

ALLOCATE E-JOB PLANNING PROJECT POSITION STATEMENT @ 20th July 2018

This document details the position for each of the Service Delivery Units at the point of handover. Further detail regarding correspondence with individual areas/actions taken are in Appendix 1.

Princess of Wales SDU

Training sessions took place in November 17; follow up session in May 18.

All areas have published job plans ready to be populated. Login details have been released to Medicine and Clinical Support doctors but not ED as yet. Allocate have been contacted regarding 1:1 support for ED as the job plans are more complex to record.

Total doctors on system	161
Total job plans	157
Total job plans with at least 1 activity entered	119
Total doctors	157
Total doctors who have not logged in once	74

Department	Total Doctors on system	Discussion	Awaiting 1st Sign Off By Consultant	Awaiting 1st Sign Off Manager	Awaiting 2nd Sign Off	Signed Off	Locked Down
Clinical Support Services	49	37	7	4	1		
Emergency & Acute Medicine	13	12					
Medicine	40	25	15				
Surgical Services	59	23	10	1	1	17	4
Grand Total	161	97	32	5	2	17	4

Singleton SDU

Training sessions took place in December 17.

- Cancer Services – required information to set up the system has been requested but not received (see details of correspondence in Appendix 1). LH attended December training session.
- Childrens Services – job plans published and being developed. Login details have been released to all users.
- Clinical Services – system set up and ready; SBJ (Service Manager) attended training in May 2018. Blank job plans have been published and will be developed as part of current job planning cycle. Awaiting confirmation re: release of login details
- Surgical Services – already in use in Ophthalmology, ready for use in Obs & Gynae – awaiting response from JW as to whether she would like blank job plans published and login details released. Emailed again 29.06.18
- Unscheduled Care and Medicine – FH attended the December training session. Required DCC information to set up the system not yet received. Emailed FH 29.06.18

APPENDIX 1

Total doctors on system	176
Total job plans	91
Total job plans with at least 1 activity entered	50
Total doctors	91
Total doctors who have not logged in once	60

Department	Total Drs on System	Discussion	Awaiting 1st Sign Off By Consultant	Awaiting 1st Sign Off Manager	Awaiting 2nd Sign Off	Signed Off	Locked Down
Cancer Services	24						
Childrens Services	60	56	1	2		1	
Clinical Support Services	20	20					
Surgical Services	41		4			4	3
Unscheduled Care & Medicine Services	31						
Grand Total	176	76	5	2		5	3

Neath Port Talbot SDU

Managers attending May 18 training sessions.

Operational & Patient Flow – job plans published and being developed. Login details not yet released to users – agreed to release user details (20.07.18) – completed.

Welsh Fertility Institute – relevant set up information received and DCCs set up in the system. Manager unable to attend training sessions.

Total doctors on system	26
Total job plans	22
Total job plans with at least 1 activity entered	13
Total doctors	22
Total doctors who have not logged in once	22

Department	Total doctors on system	Discussion	Awaiting 1st Sign Off By Consultant	Awaiting 1st Sign Off Manager	Awaiting 2nd Sign Off	Signed Off	Locked Down
Operational & Patient Flow	22	14	8				
Welsh Fertility Institute	4						
Grand Total	26	14	8				

Mental Health SDU

As requested by the Unit, a meeting with Allocate was held on 13th March 2018. Requests for the required set up details were sent out following this (see Appendix 1 for details).

Training session held on May 2nd 2018.

- Bridgend Locality - required DCC information to set up the system not yet received
- Swansea Locality – amendments to signs offs and staffing received; required DCC information to set up the system not yet received
- Neath Port Talbot Locality - relevant set up information received and set up

- Specialist Services - required information to set up the system has been requested but not received

No job plans published as yet. No logins released to users (other than managers). Total number of doctors on the system – 63. Eve Jeffery has requested an update on where we are and also further training – I have sent an update and suggested that she waits to liaise with the new project manager.

Morrison SDU

Training sessions held on 23rd May 2018.

For all areas other than pre-existing users.

The requests for required set up details were sent out in May prior to the training. Managers attended the training and agreed to work through and send in the details – nothing received to date. No job plans have been published and no login details released (other than managers).

A meeting was held with Dr Aidan Byrne on 15th June to discuss the system as a whole and its use within Anaesthetics in particular. Example reports have been sent to show what the system can produce once the job plans have been recorded.

Total doctors on the system	299
Total job plans	105
Total job plans with at least 1 activity entered	85
Total doctors	105
Total doctors who have not logged in once	48

Department	Total doctors on system	Discussion	Awaiting 1st Sign Off By Consultant	Awaiting 1st Sign Off Manager	Awaiting 2nd Sign Off	Signed Off	Locked Down
Clinical Services	113						
Hospital Services & Emergency Care	19						
Medicine	42						
Surgical Services	125	48	23	1	9	16	8
Grand Total	299	48	23	1	9	16	8

PCC SDU

Discussion held with UMD; structural changes required within the Allocate system following service movements within the Health Board and further work required on set up and sign-offs etc.