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Introduction to OffDuty Wizard

The OffDuty Wizard makes the laborious job of completing the nurse off duty quick and efficient and works for any hospital ward or clinic. The design has focused on the user interface, and provides nursing staff with a familiar off duty form combined with intuitive controls. An important design goal was to achieve a simplicity of function and remove the need for any specific ICT training. A quick to edit staff window contains all the ward/clinic, staff and shift requirements/patterns. The OffDuty application comes with a powerful statistics function, which can work at the ward, hospital or group level for the analysis of ward staffing and associated costs.

OffDuty Wizard has been designed by nurses for nurses, try it out.

To setup the OffDuty Wizard after unzipping the downloaded file, complete the following steps:

- Enter the ward/staff information, see Getting Started
- Review Saving & Loading of your OffDuty Forms
- Look at the available OffDuty Statistics

Please call/email if we can help setup your system.

offduty@bitworks.fsbusiness.co.uk

Tel. (44) 01242 250473

System/ Administration note:

The OffDuty file format is an **open system file** (simple text file), we can provide the necessary information to access these files and allow easy integration into your existing hospital computer systems. For example, interrogation of the off duty across a hospital to ascertain bank nurse requirements for any given week.

The OffDuty Wizard is written in a Rapid Application Development (RAD) database oriented computer language with powerful database support built in. OffDuty can easily post/input data using standard SQL into existing hospital databases or link to other systems.

Call us and we will be happy to discuss how the OffDuty Wizard can link to your existing computer systems.

We welcome any ideas for improvement, please email us:

offduty@bitworks.fsbusiness.co.uk

OffDuty Wizard Copyright 2006 & 2009

OffDuty Application User Interface, All Window Designs, Data Processing & Presentation

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The *Week Commencing Monday* text box is a pull down date/calendar selection edit box, however the offduty date can be entered manually by simply clicking into the box and typing directly. This offduty date together with the ward/clinic name is used to prompt you with a file name for saving your OffDuty work at any time, for this reason we recommend you set this date before working on the shift allocation.

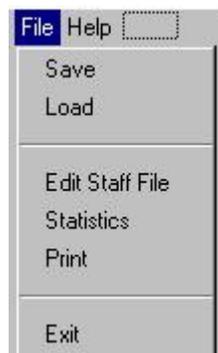
The *OffDuty Toolbar* top left provides a fast method of entering working shifts into the table, simply click on the buttons to select AM, PM, Night shifts or Holiday and Sickness. This will change the mouse cursor to remind you of the mode you have selected, either AM, PM, N, H, S, L or T. Clicking into the OffDuty Table boxes will quickly copy the appropriate text into the table and assign either a working shift (AM, PM or N) or record holiday (click once for 1/2 day holiday, click again for full day, click again to remove holiday) or sickness into your OffDuty Table. The different types of Leave (Maternity, Paternity, Carers, Emergency etc.) and Training (Study or Administration) can also be quickly accessed, just click through the lists using the mouse left button. The various names of shifts, leave and training can be changed in the ward/staff setup window - see below. The toolbar is there simply to save you from repetitive typing.

You will notice the OffDuty Wizard is recording ward data - for example holiday, leave and training etc., look at the Charlie Fairhead line above, a study day (SD) on the Monday and mandatory training has been recorded. Split days are easily handled look at the Sam Taggart entry for Thursday, working till 8:30 to 3pm with an additional 2 hours of Carers Leave.

Hours are summed for each member of staff and given on the left (wrk'd + Hol boxes) with staff on shift being compared with your set requirements under each day. The hours set box will turn green when that member of staff has been allocated the correct number of hours, notice the hours set for Abby Lockhart at 37-2 and Neela Rasgotra 37+1, these have been adjusted from their standard 37 hours to take account of previous week/s hours worked. This analysis is controlled by the LOOK BACK from DATE, please see below.

The OffDuty Wizard has the complete UK calender with all bank holidays named and highlighted as shown above for Good Friday and Easter Sunday.

OffDuty File Menu



Save to save your OffDuty Table to a File for later editing or as a record of the final OffDuty for that week

Load to retrieve an OffDuty Table from file for completion or for information

Setup Ward/Staff to make changes in the ward/clinic staff window, i.e. shift requirements, changes to staff or preferences

Statistics to display ward/clinic OffDuty Statistics over a given period, holiday, sickness, hours works, staff shortages etc.

Print to provide your OffDuty Table as shown on screen

Exit to exit OffDuty

OffDuty Help Menu



Contents to display the OffDuty Help file - this file!

About to provide the OffDuty Version, Credits & Copyright

Now that you have looked at the main OffDuty Screen and Menu's the next step is to setup the ward/setup window. This will only take a few minutes and is a one off task with only minor edits thereafter. This editing can be completed directly from OffDuty using the <File> menu <Setup Ward/Staff>, this will bring up the Ward & Staff Setup Form as shown below (in two parts).

Ward & Staff Setup Form

Hospital or NHS Trust

GLOUCESTERSHIRE HOSPITALS NHS TRUST

OK

Cancel

Ward or Clinic

Orthopedic Clinic

LOOK BACK from DATE

1/3/06

Ward/Clinic Staff

Band/Grade

Hours/Week

Staff Working Preference

Ward/Clinic Staff	Band/Grade	Hours/Week	M	T	W	T	F	S	S
Comfort Jones	7	36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Charlie Fairhead	7	36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Bickerton Angela	5	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abby Lockhart	6	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sam Taggart	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Neela Rasgotra	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Luka Kovac	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Maggie Coldwell	4	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tess Baiteman	4	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Judith King	4	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Diane Lloyd	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Jac Naylor	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Donna Jackson	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Esme Taylor	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Nikki Taylor	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Abina Da Silver	5	37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gregory House	7	32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Cuddy	4	32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allison Cameron	4	32	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Chase	5	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

MORE

Ward /Clinic Shift Staffing

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY					
AM	PM	N	AM	PM	N	AM	PM	N	AM	PM	N	AM	PM	N	AM	PM	N	AM	PM	N			
3	2	0	3	2	0	3	2	0	3	2	0	3	2	0	3	2	0	3	2	0	3	2	0

Shift and Other Names

AM Shift

PM Shift

Night Shift

Holiday Full Day

Holiday Half Day

Sick Day

Hours

AM Shift Hours

PM Shift Hours

Night Shift Hours

Holiday Full Day

Holiday Half Day

Mid-Shift Break

Types of Leave Names

Maternity

Paternity

Carers

Domestic

Emergency

Absent

Shift Core Times

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
AM Shift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
PM Shift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Night Shift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Training and Admin Names

Training/ Study

Administration

Administrator Note: A staff.txt file will be located in the same folder as the OffDuty executable/ application, the OffDuty application requires that all files are kept in the same folder to simplify backup.

This Ward & Staff Form contains the Hospital & Ward/Clinic Name, all members of staff with hours & preferences, hours set for standard shifts and the specific staffing requirements for your Ward/Clinic. Please read the hints on the text boxes for more information. The main task is entering your ward staff, you may have another document which contains staff details which will allow you to cut and paste across. The staff working preferences can simply be left as Monday through Friday until you have completed the OffDuty setup. The ward/staff changes will take effect immediately on saving the file, your offduty form will be updated immediately.

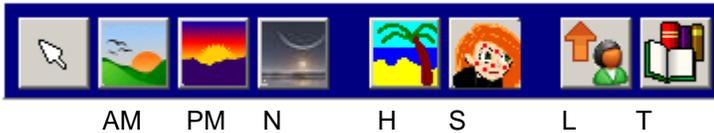
If a valid 'LOOK BACK from DATE' is provided in the ward/staff window then each time OffDuty is started a quick analysis of your previous offduty weeks is completed, the results are presented on the main off duty window next to each name (small red bars next to each name, the larger bars translates to more non preference/ unsocial days/hours worked). Probably not of concern at this early setup stage but could be very useful information for later.

Final Step

Try using OffDuty and allocate a few shifts for one day.

First set the *Week Commencing Monday* text box, use the pull down date/calendar and select the month and day.

Click on one of the three ToolBar buttons on the left to select a shift,



- AM Early Shift
- PM Late Shift
- N Night Shift
- H Holiday
- S Sick or illness
- L Various forms of Leave
- T Training - Study or Admin

Notice the mouse cursor now has a 'AM', 'PM', 'N', 'H', 'S', 'L' or 'T' to indicate your selected text tool. Clicking into the OffDuty Table will now assign this shift to a member of staff. Notice the hours worked has increased (the hours for these standard AM, PM & N shifts are set in the Ward/Staff window) for that member of staff and as you assign more staff to the shift the relevant requirements box under each day will turn green. This gives you instant feedback when completing your offduty and confirms that you have met the requirement for that shift. These shift requirements are specified for your ward in the Staff File.

Try setting a non standard shift, set the mode back to normal by clicking on the toolbar arrow, far left button. Clicking into the offduty table you can now type the hours worked i.e. 9 to 1 or 9-1 or 9am to 2 or 0900 to 1400 we have tried to make the grammar flexible.

Try using the Save & Load on the File menu.

TIP: Once you have completed a few off duty weeks you can use the '*Week Commencing Date*' control to move rapidly from one week to the next, selecting a date where an offduty file exists will prompt you to load that file. Alternatively just double click on the .ofd files in your folder and multiple offduty windows will be quickly opened for those weeks.

Finally use the File menu <Print> to obtain your printed OffDuty form.

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Saving & Loading of OffDuty Files

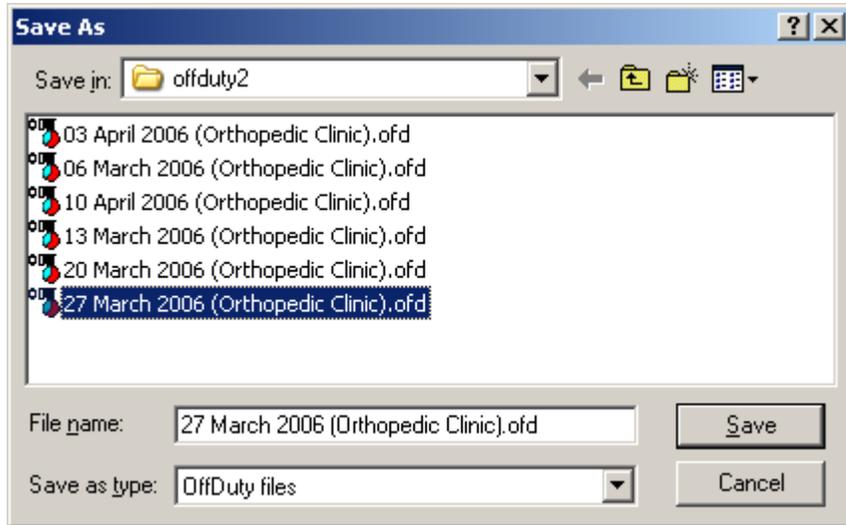
You can Save or Load an OffDuty (.ofd) file at anytime by simply clicking on the file menu at the top of the main screen and using the Save or Load on the pull-down menu.

Saving your Offduty File

On clicking the Save item on the <File> pull-down menu, the Save screen will appear - see below. You can enter a file name yourself but one is provided corresponding to your ward and the offduty date on the main window. We would recommend you keep this file name format to allow viewing of statistics across many wards/clinics in the hospital.

Click on the Save Button to complete.

If a file of the same name exists an overwrite warning will appear to inform you that an existing Offduty file is being updated.

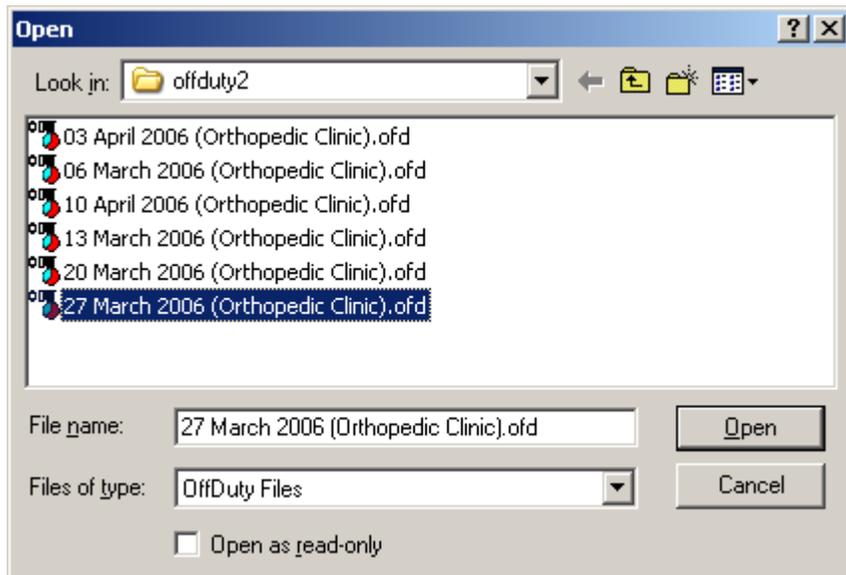


Please note if you save offduty files into another directory you may have problems running the statistics viewer with files not being found.

Loading your OffDuty Files

On clicking the Load item on the <File> pull-down menu, the Open File screen will appear - see below. You can then select a file from the list.

Click on the Open Button to complete.

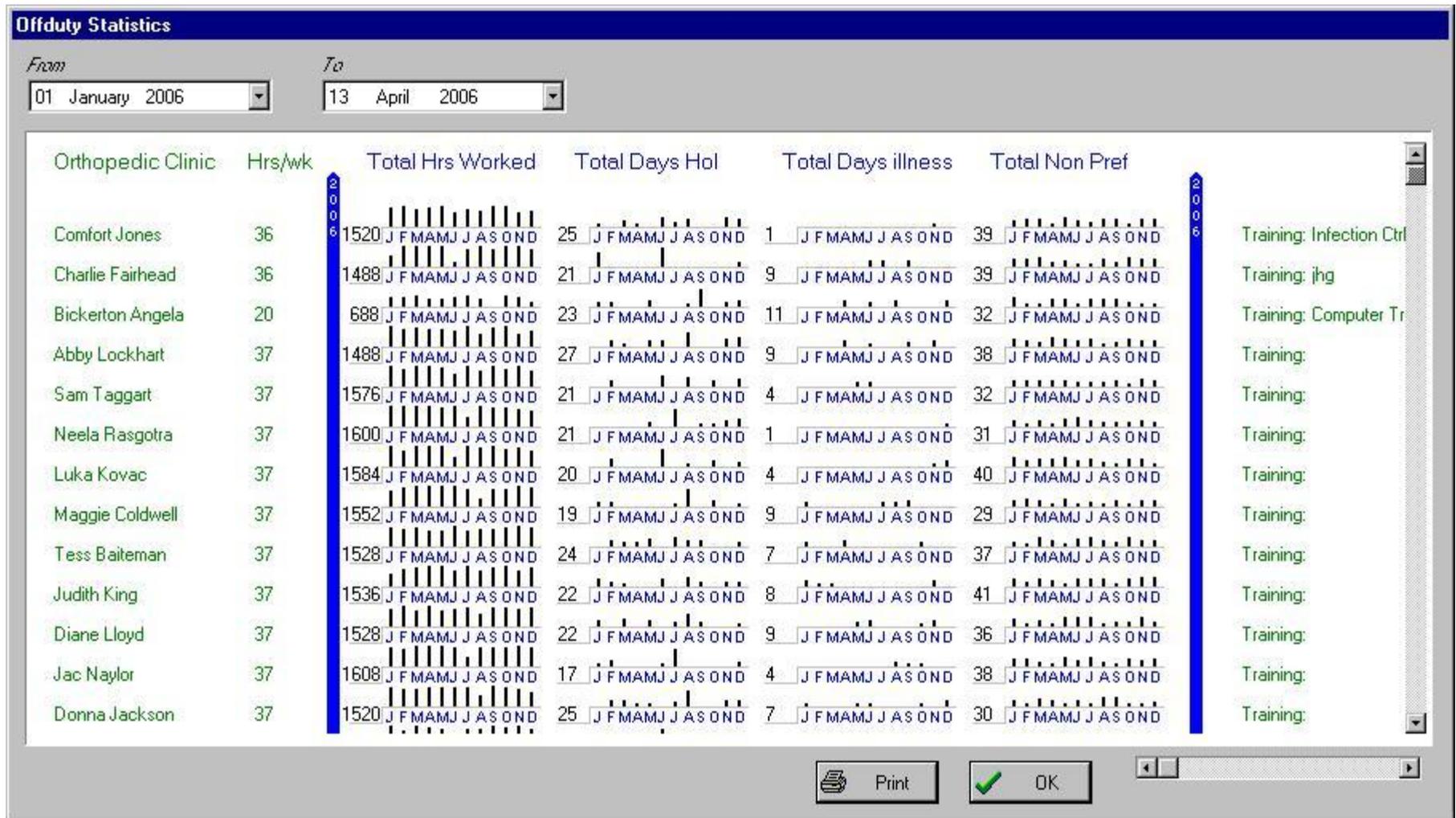


OffDuty Statistics

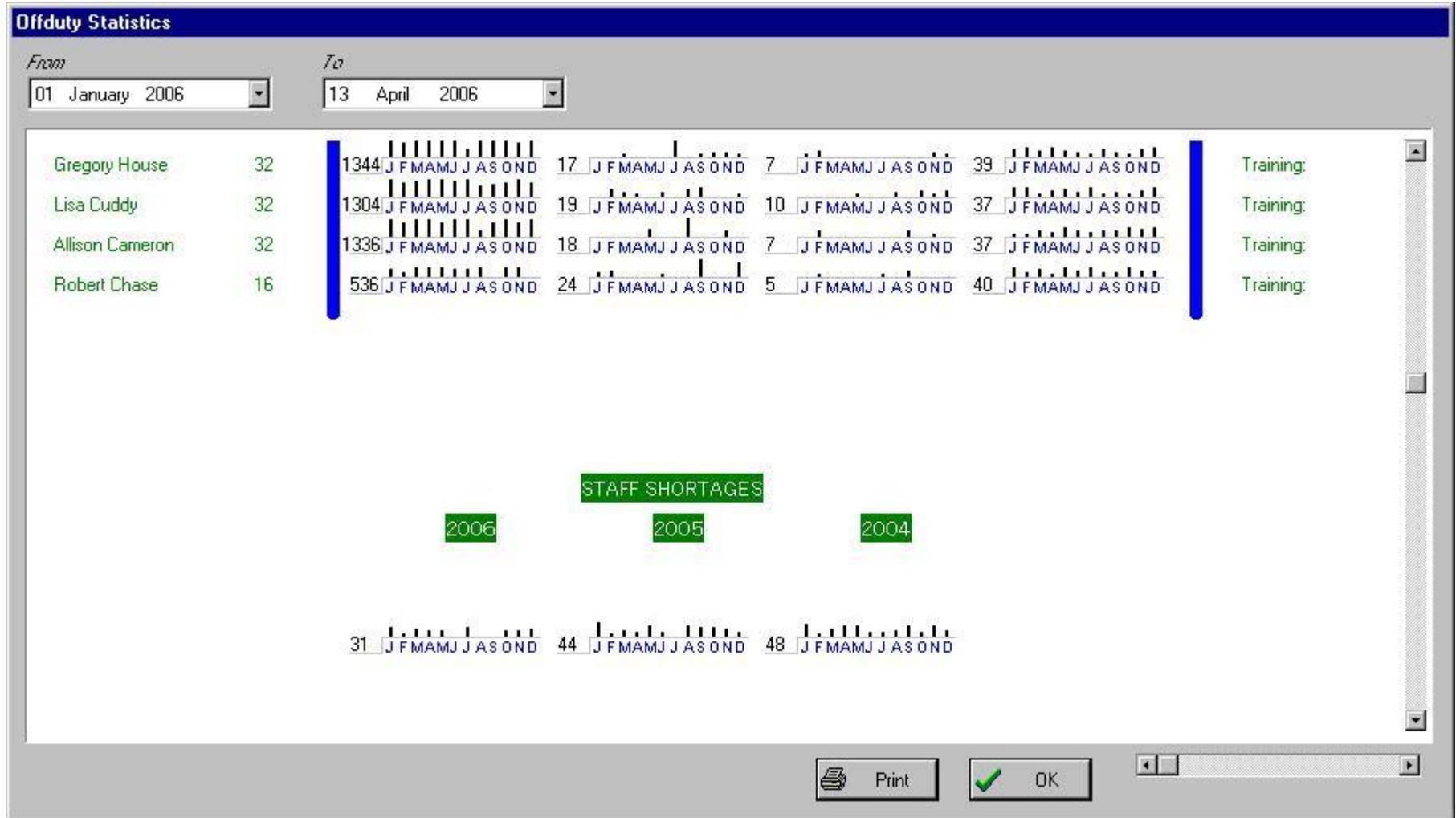
This provides you with the ward/clinic statistics over your chosen period of time. When entering OffDuty Statistics you will need to set the 'from' and 'to' dates using the pull down calender, select the month and day. The analysis will start immediately one of these dates is changed, ignore this and enter your second date, the analysis will be updated.

The screen shot below shows how the information is presented, four mini-bargraph displays show the hours worked, holiday, illness and non-preference working in your chosen period for each member of staff. The numbers immediately in front of the bargraph displays are the total sum displayed on the graph. Also show is the training/lectures and/or notes for each member of staff, please use the scroll bar to move right on the page.

Further down on the statistics page the staff shortages are reported - see next screen shot below.



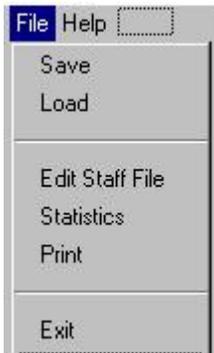
The staff shortages over your chosen period are also show, use the scroll bar to move down and left on the OffDuty Statistics window.



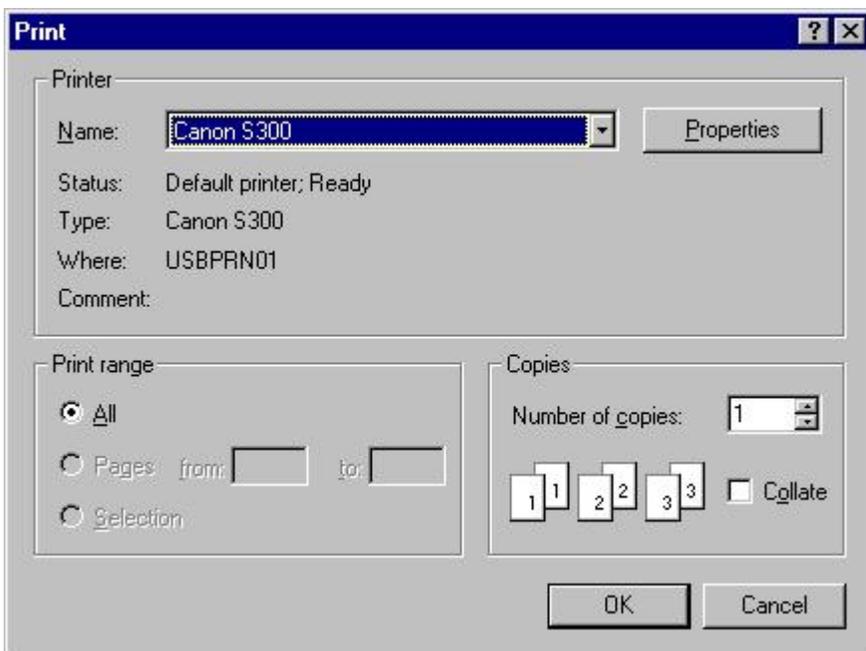
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Printing Weekly OffDuty

To print your offduty form use the <File> menu and select <Print>.



This will open up your standard print control or dialogue window similar to below:



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Frequently Asked Questions

Q. How do I install the OffDuty Wizard and get it running on my Computer ?

The OffDuty Wizard has been setup and classified as simple utility software and we have removed the need for time-consuming installation, this allows the OffDuty to run from a single server, a small memory stick or even the *old* floppy disk to support working from home. If you have downloaded the OffDuty Demonstration version simply move or copy the OffDuty.zip file to the folder of your choice and double click (or right click 'extract all') on the file to unzip all files into this directory. We recommend you create a new folder '.....\OffDuty' to unzip the contents of this zip file, however any folder name can be used.

To create a new Folder use 'My Computer', select the disk (usually C:) and use the <File> and <New> <Folder> menu items to create a new Folder. The OffDuty.zip file can now be downloaded directly to this folder or move/copy from your download folder whichever you find easy.

Finally double click on the 'OffDuty.zip' to extract the files into this Folder. A shortcut can be created by right clicking and dragging the file 'OffDuty.exe' to your desktop.

Q. How do I setup OffDuty for my Ward or Clinic ?

All the information specific to the ward or clinic is entered or edited on the Ward/Staff Setup window and stored in a local text file 'Staff.txt'. Information saved includes the Hospital, Ward/Clinic, staffing requirements by shift, standard shift hours and all the staff (names, hours & working preferences). Run OffDuty and select the <File> menu and then <Edit Ward/Staff Setup> this will open the window for edits or new data. All the text boxes have 'hover over' hints to help.

Having the correct ward/staff information stored will save time producing your off duty from week to week. Bank nurses who regularly help out on the ward/clinic covering illness can be added to the staff list. On the demonstration version of offduty the staff list is restricted to twenty five.

Q. What is the purpose of the colour changes or green boxes ?

The Monday through Sunday boxes for each member of staff are coloured green to show their working preference, normally this would be Monday to Friday. This preference is recorded and specified in the Ward/Staff window for each member of staff. This working preference can be overridden by a right click onto in any part of the on screen OffDuty Table, this is to cater for Bank Holidays. OffDuty automatically counts up the number of non-preference shifts worked for each member of staff, this is displayed within the OffDuty Statistics function and can be used as a guide in your allocation of weekend working.

The number of hours worked adjacent to each member of staff will go green once the required number of shifts/hours have been allocated to that member of staff. The required staff for each shift also turns green once the ward/clinic requirement has been achieved.

In summary the green indicates a 'go' condition, OffDuty will continually update the status of these boxes to provide you with feedback as your weekly OffDuty comes together on the screen. Normally a completed OffDuty would have an 'all green' condition for each member of staff (hours worked) and for all shift requirements across all days. The shift requirements are set within the ward/staff setup window.

Q. Why does the 'week commencing date' box always come up with today's date ?

This would have been better left blank, however this control has to have a date and we needed some way of knowing if the '*week commencing date*' had been set prior to saving your offduty either complete or partially complete. This was to avoid multiple copies of your offduty being saved to different names and causing a problem with the statistics function. For the statistics and other analysis functions to be accurate OffDuty requires just the one offduty form or table to be saved for each week, at the moment it cannot recognise incomplete saved versions. To make this easier we have disabled the save function until the 'week commencing date' has been set to something other than today's date.

With the OffDuty standard naming convention (i.e. 10 April 2006 (Orthopedic Clinic).ofd) with the ward/clinic and week commencing date it is easy to see if multiple offduty (.ofd) files are being saved for the same week.

Q. Do I have to use the toolbar buttons at the top left of the screen ?

No, you do not have to use the text toolbar for standard shifts, holiday or illness. They are there to save time on typing.



AM PM N H S L T

- AM Early Shift
- PM Late Shift
- N Night Shift
- H Holiday
- S Sick or illness
- L Various forms of Leave
- T Training - Study or Admin

As with non standard shifts you can simply type in times, i.e. 9 - 1 or 9am to 1 or 9 to 1pm or 9 - 5 and use copy and paste across the offduty table. However for the hours and requirements to be calculated a time numbering system needs to be used to enable working hours to be extracted from your text entry.

Q. How do I enter half day working into the OffDuty Table ?

See Q&A above, simply type in the times, i.e. 9 - 1, 9am to 1, 9 to 1pm, 12 to 5 etc.

Q. What is the purpose of the statistics function ?

To provide an analysis of the off duty/working over your chosen period of time. The standard statistics display show the hours worked, holiday, illness and non-preference working for each member of staff plus staff shortages.

Q. The OffDuty prints in Portrait, how do I print in Landscape ?

The offduty table should always print in landscape and should override any print selection options, please contact us and let us know the model of your printer.

Q. How does the OffDuty Demonstration differ from the full version ?

- The demonstration version has an expiry date and therefore will not work beyond a few months, just register the software with us and the free OffDuty Wizard will continue
- Statistics printout has been disabled

Q. Why has OffDuty been taking longer to load & run ?

When OffDuty runs it reads the ward/staff information and sets up your offduty table, this is very quick and only takes a second or two including the time taken to load the application into memory. However one of the settings in the Ward/Staff window 'LOOK BACK from DATE' controls additional startup processing.

If this 'LOOK BACK from DATE' is set to a valid date in the dd/mm/yy short date format, then the OffDuty Wizard will look back at previous weeks offduty saved on your computer going back to this LOOK BACK from DATE. The reason for this analysis is to provide information on staff weekend/ bank holiday working to aid you in the completion of your Offduty. This date would not normally go back beyond 12 months as a maximum and may well be reset every few months, the further back this date is set the longer is this startup processing.

Another possible reason is that multiple offduty files have been saved for the same week under non-standard names, please see question above - Why does the 'week commencing date' box always come up with todays date ?

If your using some sort of fixed rota you will probably want to disable this feature by deleting the LOOK BACK from DATE in the Ward/Staff setup window.