incorrect Time Duration Formatting Examples

2.3.4 Rationale

The motivation behind this guidance is to present a standard approach for displaying time durations that is clear, simple and unambiguous. In addition, the guidance allows time durations to be displayed using an appropriate combination of units, for example, 1y 3m 5d, or 5hr 6min 45sec.

Duration values and their respective units are always displayed as pairs, with no intervening white space between the value and unit. This saves space by using fewer characters overall, and the visual grouping helps to reduce the likelihood of values being associated with an incorrect unit.

An alternative approach would be to separate the values and units with whitespace, which is the principle adopted by the guidance for Medications Management **{R7}**. The rationale for this approach is that some letters (such as 's', 'o' and 'i') can be misread as numbers (such as '5', '0' and '1'), so white space separators are used to reduce the likelihood of misreading errors (such as interpreting '12hr' as '121 hours'). However, the likelihood of such errors for time durations is significantly smaller than for medications, since:

- The vocabulary under consideration is much smaller since it consists of just seven duration symbols

- The units are always displayed in a fixed (and familiar) order

- The number of digits used to represent durations is much easier to predict, since hours, minutes and seconds will typically be in the range 0-59, days will be in the range 0-6, months will be in the range 0-11, and so on

For these reasons, the approach of removing whitespace between duration values and units is preferred.

The duration symbols themselves are chosen to be memorable and intuitive, and to minimise the likelihood of misinterpretation. This is particularly important for differentiating months and minutes, as this is the most likely source of confusion (since these units share a common initial letter).

The duration symbol for hours is 'hr' rather than 'hrs' as this can be used to denote both the singular ('1hr') as well as the plural ('2hr'). Conversely, using 'hrs' as the symbol would allow all duration units smaller than a day to be three characters in length (that is, 'hrs', 'min' and 'sec'). This would provide a clear contrast with the remaining symbols, which are all one character in length ('d', 'w', 'm', 'y'). However, the use of a plural ('hrs') would be inconsistent with the other symbols and, for this reason, the adoption of 'hr' is the preferred approach.

Note that this guidance applies to English only; for other cultures different symbols would be appropriate.

3 DOCUMENT INFORMATION

3.1 Terms and Abbreviations

Abbreviation	Definition
CUI	Common User Interface
NHS	National Health Service
NHS CFH	NHS Connecting for Health
NPfIT	National Programme for IT
NPSA	National Patient Safety Agency
UI	User Interface

Table 11: Terms and Abbreviations

3.2 Definitions

Term	Definition
NHS Entity	Within this document, defined as a single NHS organisation or group that is operated within a single technical infrastructure environment by a defined group of IT administrators.
The Authority	The organisation implementing the NHS National Programme for IT (currently NHS Connecting for Health).
Current best practice	Current best practice is used rather than best practice, as over time best practice guidance may change or be revised due to changes to products, changes in technology, or simply the additional field deployment experience that comes over time.

Table 12: Definitions

3.3 Nomenclature

This section shows how to interpret the different styles used in this document to denote various types of information.

3.3.1 Body Text

Text	Style
Code	Monospace
Script	
Other markup languages	
Interface dialog names	**Bold**
Field names	
Controls	
Folder names	Title Case
File names	

Table 13: Body Text Styles

3.3.2   Cross References

Reference	Style
Current document – sections	Section number only
Current document – figures/tables	Caption number only
Other project documents	*Italics* and possibly a footnote
Publicly available documents	*Italics* with a footnote
External Web-based content	*Italics* and a hyperlinked footnote

Table 14: Cross Reference Styles

3.4   References

Reference	Document	Version
R1.	NHS CUI Design Guide Workstream – Design Guide Entry – Date and Time Input	3.0.0.0
R2.	NHS CUI Design Guide Workstream – Design Guide Entry – Date Display	4.0.0.0
R3.	ISO 8601:2004: Data elements and interchange formats – Information interchange – Representation of dates and times http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_detail.htm?csnumber=40874	
R4.	World Wide Web Consortium (W3C) Date and Time http://www.w3.org/International/	
R5.	UK Government Data Standards (GovTalk) http://www.govtalk.gov.uk/gdsc/html/noframes/default.htm	
R6.	NHS Data Dictionary: http://www.datadictionary.nhs.uk/web_site_content/pages/domains/time_e_h_gif_de.asp?query=time%20format&rank=1&shownav=1	
R7.	NHS CUI Design Guide Workstream – Design Guide Entry – Medications Management – Medication Overview	2.0.0.0

Table 15: References

REVISION AND SIGNOFF SHEET

Change Record

Date	Author	Version	Change Reference
11-Sep-2007	Tony Rose	2.0.0.1	Initial draft for review/discussion (Baseline 2.0.0.0 was created in Release 4)
12-Sep-2007	Vivienne Jones	2.0.0.2	Copyedit
13-Sep-2007	Tony Rose	2.0.0.3	Accepted changes following copy edit
13-Sep-2007	Vivienne Jones	2.0.0.4	Copyedit of changes
14-Sep-2007	Vivienne Jones	2.0.1.0	Document cleansed with Tony Rose
27-Sep-2007	Tony Rose	2.0.1.1	CRS updates
02-Oct-2007	Catherine Niblock	2.0.1.2	Copyedit of updates
02-Oct-2007	Tony Rose	2.0.1.3	Accepted changes following copy edit
04-Oct-2007	Catherine Niblock	2.1.0.0	Document cleansed, raised to Baseline Candidate
10-Oct-2007	Vivienne Jones	3.0.0.0	Baseline (adjusted pagination slightly – no content changes)
12-Oct-2007	Vivienne Jones	3.0.0.0	Corrected Preface
20-Apr-2009	Mick Harney	3.0.0.1	Foundation draft for ISB updates
27-May-2009	Rachel Eno	3.0.0.2	Updated
28-May-2009	Mick Harney	3.0.0.3	Copyedited updates
28-May-2009	Rachel Eno	3.0.0.4	Responses to copyedit comments
28-May-2009	Mick Harney	3.0.0.5	Changes made
29-May-2009	Rachel Eno	3.0.0.6	Check through and additions
04-Jun-2009	Mick Harney	3.0.0.7	Further checks and clean up. Awaiting final NHS CFH clarifications
10-Jun-2009	Rachel Eno	3.0.0.8	Further clarifications
10-Jun-2009	Mick Harney	3.1.0.0	Raised to Baseline Candidate
25-Jun-2009	Simon Burnham	4.0.0.0	Raised to Baseline

Document Status has the following meaning:

- **Drafts 0.0.0.X** – Draft document reviewed by the Microsoft CUI project team and the Authority designate for the appropriate Workstream. The document is liable to change

- **Working Baseline 0.0.X.0** – The document has reached the end of the review phase and may only have minor changes. The document will be submitted to the Authority CUI project team for wider review by stakeholders, ensuring buy-in and to assist in communication

- **Baseline Candidate 0.X.0.0** – The document has reached the end of the review phase and it is ready to be frozen on formal agreement between the Authority and the Company

- **Baseline X.0.0.0** – The document has been formally agreed between the Authority and the Company

Note that minor updates or corrections to a document may lead to multiple versions at a particular status.

Audience

The audience for this document includes:

- **Authority CUI Manager / Project Sponsor**. Overall project manager and sponsor for the NHS CUI project within the Authority

- **Authority NHS CUI Design Guide Workstream Project Manager.** Responsible for ongoing management and administration of the Workstream

- **The Authority Project Team**. This document defines the approach to be taken during this assessment and therefore must be agreed by the Authority

- **Microsoft NHS CUI Team**. This document defines the approach to be taken during this assessment, including a redefinition of the NHS CUI Design Guide Workstream strategy

Reviewers

Name	Position	Version Approved	Date
Mike Carey	Toolkit Workstream Lead		
Tim Chearman	UX Architect		
Kit Lewis	UX Architect		
Dee Hackett	Clinical Advisor		
Peter Johnson	Clinical Architect		

Distribution

Name	Position
Mike Carey	Toolkit Workstream Lead
Tim Chearman	UX Architect
Kit Lewis	UX Architect
Dee Hackett	Clinical Advisor
Peter Johnson	Clinical Architect

Document Properties

Item	Details
Document Title	NHS CUI Design Guide Workstream Design Guide Entry – Time Display
Author	NHS CUI Programme Team
Restrictions	**RESTRICTED – COMMERCIAL; MICROSOFT COMMERCIAL;** Access restricted to: NHS CUI Project Team, Microsoft NHS Account Team
Creation Date	11 September 2007
Last Updated	23 June 2015

Copyright:

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence or email psi@nationalarchives.gsi.gov.uk.