OPTIMISING YOUR WORKFLOW

Bank Staff Booking

The simple way forward to a flexible workforce

Meantime's Bank Staff Booking System has used by NHS Trusts since the beginning of 2000 and has been developed in conjunction with a number of Trusts.

The system can be run centrally from a Bank Office or rolled out to ward level enabling bank sessions to be requested at source by multiple users. Hundreds of Bank sessions can be managed on a daily basis to provide a fast, efficient and cost effective service.

Working Time Directive – includes functionality for holiday entitlement and warnings when the 48 hour week will be exceeded. This takes into account normal contract hours for staff with substantive posts.

Reporting – comprehensive reports are provided in the standard system and specific reports can be developed if required.

Interfacing – staff details can be imported daily from ESR to ensure single point of entry and data integrity. Timesheet details can be exported for use by your Payroll department or to be passed automatically into ESR via the standard ADI

Agency – when you are unable to find available bank staff to fill a session, register agency bookings together with details of the person being supplied by the agency

Training – full on site training is provided during implementation

Support – Full on-screen help is available at all times and our comprehensive Licence Agreement covers product support within agreed response times, maintenance of the system and regular upgrades

History – Full audit trail of all bank sessions, bookings and cancellations

Mail Merge – select details to be merged via the powerful report writer

User Defined Fields – create your own data fields to store additional information about your Bank Staff, maybe for Police checks, dates when medicals are required, free text etc.

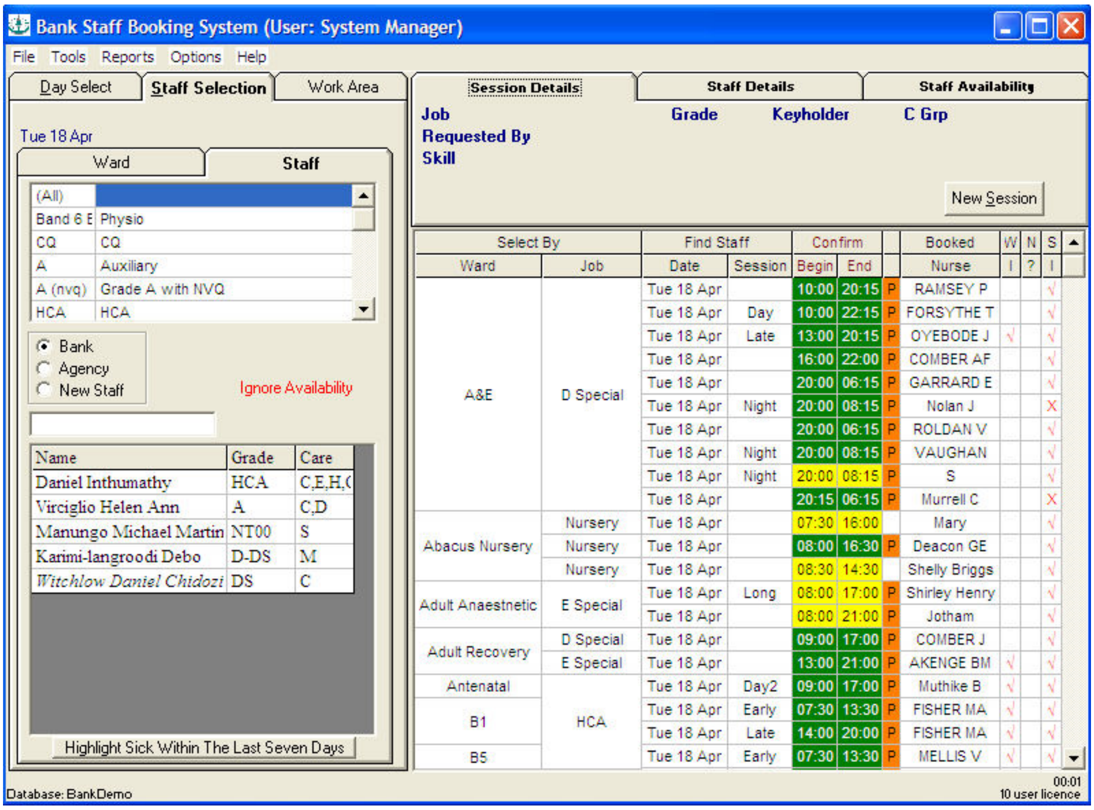
Web Pages – variety of pages available to keep wards and departments updated.

Flexible – can me tailored for traditional grades or agenda for change

Shifts – create individual shifts, groups of shifts or use the pre-booked quick entry screen

Staff Groups – manage multiple staff groups (Nursing, Admin & Clerical, PAMs etc….)

Finding Staff – include or exclude multiple search criteria to find the right person for a shift



Creating and filling bank sessions

Select day(s) required

Click on ward requiring staff

Click on grade of staff required

Press New Session button

Enter start time and end time

View available staff of suitable bands/grades

Click on name to display phone number

Contact person to confirm their availability

Confirm booking at the press of a button

MEANTIME SYSTEMS

OPTIMISING YOUR WORKFLOW

<u>Staff Details</u>

Data imported from your HR system can include basic and employment details together with training history.

Phone number, Notes, Skills, Care Groups/Preferred locations and user defined fields are all maintained from within this system

Registering availability of Bank Staff is as simple as this:

- Click on the person's name
- Click on the cell in the calendar for the day and session concerned

You can create additional lines on the calendar to match the exact times the person is available.
Also register when they are unavailable for work or on holiday.