

NHG Education
Learning Evaluation Assessment Platform



Residents' User Guide for
Duty Hours Module
(Web & App version)

Version 1.0

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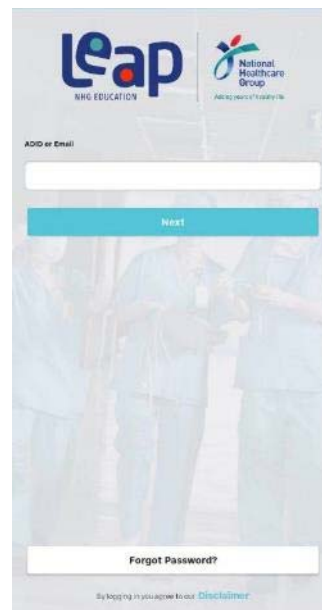
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1. Log into NHG LEAP with either NHG ADID or your official email address.

Web

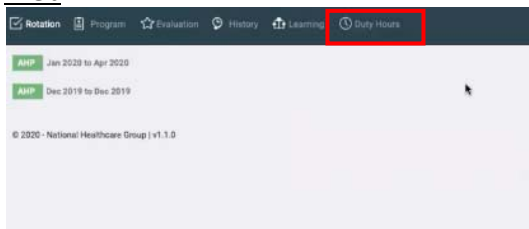


App

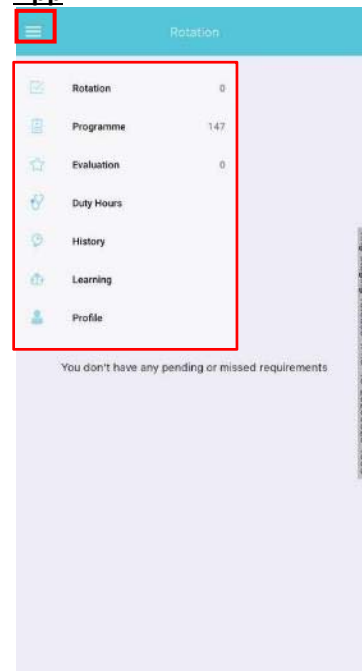


Click on ‘Duty Hours’ module located on the header of the page.

Web




App

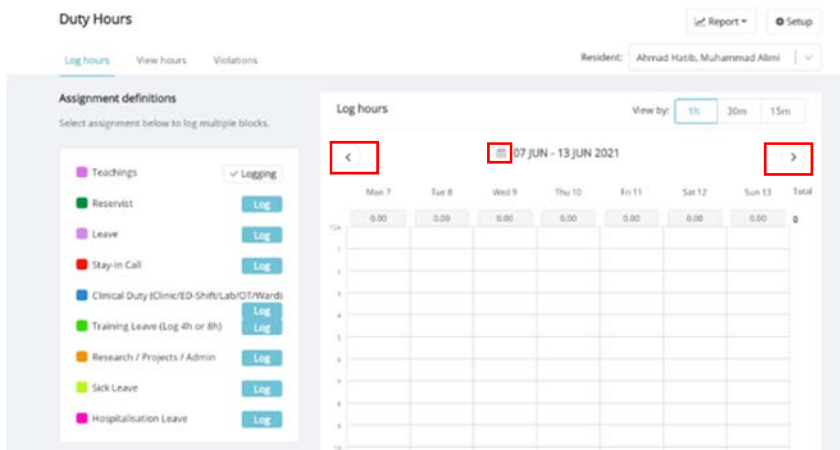


2. Navigating the Duty Hours page

a. This will bring the user to the landing page to log their duty hours. This page shows the calendar view of the week.

b. If the user wishes to change the period, they may click on the calendar icon  to change the period. A mini calendar will appear. Alternatively they may use the right ‘>’ and left ‘<’ arrows to toggle between the weeks.

Web



App



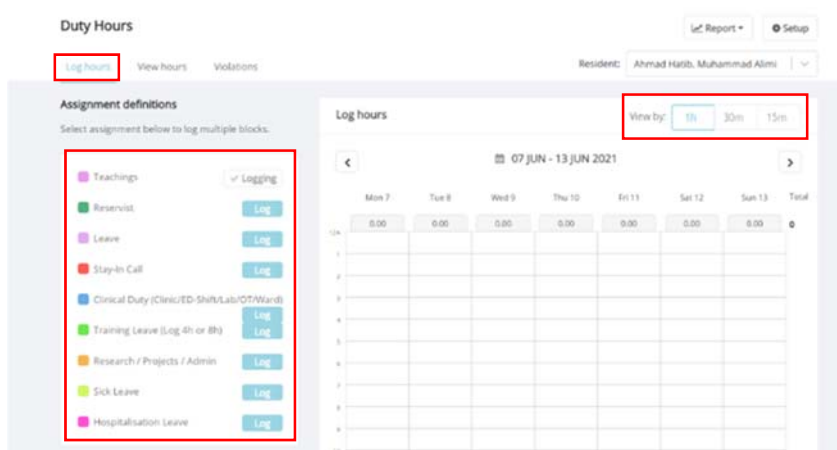
3. Log Hours

a. Click on the “Log Hours” or ‘+’ tab to begin logging your duty hours.

b. You are able to see the list of Assignment Definitions (AD) created for your programme in the web page.

c. You can change your viewing preferences. The time intervals are currently set at 1 hour intervals as default. User may change your preference to view by 30 min or 15 min intervals for web page only.

Web



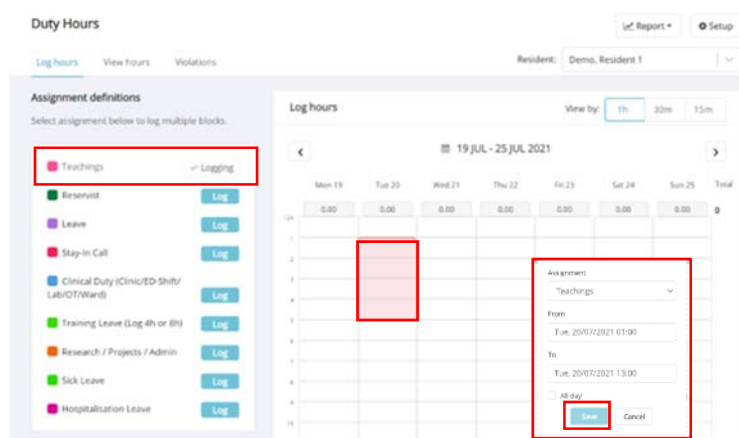
App



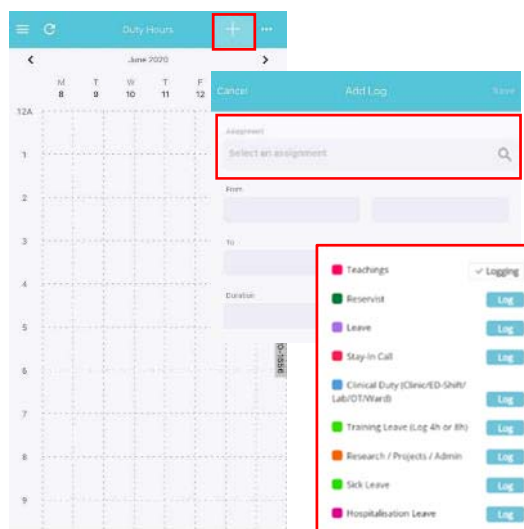
3.1 Logging your duty hours (Method 1)

- Select the assignment definition (e.g. Teachings) you will be using.
- Click on the time interval box and drag the time that the user did this duty. Drag to the end of the duty.
- A dialogue box that shows the type of duty hour logged, and the duration will appear. User may edit the details if required. Click on ‘Save’ to save the changes.
- For App, select the Assignment list in the ‘Add Log’ box and the list will appear for selection.

Web



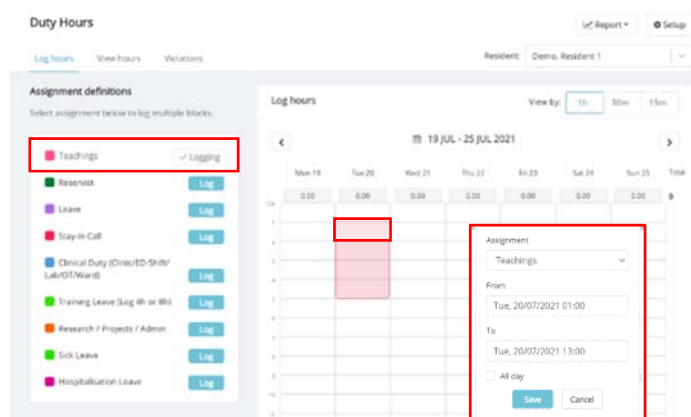
App



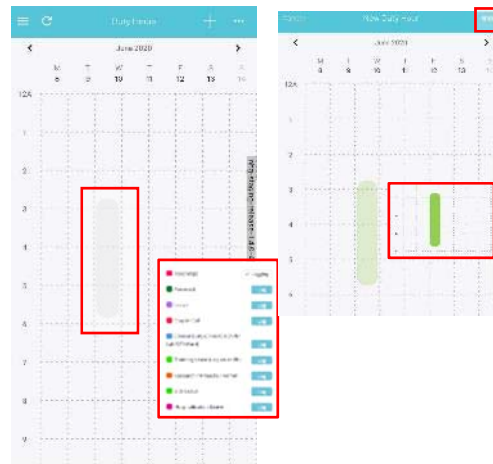
3.2 Logging your duty hours (Method 2)

- Select the day to be logged. Click on the time interval box and drag down for the duration of the duty.
- The same dialogue box will appear.
- User may edit the Assignment, Start Date/Time, End Date/Time, and also select the log as an “All day” event (e.g. for leave taken). Click on ‘Save’ to save the changes.
- For App user, hold down the start of an interval, and drag finger downwards to the end time. A shaded area will appear as user does so. The Assignment box will appear, prompting user to select an assignment.
- Upon selecting the assignment and click ‘Save’, user will be brought back to the calendar view. Notice the translucent shaded area will be replaced with the assignment’s colour template.

Web



App



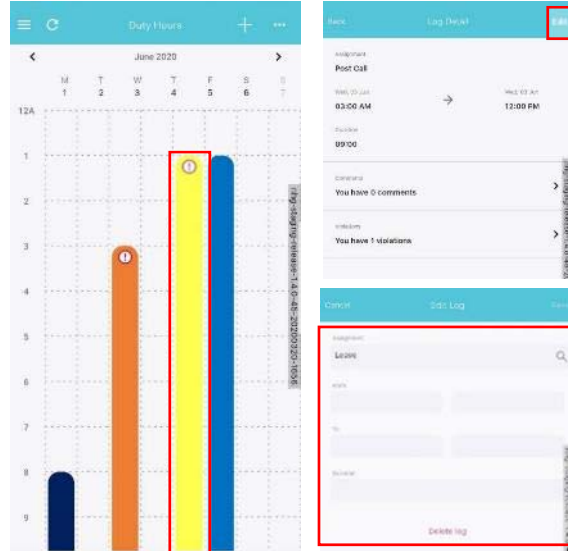
3.3 Editing Duty Hours

- a. In instances where users may have logged duty hours incorrectly, they may edit their duty hours by clicking on the time period to be edited.
- b. User may double click onto the log. A dialog box that shows the log details will appear.
- c. User may choose to delete or edit the log. Alternatively, they may choose ‘Cancel’ to return to the duty hour logging.

Web



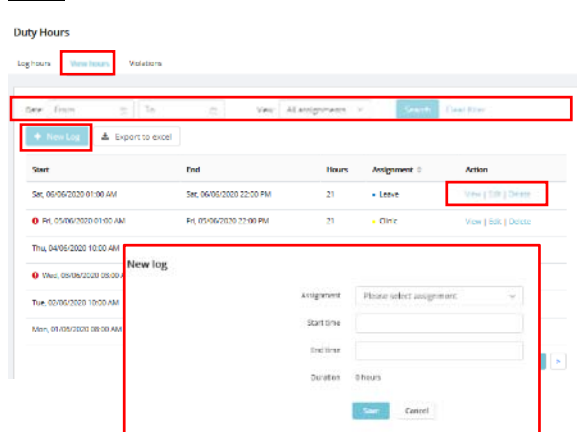
App



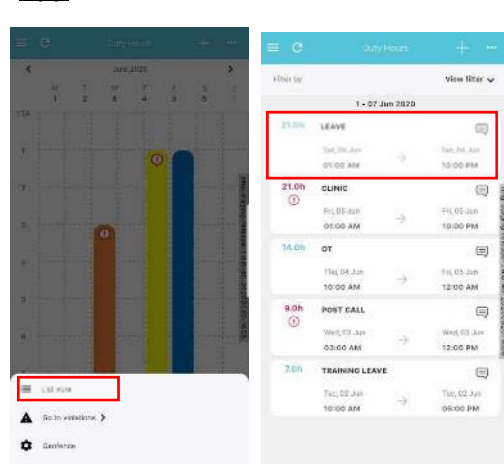
4 View Duty Hours

- a. Users may view their duty hours using the View Hours tab. To do so, click on the View Hours tab. A list view of hours logged will be displayed.
- b.
 - i. Select date range of the report.
 - ii. Select the assignment you want to view.
 - iii. Click on ‘Search’ button.
- c. Users may also choose to add a duty hour log in this page. The dialogue box will appear on the page, select the Assignment, Start and End Time, then click on Save.
- d. User may choose to View, Edit or Delete the relevant log.
- e. For App version, select options, the box below will pop-up and then select ‘List View’. Selecting a card will bring you to the “Log Detail” page.

Web

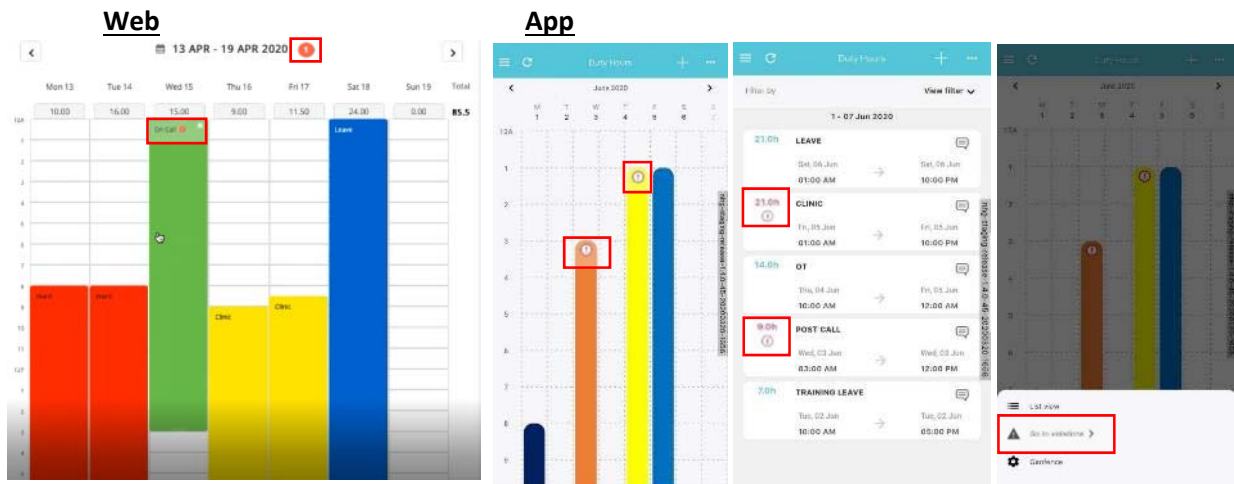


App



5 Violations

- This indicates the number of violations for this period of time.
- After user has logged their duty hours, they may see a red exclamation (!) mark that appears. The exclamation mark indicates that there has been a violation in duty hours for that particular period.



- Users may click on the particular log to view the violation that has occurred. A dialogue box as below will appear.

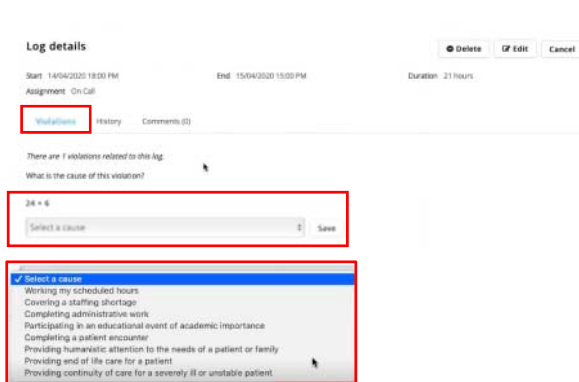
Select cause ▼

- Working my scheduled hours Select
- Covering a staffing shortage Select
- Completing administrative work Select
- Participating in an educational event of academic importance Select
- Completing a patient encounter Select
- Providing humanistic attention to the needs of a patient or family Select
- Providing end of life care for a patient Select
- Providing continuity of care for a severely ill or unstable patient Select

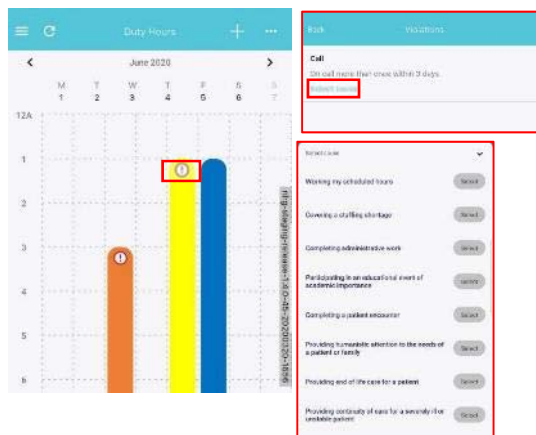
5.1 Responding to violations (Method 1)

a. In this instance, the user has incurred a 24+6 duty hour violation. User may choose to provide a reason for the violation by selecting the cause from the dropdown list. Click Save when ready.

Web



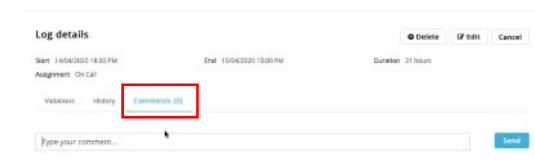
App



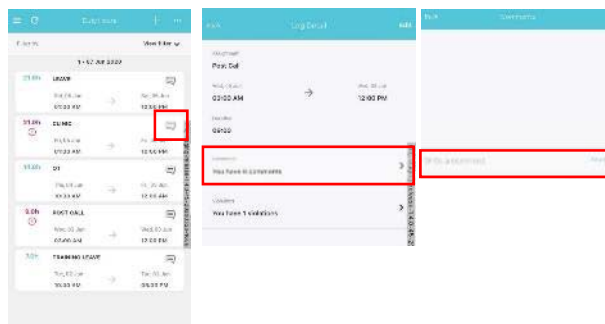
5.2 Responding to violations (Method 2)

- a. User may click on the Comments tab and provide their own comments. This comment will be available for the programme coordinator to view.
- b. For App users, if the reason for the duty hour violation(s) is not found in the list of pre-set causes, users may choose to go to the “Comments” page to provide the details. This can be navigated via either of these buttons / cards.
- c. After selecting ‘Comments’, user may provide the details in the text box that appears. The Programme Coordinator may enquire further via this platform as well.
- d. Click the “Send” button to complete.

Web



App



6 View History of changes made

- a. To see a list of the changes made, you may click on the “History” tab. If no changes were made, only one entry will appear.
- b. This page is **not available** for App user.

Web

Log details

Delete Edit Cancel

Start 14/04/2020 18:00 PM End 15/04/2020 16:00 PM Duration 22 hours

Assignment On Call

Violations History Comments (1)

Change date	Change type	Name	Start date/time	End date/time	Duration	Entry method	Duty type
05/05/2020	Updated	Melissa, Yong	14/04/2020 18:00 PM	15/04/2020 16:00 PM	22.00	Web	On Call
05/05/2020	Inserted	Melissa, Yong	14/04/2020 18:00 PM	15/04/2020 15:00 PM	21.00	Web	On Call

7 Violations Tab

- a. The ‘Violations’ tab feature in the Duty Hours module provides the user with an overview of the number of, and type of duty hour violations incurred over a period of time. This feature is especially useful for users who wish to monitor their duty hours over a specific period of time.
- b. The user may perform a search either by selecting a specific time period, or using the last 30 days, 90 days, 6 months or 12 months function.
- c. If the search yields no results, this means that there were no violations incurred during the period. Please return to the “Log Hours” page and search for the period to respond to the violation

Duty Hours

Log hours View hours Violations

Date: From To [Last 30 days] [Last 90 days] [Last 6 months] [Last 12 months] Search Clear filter

Log Date	Rule	Description
Fri, 03/04/2020 09:00 AM	Short Break	Only 1.25 hours off between 03/04/2020 07:45 and 03/04/2020 09:00
Thu, 12/05/2020 18:00 PM	24 + 6	Log counted 31 hours of duty
Wed, 05/02/2020 18:00 PM	24 + 6	Log counted 31 hours of duty

Violations

View Date

Select week

- All
- 30 days ago
- 60 days ago
- 90 days ago