

EJP11 – Your new home for managing job plans

The screenshot displays the EJP11 interface for 'Allocate Hospitals NHS Foundation Trust, England'. It features a top navigation bar with 'Manage job plans', 'Demand and Team planning', and 'My job plan' tabs. A departmental filter is set to 'Neonatology (16)'. Below this, there are several status metrics: 'Not published' (0/0%), 'Users with expired job plans' (0/0%), 'In Discussion' (9/56%), 'Awaiting 1st sign off by Manager' (0/0%), 'Awaiting 1st sign off by Clinician' (0/0%), 'Awaiting 2nd sign off' (0/0%), 'Awaiting 3rd sign off' (0/0%), 'Locked Down' (3/19%), and 'Signed off' (0/0%).

The main content area is a table listing users with columns for Name, Surname, Role, and Reg. no. The user 'James Red' is expanded, showing a sub-table of job plans with columns for Start Date, End Date, Department, Status, Total PAs, Core PAs, APA, and Clinical (%). The expanded job plan for James Red shows a start date of 31 Aug 2018, department of Neonatology, and status of In Discussion.

At the bottom, there are filters for 'Managed by you', 'OC Old Contract', 'PT Part Time', 'CA Clinical Academic', 'HD Honorary Doctor', 'LD Locum Doctor', 'MD Military Doctor', and 'TU Test User'. A footer indicates 'Rows per page 10' and '1-10 of 16'.

Filterable job plan status metrics

Column sort control

List of all users

Expanded user with job plans listed chronologically

Links to reports, settings and user management

Links to other applications

Notifications and alerts

Departmental filter

Quick person search

Publish actions

Individual job plan views

EJP11 - Managing Job Plans: Finding and Filtering

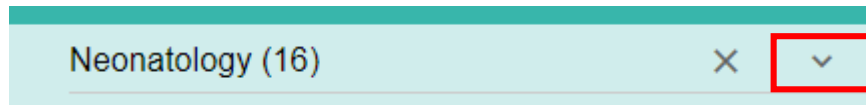


The screens you use to manage your job plans have changed

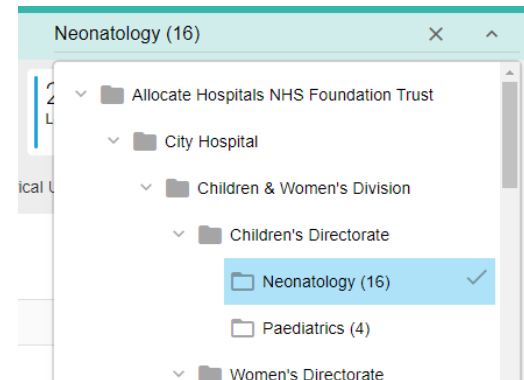
When you login with your manager role, you'll now be taken straight into the new 'Manage' tab. The tab enables you to quickly locate individuals within the organisation or a particular department with everything now presented in a single screen. Quick searches by person make it easier to get to the information you need, without having to think about what stage the job plan is in.



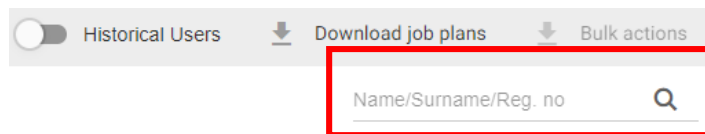
Your **viewing department** will be pre-selected depending on your role. To change this you can either overtype the department name to perform a quick search or click the arrow to view a list of other departments linked to your role.



Click on the department you wish to view. The numbers after the department name indicate the number of individuals with roles in that department.





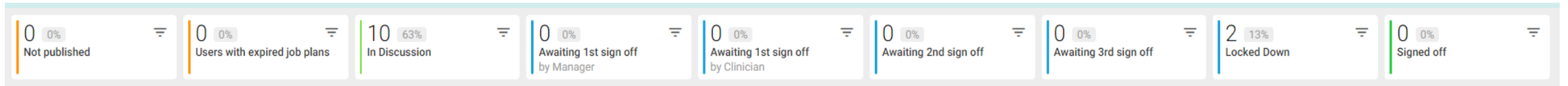
You can perform a **quick search** to locate an individual clinician without needing to know the status of their job plan. Just type in a first name, surname or professional registration number and press enter to filter the list.



EJP11 - Managing Job Plans: Finding and Filtering

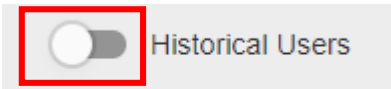
3

The user list can be filtered by job plan status which makes it easy to find job plans that need your attention. Click the  icon next to the status to update the list and click the  to clear it again.



4

Click on **Historical Users** to view deactivated individuals in that department; these will be people that have left the organisation and no longer have an active user account in eJobPlan. Click again to only show current users.



EJP11 - Managing Job Plans: The user list

The user list shows all individuals in a given department, dependent on any search criteria or filters that have been applied. The user list orders people by default in alphabetical order of first name – you can click the column headers to re-sort the order, clicking a second time will reverse the order.

Click a person row to expand the view; you'll see all current and historic job plans listed in chronological order. Any relevant actions that your role enables you to perform will be shown on the right of the list.

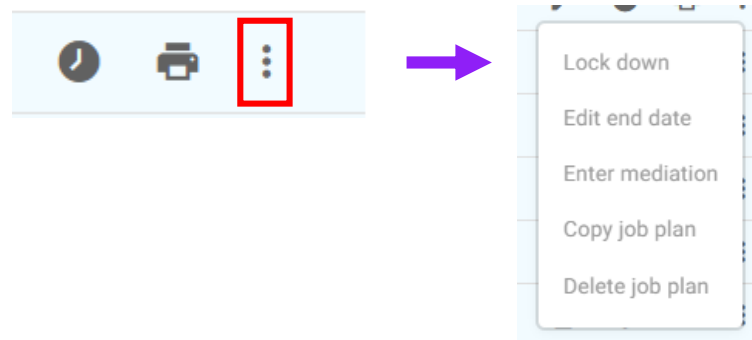
	Name ↑	Surname	Role	Reg. no				
>	TU A&E	Template	Consultant	Z527472	Publish Edit and Publish			
>	TU Aaron	Harper	Consultant	Z947974	Resume Publish Edit and Publish			
∨	TU Abdel	Hammad	Consultant	Z788341	Resume Publish Edit and Publish			
Start Date	End Date	Department	Status	Total PAs	Core PAs	APA	Clinical (%)	
25 Jan 2016	On-going	Transplant Surgery	Locked Down	13.376	13.376	0.000	89	Back to discussion
25 Jan 2015	24 Jan 2016	Transplant Surgery	Locked Down	13.376	13.376	0.000	89	
25 Jan 2014	24 Jan 2015	Transplant Surgery	Locked Down	13.376	13.376	0.000	89	
25 Jan 2013	24 Jan 2014	Transplant Surgery	Locked Down	13.376	13.376	0.000	89	
>	Adil	Akpan	Consultant	0123772				Publish Edit and Publish
>	TU AdultPsyc	Template	Consultant	Z789782				Publish Edit and Publish
>	Al	Banner	Consultant	0688364				Publish Edit and Publish

EJP11 - Managing Job Plans: Performing actions

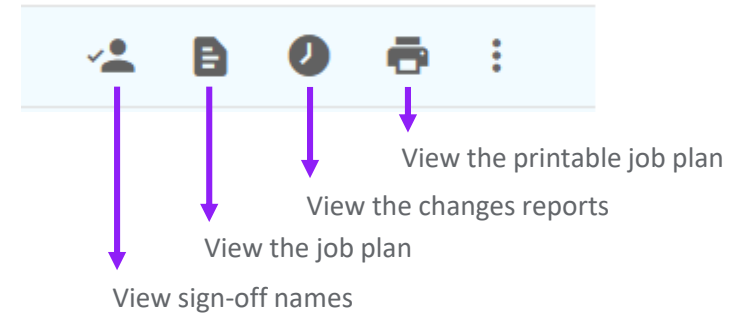
1 **Individual user actions** appear to the right of each name on the user list; the available actions will depend on your user role and the status of that person. **Publish** enables you to publish a new job plan to that user; **Edit and Publish** enables you to generate a template job plan and publish it to that user; **Resume** enables you to continue editing a template job plan prior to it being published.



3 Less used individual job plan actions appear by selecting the menu to the far right. The available actions will depend on your user role and the status of the job plan.

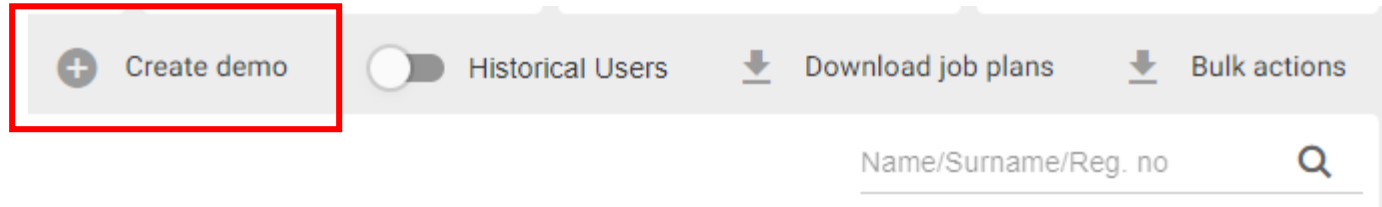


2 Frequently used individual **job plan views** appear to the right of all existing job plans.

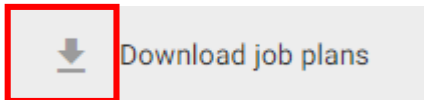


EJP11 - Managing Job Plans: Other actions

- 1 Click **Create Demo** to open the demo job plan tab. This enables you to walk through a blank job plan template in order to familiarize yourself with the system. It's not possible to save a demo job plan.




- 2 Click on **Download job plans** to download all job plans into a document. This will open and load in a separate tab; you can continue to work in eJobPlan whilst this is generating in the background.




EJP11 - Managing Job Plans: Performing actions

3

Bulk user actions are available to managers when viewing an individual department (note that they are not available at the root of the organisation). Bulk actions enable the publishing of new job plans for a group of users that have the same contract type (e.g. all consultants or all AHPs). Click **Bulk actions** at the top of the screen to enable the function, and then click against each user to select them.

	Name ↑	Surname
> <input type="checkbox"/> 	Aleksandra	Trajkovska



3 Selected ➤ Publish blank job plans ➤ Publish last signed off/locked down job plans  Edit and publish job plans for a worker group 