

## **EXCEPTION REPORTING**

**Overview Guide** 

# Overview of Exception Reporting



- Web based application that works across desktop, tablet & smartphone
- Allow doctors to submit exception reports and view updates on previously submitted reports
- Allows educational supervisors to review and action reports
- Provides guardians and DMEs with visibility of exceptions across their organisation

#### Log-in details



- Log-in details will be sent by email
  - From no-reply@skillsforhealth.org.uk
  - Subject: Your Doctors Rostering System (DRS) log-in details
- If you don't receive your log-in please check your spam/junk folder
- You can log-in to the site at <a href="https://drs.realtimerostering.uk">https://drs.realtimerostering.uk</a>



## **DOCTOR INTERFACE**

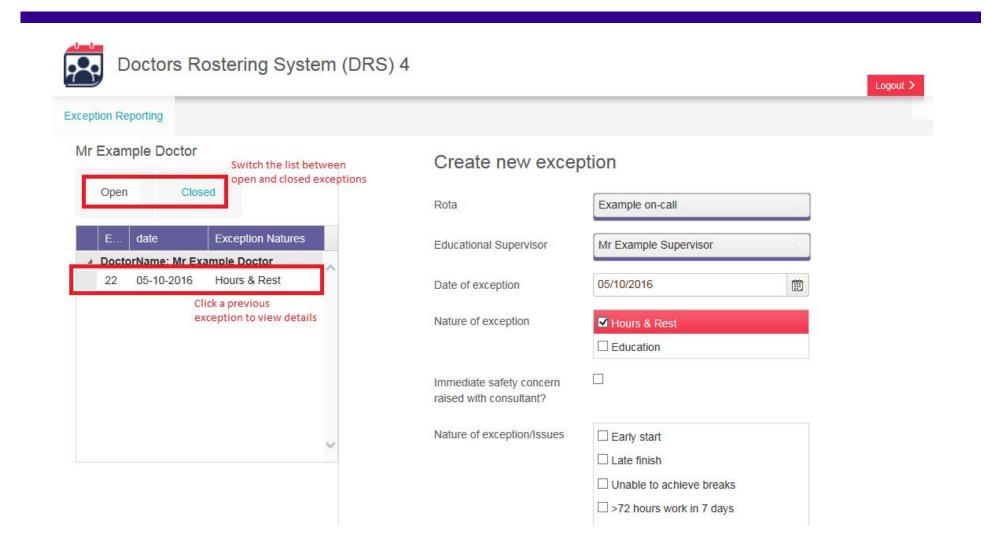
#### **Doctor Interface**



- Through the doctor interface you can:
  - Create and submit new exceptions related to hours/rest & education issues
  - View the status of previously submitted exceptions
  - View any comments added by supervisors and others
  - Add comments to existing exceptions

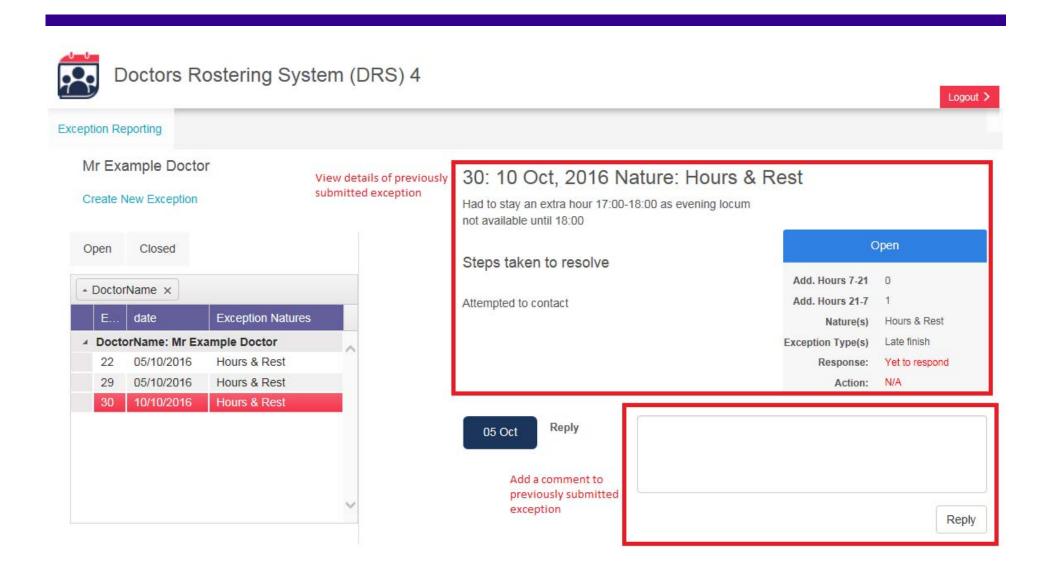






#### **Doctor Interface**







## SUPERVISOR INTERFACE

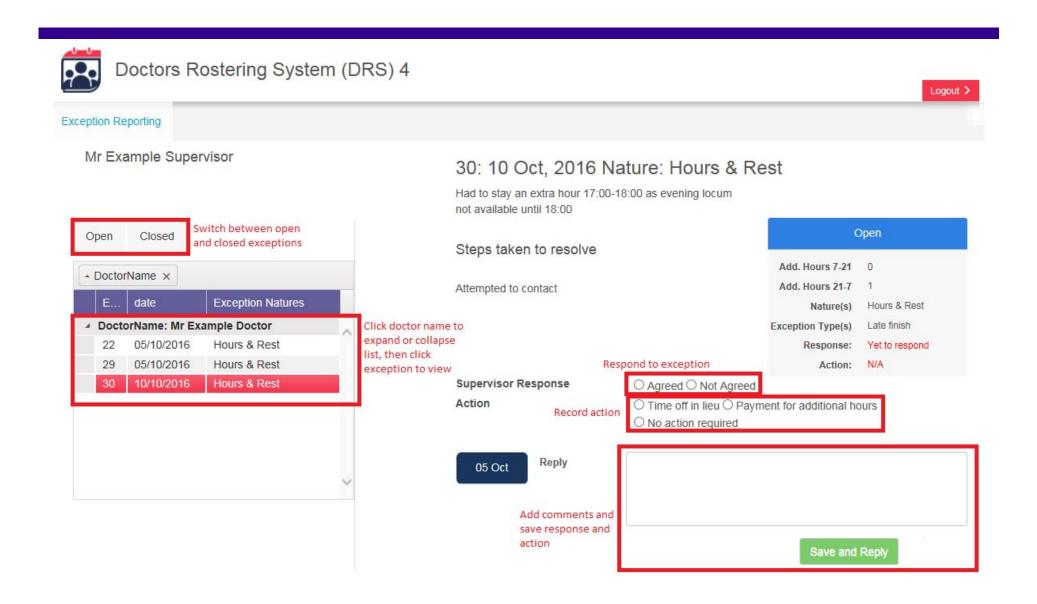
#### **Supervisor Interface**



- Educational supervisors can do the following through the educational supervisor interface:
  - Review exceptions submitted by their doctor
  - Agree or disagree with the exception
  - For agreed exceptions, note if any payment or time off in lieu is required
  - Add comments to exceptions
- When one of your trainees submits a new exception, you will receive a notification email
- Whenever you take action or add a comment to an exception, the doctor will receive a notification email letting them know you have updated the exception
- Once you have taken action on an exception and agreed or disagreed, you will not be able to make further changes









## **ADMIN INTERFACE**

#### **Admin Interface**



- As an org admin, guardian or DME you have visibility of exceptions across your organisation as follows:
  - Org admins: All exceptions
  - Guardian: All exceptions related to hours/rest
  - DME: All exceptions related to education
- As power users in the system you are able to take action and add comments to any exception you can see, including overwriting a previously closed exception

## Admin Interface – Email notifications



- Guardians will receive email notifications whenever an educational supervisor disagrees with an exception relating to hours/rest issues
- DMEs will receive email notifications whenever an educational supervisor disagrees with an exception relating to education issues
- Organisations can also specify one central email inbox which will receive the above two notifications, as well as a notification when any doctor submits a new exception
  - To add or change your organisation's inbox for central notifications please email our support team at tools.team@skillsforhealth.org.uk with the subject 'DRS4 central inbox'. You must be an existing org admin to request this change