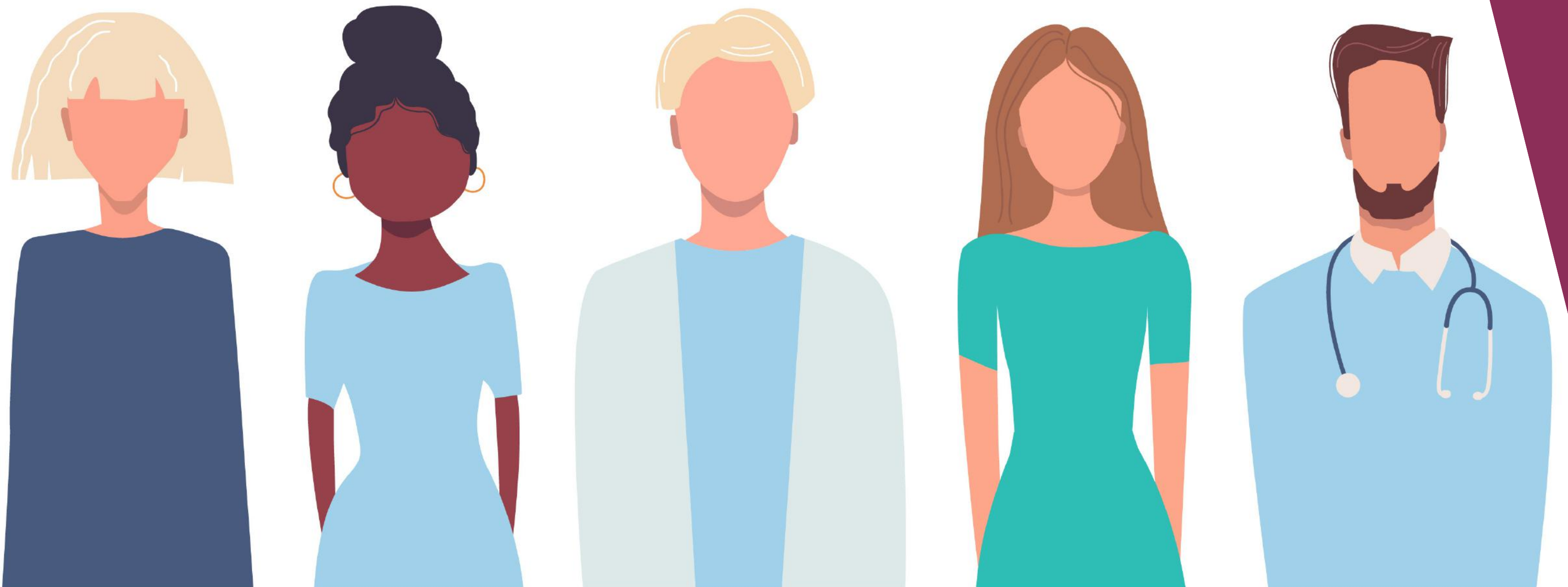


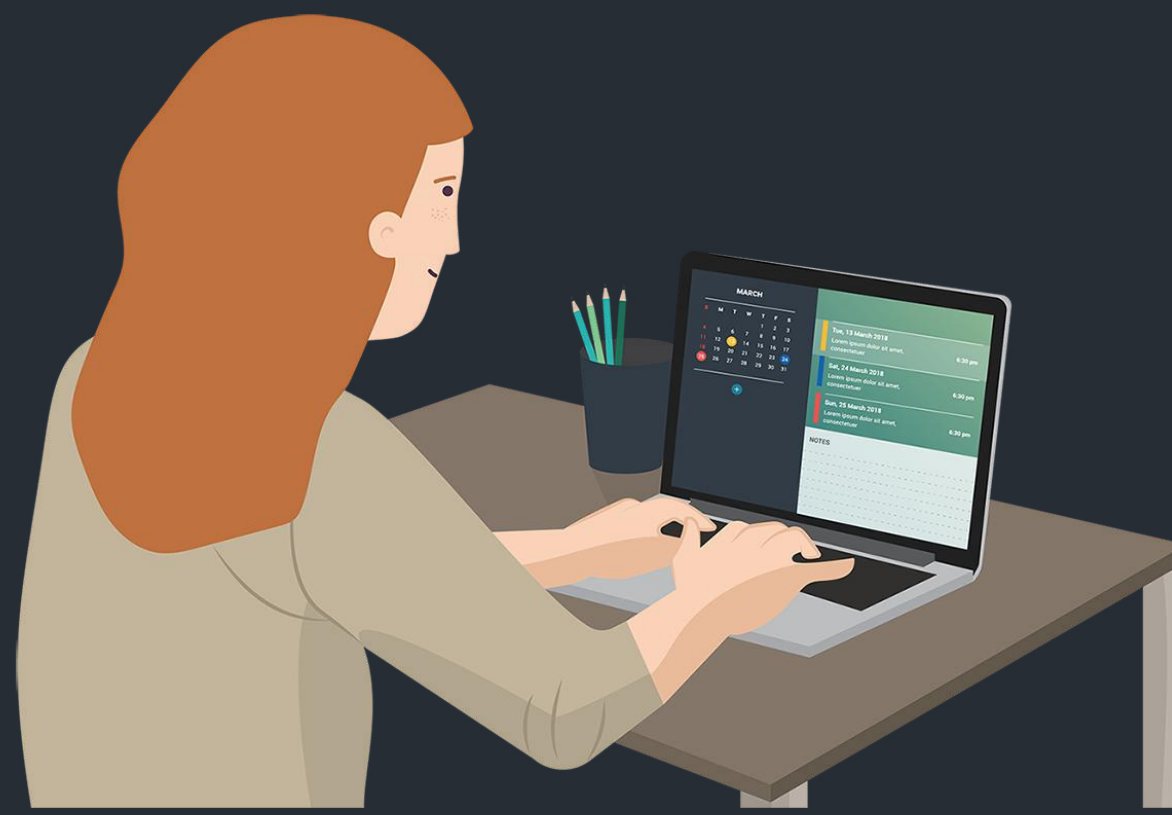


# Premier IT

## Job Planning\*



# The Job Planning Solution



The Job Planning system is an online, calendar-based system developed specifically to manage job planning activities for consultants, associate specialists and SAS doctors. It enables you to create, format and manage job plan timetables. Integrated team job planning is available for department leads to distribute populated job plans across the team.

Job Planning is placed at the heart of the 2003 consultant contract. Eliminating the inaccuracies of a paper-based/excel system and automating calculations becomes more important than ever in managing medical resources effectively. A cost-effective IT solution, Job Planning is easy to use and accessible anytime, anywhere. Functionality and feature-rich it is available as a standalone tool or a module within the PReP revalidation management system.

## The Online Job Planning System



*“Very easy to use system, the support we received was fantastic both from the project manager as well as the support desk, we found Premier IT to be very accessible, they always listened and were very responsive.”*

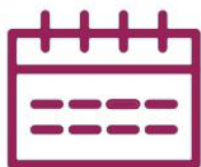
Ina James  
AHP Improvements Team  
York and Scarborough NHS Foundation Trust



# Features and Benefits

## KEY FEATURES

### CALENDAR BASED SYSTEM



Easy to use approach to create and manage job plan timetables across consultants. Ability to identify a resource or specialty gaps in service for capacity planning.

### CATERS FOR ALL JOB PLAN TYPES



In-built versatility, allowing for the management of a broad range of job plans. This includes standard to complex job plans, multiple or rolling weekly rosters, variable weekly cycle lengths and irregular commitments.

### CONFIGURED FOR YOUR ORGANISATION



Flexibility to achieve resource planning and objectives specific for your individual medics, departments, specialities and organisation.

### COST EFFECTIVE, ACCURATE PLANNING



Use the system to ensure the right people with the right skills are together at the right time. Available information to identify service gaps, resource cover, unnecessary resource spending and find opportunities for service redesign.

### AUTOMATED CALCULATIONS AND REPORTING



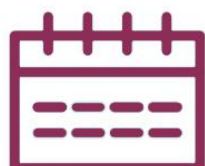
Available for activities including DCC/SPA splits, a summary of activities, total PA's, PA groupings, a total of SPA's, filtering by department, progress reporting and paying entities.

### CONTINUOUS CYCLE WITH REVALIDATION



Considers the intrinsic link between organisational service provision and personal achievement by integrating PReP Job Planning into the PReP revalidation management system.

## KEY BENEFITS



Gives Clinicians/AHPs and their managers the opportunity to agree on the proportion of each role that will be attributed to clinical care and other supporting professional activities.



Provides organisations with data to organise resources efficiently, bringing mutual benefits to organisations, patients and AHPs in the planning and delivery of high quality patient care.



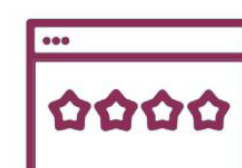
Access and utilise full job plan data collection. Generate analytic output and exception reporting to inform future job plan timetabling and service design activities.



Improved access to job plans through more advanced, secure system logs. Improved security of job plans at multiple levels.



Comprehensive reporting to support the standardisation of job plans. Automated calculations and detailed reporting including important metrics such as format, language, and hour calculations



Quick start tutorial videos and free bimonthly online webinars for clinicians and specialty leads to attend and ask questions.



**Right skills.**  
**Right place.**  
**Right time.**  
**Right outcome.**



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