

DHU NetMaster Website – Registrars Guide

**BEFORE YOU CAN LOG ONTO THE WEBSITE
PLEASE ENSURE THAT YOU HAVE COMPLETED
A 'PERSONNEL INFORMATION FORM' AND RETURNED
IT TO DHU – debi.pickering@derbyshirehealthunited.nhs.uk**

**PLEASE READ THE WHOLE GUIDE THOROUGHLY SO YOU FULLY
UNDERSTAND THE PROCESS TO BOOK OOH SESSIONS.**

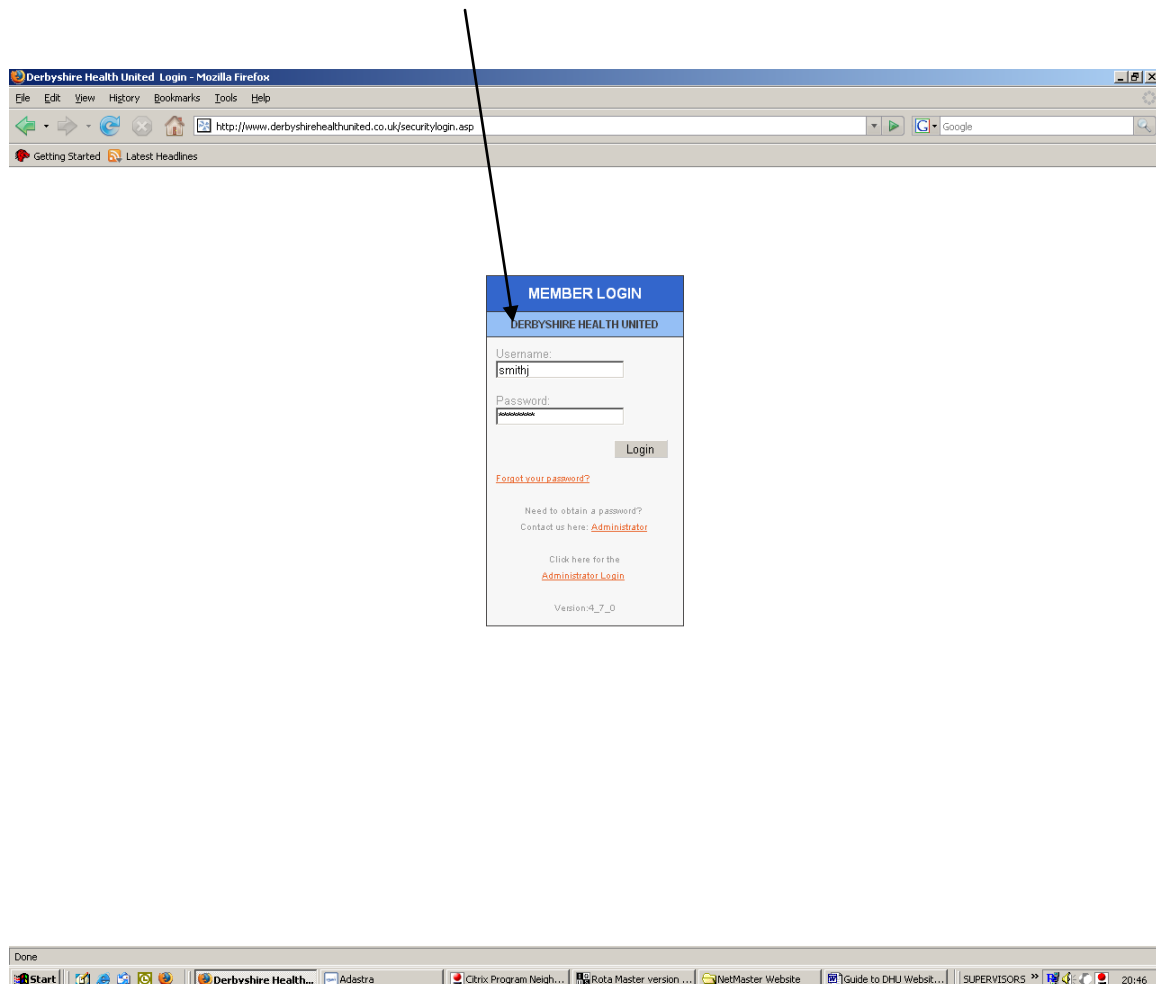
Your log in details for the website will be confirmed to you via email on receipt of your Personnel Information Form'

If you wish to change your password, please contact a member of the rota team who will be able to do it for you.

The website address is:

www.derbyshirehealthunited.co.uk/securitylogin.asp

Below is the log in screen you will see when you go to the above address, enter your username and password here.



The first page you will see when logged on is the home page this displays any important announcements and news topics.

DERBYSHIRE HEALTH UNITED LTD
Rota.Administrator@derbyshirehealthunited.nhs.uk • Map
Blissett, John , Sessional Doctors - Derby, DHU Doctors - No Roles

HOME LOGOFF

ROTA NEWS DOWNLOADS LINKS INFORMATION CALENDAR STYLES

Announcements

New Base - Swadlincote

There is a new base operational from the 1st April which some of you will have booked sessions at. The new base appears on the rota as "Swadlincote". This comprises of one GP based at Heartwood Medical Practice along with a receptionist. You will see patients from the Swadlincote area.

The address is:

Heartwood Medical Practice,
Swadlincote Clinic
Civic Way
Swadlincote
Derbyshire
DE11 0AE

Please familiarise yourself with directions before you are due on shift.

Thank you.

New shift names

You will notice some new shift names denoted as RV 21 etc. these indicate a shift assigned to a Response Vehicle. We have done some work on the shift times to match up with driver shifts to ensure maximum efficiency using the RV's and help us meet visit targets. RV shifts will be matched up with a driver and you will be out in a vehicle where the demand for visits requires it. If there are not enough visits to warrant sending another vehicle out you may still be asked to work in the treatment centres/clinician advice.

Many thanks, The Rota Team.

Staffordshire guidelines

Please make sure when on shift and arranging visits that you adhere to the staffordshire guidelines. These can be found in the clinicians manual on the DHU intranet.

Thank you.

Website

DERBYSHIRE HEALTH UNITED EVENTS

No events scheduled.
Click the date to VIEW

IN THE NEXT 7 DAYS WE NEED

05/04/2008	14:00 - 19:59
Saturday	Standby

Click the date for more information

YOUR NEXT 10 ROTA SESSIONS

01/04/2008	18:30 - 00:29
Tuesday	Derby Base (Duffield Rd)
08/04/2008	18:30 - 00:29
Tuesday	Derby Base (Duffield Rd)
15/04/2008	18:30 - 00:29
Tuesday	Derby Base (Duffield Rd)
22/04/2008	18:30 - 00:29
Tuesday	Derby Base (Duffield Rd)
29/04/2008	18:30 - 00:29
Tuesday	Derby Base (Duffield Rd)

Go to Your Rota

LINKS

Your Links
No personal links
Edit your Links

BBC News
Met Office Weather

To get to your own personal rota click the 'Rota' button on the top left of the page.

'My Rota' Page

IMPORTANT - This page shows any confirmed registrar or solo sessions you have. Unless a session shows under the 'My Rota' (Solo session only) or 'Registrar Shifts' tabs **IT IS NOT CONFIRMED.**

DERBYSHIRE HEALTH UNITED LTD

Rota Administrator: derbyshirehealthunited.nhs.uk · Map
Shah, Pir (ST3 Reg), GP Registrars - Derby, DHU Doctors

Roles

Current Organisation: DHU Doctors

HOME LOGOFF

MY ROTA TEAM ROTA FULL ROTA TODAY

MY ROTA

Rota Assistant

I want to...
[View Historic Rotas / Verify My Shifts](#)
[Verify Shifts](#)
[Verify Adjustments](#)

Message from administrator

If you have any problems with the new website please contact Rota.Administrator@derbyshirehealthunited.nhs.uk Thank you

Published range: 1-Apr-2010 to 31-Mar-2011 Last Updated 9/3/2011 at 12:26

My Rota Adjustments Registrar Shifts

Confirmed Rota for Shah, Pir (ST3 Reg)

You have no confirmed shifts at this time.

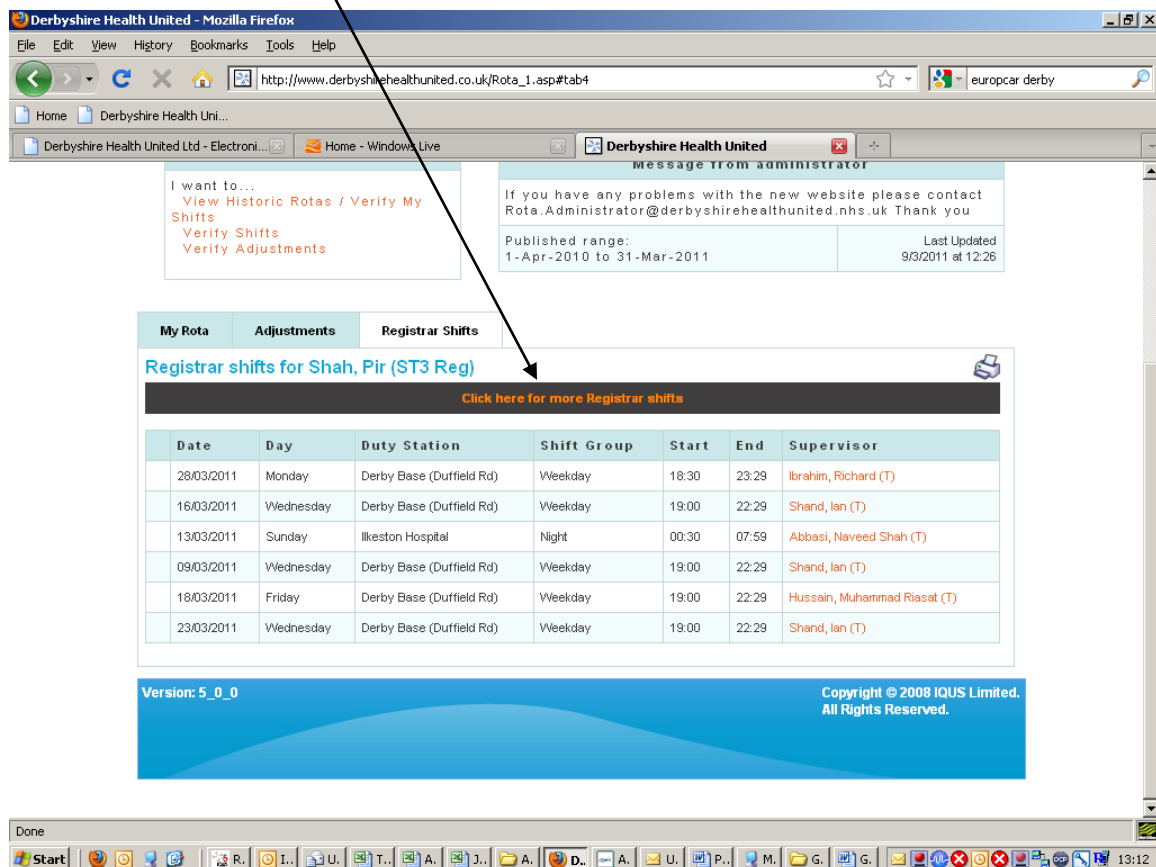
Version: 5_0_0 Copyright © 2008 IQUS Limited. All Rights Reserved.

Only **'SOLO'** sessions worked **WITHOUT** a trainer (completed at the end of ST3) will show under the **'My Rota'** tab otherwise this will show that you have no confirmed shifts at this time.

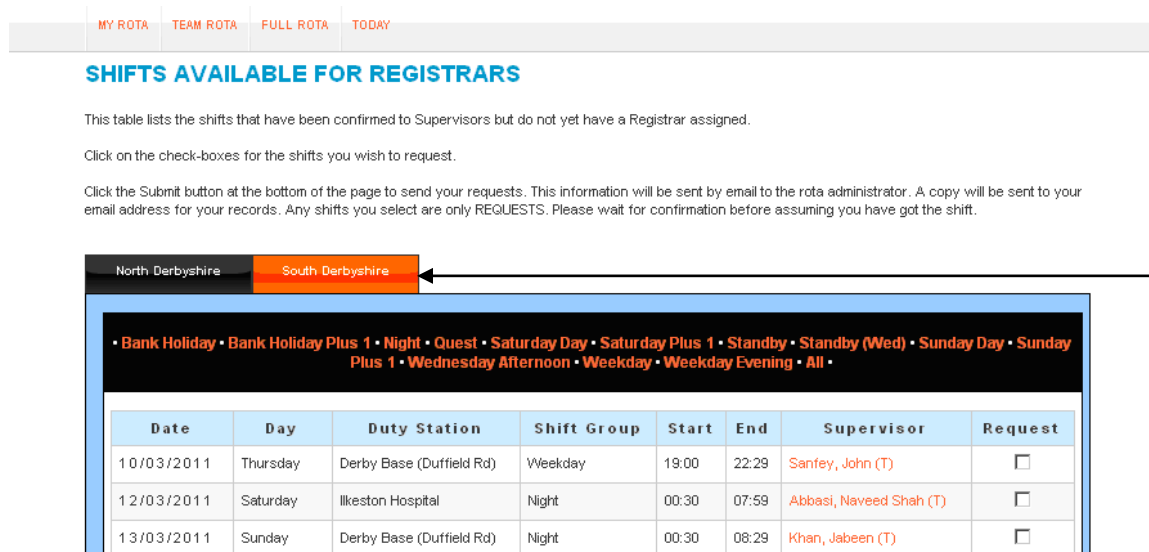
ALL registrar sessions worked **WITH** a trainer will show under the **'Registrar shifts'** tab

Date	Day	Duty Station	Shift Group	Start	End	Supervisor
28/03/2011	Monday	Derby Base (Duffield Rd)	Weekday	18:30	23:29	Ibrahim, Richard (T)
16/03/2011	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:29	Shand, Ian (T)
13/03/2011	Sunday	Ilkeston Hospital	Night	00:30	07:59	Abbasi, Naveed Shah (T)
09/03/2011	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:29	Shand, Ian (T)
18/03/2011	Friday	Derby Base (Duffield Rd)	Weekday	19:00	22:29	Hussain, Muhammad Riasat (T)
23/03/2011	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:29	Shand, Ian (T)

To see available registrar sessions on the rota click on the Registrar tab and click the link here (in orange):



This will show any sessions with a trainer that you can request. By using the tabs at the top of the session list you can request shifts either in the North or South of the county (note: if you do select a shift outside of your usual area, please ensure you familiarise yourself with the location and are able to get there on time).



When you want to request a session tick the box next to it. You can select several sessions at once, although please make sure you are definitely available to do them. When you have clicked the session(s) you want to do, click the 'Send' button.

11/05/2008	Sunday	Swadlincote	Sunday Day	09:00	13:59	Rao, Rama (T)	<input type="checkbox"/>
11/05/2008	Sunday	Ilkeston Hospital	Sunday Day	12:30	18:29	Ahmed, Ilyas (T)	<input type="checkbox"/>
11/05/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Shand, Ian (T)	<input type="checkbox"/>
11/05/2008	Sunday	Standby	Standby	20:00	02:59	Hewitt, Ruth (P)	<input checked="" type="checkbox"/>
12/05/2008	Monday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Rao, Rama (T)	<input type="checkbox"/>
13/05/2008	Tuesday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input checked="" type="checkbox"/>
13/05/2008	Tuesday	Standby	Standby	18:30	00:29	Warner, Chris (P)	<input checked="" type="checkbox"/>
14/05/2008	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Shand, Ian (T)	<input type="checkbox"/>
15/05/2008	Thursday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input type="checkbox"/>

SEND

Page 1 of 2 **1** 2

There may be more than one page with available sessions on it, you will have to submit the session(s) you want one page at a time.

Please note: if you see any shifts which have the location as 'Standby' please do not try to book these sessions as we cannot allocate you these sessions as there is no guarantee the trainer will be on site.

When you submit your requests the system automatically sends an email to the rota team at DHU detailing which sessions you have requested. You will be automatically copied into this email. **This email only confirms what you have requested NOT what you are confirmed to do.**

Please note that selecting shift from the website does not confirm that you have got the session. It is a request to do the session only

When the rota team receive your email request we will allocate you the shift where possible and with agreement from the trainer.

When the shift is confirmed and allocated to you we will upload it to the website and it will appear on the 'My Rota' page under the 'Registrar Sessions' tab - **the shift is not confirmed until it appears here.**

My Rota		Adjustments	Registrar Shifts			
Registrar shifts for Shah, Pir (ST3 Reg)						
Click here for more Registrar shifts						
Date	Day	Duty Station	Shift Group	Start	End	Supervisor
28/03/2011	Monday	Derby Base (Duffield Rd)	Weekday	18:30	23:29	Ibrahim, Richard (T)
16/03/2011	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:29	Shand, Ian (T)

Your requests will usually be processed and uploaded within a few hours during office hours Monday to Friday so you can log onto the website later on to check if you have been allocated the shift or not. Requests made in the evening or during the weekend will usually be processed the next working day.

If you request shifts at short notice or are unable to come back to the website to check, you can contact the rota team on 0300 1000 413 to check if you have been allocated the shift or not.

You are not able to request solo sessions via the website. To book these you should contact the rota team directly (contact details below).

If you are unsure about anything within this guide, experience problems with the website, require directions to bases or need to update your email address or telephone number please contact a member of the rota team who will be happy to help (contact details below).

DHU Rota Team Direct Line: 0300 1000 413

DHU Rota Team Email: Rota.Administrator@derbyshirehealthunited.nhs.uk