



eJobPlan

Effective consultant job planning software

The 2003 consultant contract was introduced to improve patient care and to ensure that trust and consultant objectives were more closely aligned. However, it is recognised that there remains a significant number of consultants without robust, signed-off job plans, at a time when ever greater focus is being placed on them.

The problems associated with job planning include:

- Failure by trusts to set strategic goals for job planning
- Poorly defined job planning process and responsibilities
- Limited support and training for those people managing the process
- Difficult and time-consuming tracking and sign-off procedures for multiple job plans
- Lack of transparency and fairness in the way PAs and sessions are calculated
- Lack of consistency in job plan format and language used
- Lack of medic engagement
- Inability to consolidate job plans for reporting purposes

Increasingly, there is a realisation amongst organisations that job planning is far more than a simple tick-box exercise; good quality job planning is the gateway to delivering high quality and efficient patient care as advocated by the 2016 Carter Report.

As a result of this increased focus, governing bodies are urging medical directors to ensure that each consultant has an up to date accurate job plan which clearly sets out sessions and their objectives for the improvement of clinical activity and patient care.

The advantages of web-based job planning

The most common method for writing job plans is with paper or Excel templates. This approach is viewed as relatively inexpensive. However, in reality paper job planning can become an unnecessarily time-consuming paper-chase that is inconsistently applied across doctors.

It results in a poorly controlled process, often driven by the needs of the doctors and not the trust. Web-based job planning overcomes all these difficulties and provides many more benefits.

What is eJobPlan?

eJobPlan is a web-based software solution used by more than 120 NHS organisations in the UK. eJobPlan facilitates job planning for consultants, and also for specialty doctors and associate specialists. The system benefits Trusts by providing a number of clear benefits outlined below:

Standardised job plans eJobPlan ensures the format of a job plan, and the way PAs are calculated, is consistent across the entire trust. The system is sufficiently flexible to allow job plans to be correctly calculated for consultants and SAS doctors. eJobPlan caters for complex job plans spanning long cycle lengths of time and supports annualisation. The capture

of multiple on-call rotas and the ability to add consultant of the week hot activity ensures that job plans accurately represent the work of medics on the ground.

Flexible and transparent job planning eJobPlan provides a trust with a flexible and transparent job planning process that includes up to three levels of electronic sign-off. The system encourages a 'hub and spoke' model for managing job planning, whereby the project manager oversees the process from the centre, and clinical managers drive the job planning process in their departments.

"I like that eJobPlan provides consistency and the sign-off is clear and easy to administer. It is also really helpful to other departments, e.g. our Service Line Reporting team, to be able to access information online which can be turned in to capacity plans."

Dr Mark Pugh, Medical Director, Isle of Wight NHS Trust

PA controls and powerful reports Within the system a trust can set limits on the number of PAs that can be added to a job plan. These settings can either warn a doctor that they are exceeding a limit or prevent a doctor from adding more activities. eJobPlan also allows a trust to track the progress of job planning and scrutinise activity/ PA data at any level in the organisation in real time.

The exception reporting functionality allows a user to report on job plans that are above set limits. This information ensures problems are highlighted immediately and can be managed in the most appropriate manner by the trust.

Specialty Analysis Tool Based on the job plans, the system will allow a user to search for a specified time period and show who is doing what in the trust. This is particularly useful to identify individuals that may be available to cover colleagues during periods of absence.

Activity calendar eJobPlan allows managers and departments to create a service plan of activities. Once the service plan has been created then job plan information is pulled across and compared with the service plan to identify any resource 'gaps'. This is particularly useful when considering service redesign.

Fully integrated with MedicOnDuty and ActivityManager

Allows organisations to easily turn job plans into reality and to ensure rosters and clinical schedules are linked for sensible planning and deliver cycles. This integration also allows for the cross reference of contracted versus delivered consultant activity, enabling job plans and PA payment to be reviewed should contracted activity not be sufficiently fulfilled. Therefore workforce costs can be managed more effectively through productivity outcomes.

Date access, data security and data back-up

Each user of eJobPlan is issued with a secure, online account through which they can access job plan data from any computer or smart device linked to the internet.

Unauthorised access to sensitive data is prevented through a combination of user rights and data encryption. Frequent backups occur daily.

eJobPlan interface

The screenshot displays the eJobPlan web interface. At the top, there are navigation tabs for 'Dashboard', 'Manage Job Plans', 'Specialty Analysis', 'Reports', 'Departmental Settings', 'Trust Settings', 'User Maintenance', 'My Job Plan', and 'Support'. The main content area is titled 'Job Planning Dashboard' and includes a tree view of departments, a 'To Do' list with tasks like 'Please sign off Mr Sales, Percy's job plan', an 'Alerts' section, and a 'PA Analysis' table. The 'PA Analysis' table shows data for 'Trauma & Orthopaedics (22)' consultants, with columns for 'Not signed off', 'Signed off', and 'Signed off 1 year ago'. Below this, there are two 'Review chart for' sections, one for 'Trauma & Orthopaedics (22)' and one for 'SAS', each with a pie chart and a legend. The bottom of the page includes 'Terms and conditions', 'Accessibility', 'Allocate Customer Support', and 'v19.1'.



Expert support and training

Expert training and instant access to the Allocate HealthMedics help-desk comes as standard with eJobPlan. If you have any questions about the system or need help understanding policies or rules, you can be certain that our friendly experts are always on hand to assist you.