**Systems used within ULHT**

**Allocate**

**What is it?**

Allocate is the company who provide a variety of software which helps with the management of ULHT's medical workforce. Think of it like Microsoft Office, with various different programmes combining to make an overall suite of software. From job planning, rostering and temporary staffing to training, communication and HR management, Allocate's wide range of solutions are designed to help ULHT manage its workforce, operate efficiently, and ensure everyone’s safety, so we can confidently meet the care needs of our patients and service users.

There are several different programmes under Allocate's title you may come across during your training, and on this page we have included information about some of the parts of it you are likely to use or hear of whilst with us. The main two platforms are **HealthMedics Optima** and **MedicOnline**.

**Link:** [**https://www.healthmedics.allocatehealthsuite.com/core**](https://www.healthmedics.allocatehealthsuite.com/core)

**MedicOnline**

**What is it?**

Trainees will be using this software to request leave (although not Study Leave, as this is requested through **Accent Leave Manager**). This is currently rolling out across the Trust, and is already live across Medicine, Anaesthetics and ICU.

It is important to note that the user guide below will not currently apply to trainees in Family Health, CSS and Surgery, as the rollout has not reached those areas, although MedicOnline will be implemented over the coming months. Until then, trainees will need to use their local arrangements for the requesting of leave within each department.

Once the HealthMedics team have everyone set up for leave they will then be working their way through the Trust to incorporate the rotas as well which will then also be visible in Medic Online.

If you have any queries relating to MedicOnline then you should contact the HealthMedics team.

**Link:** [**https://ulhteol.allocate-cloud.com/EmployeeOnlineHealth/ULHTLIVE/Login**](https://ulhteol.allocate-cloud.com/EmployeeOnlineHealth/ULHTLIVE/Login)

Team/department responsible: [**HealthMedics@ulh.nhs.uk**](mailto:HealthMedics@ulh.nhs.uk)

**EmployeeOnline (part of MedicOnline in Allocate)**

**What is it?**

Software that lets you request your annual leave online. Employee Online (EOL) enables staff to view their personal rosters online, submit their requests for annual leave and request duties or days off. It also allows staff to self-book bank shifts and record their bank availability. The system provides access to electronic timesheets so that staff can see details of enhancements, payment for bank duties etc.

**Link:** [**https://ulhteol.allocate-cloud.com/EmployeeOnlineHealth/ULHTLIVE/Login**](https://ulhteol.allocate-cloud.com/EmployeeOnlineHealth/ULHTLIVE/Login)

**Team responsible:** [**HealthMedics@ulh.nhs.uk**](mailto:HealthMedics@ulh.nhs.uk)

**MedicOnline user guide:**

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**HealthMedics Optima**

**What is it?**

HealthMedics is an all-in-one package that includes eJobPlan, eRota, MedicOnDuty, ActivityManager, BankStaff+, and MedicAppraisal. Generally, trainees are not likely to need to use this software, but is included here as you may hear it referred to by other members of staff.

**Link:** [**https://www.healthmedics.allocatehealthsuite.com/core**](https://www.healthmedics.allocatehealthsuite.com/core)

**Intranet Link for Guidance:** [**HealthMedics - Home (sharepoint.com)**](https://lincshealthandcare.sharepoint.com/sites/HealthMedics)

**Team responsible:** [**HealthMedics@ulh.nhs.uk**](mailto:HealthMedics@ulh.nhs.uk)

**eRota (part of HealthMedics Optima in Allocate)**

**What is it?**

eRota creates fully compliant junior doctor rotas which meet the requirements of the new deal / 2016 junior doctors’ contract at the same time as the European Working Time Directive (EWTD), and tailors them to service and training needs. This is the software through which training doctors **exception report**, please see the [exception reporting presentation](https://youtu.be/6FUihHLPCe0) below for further information.

**Team responsible:** [**HealthMedics@ulh.nhs.uk**](mailto:HealthMedics@ulh.nhs.uk)

**How to exception report user guide:**



[**Exception reporting presentation**](https://youtu.be/6FUihHLPCe0) **Exception reporting Team:**

**Guardian of Safe Working:** [**Ravindranath.Sant@ULH.nhs.uk**](mailto:Ravindranath.Sant@ULH.nhs.uk)

**Guardian of Safe Working Officer:** [**Dawn.Marrott@ulh.nhs.uk**](mailto:Dawn.Marrott@ulh.nhs.uk)

**HealthRoster (part of HealthMedics Optima in Allocate)**

**What is it?**

A programme used by the rota/specialty teams to approve leave requests. Not generally used by trainees, this links with EmployeeOnline (see below), which is the programme you use to request your annual leave.

**Team responsible:** [**HealthMedics@ulh.nhs.uk**](mailto:HealthMedics@ulh.nhs.uk)

**Electronic Staff Record (ESR)**

**What is it?**

The Electronic Staff Record enables United Lincolnshire Hospitals NHS Trust to improve human resource management through the engagement of staff in using the ESR system to own information about themselves as individuals and enable line managers to own information in relation to human resource management reporting and compliance monitoring.

ESR Employee Self Service allows employees to view and amend personal information including home address, bank details, emergency contacts, view payslips, view appraisal information, view total reward statements and access training and e-learning.

ESR Supervisor Self Service allows direct input of appraisal and absence details (non-healthroster areas), core and core plus training bookings. There is also a range of business intelligence reports available within the system relating to appraisals, absence, training records and compliance monitoring.

**Access to ESR (using a Trust PC/laptop)**

Log into your Smartcard then click one of the icons below.  The Core Learning route provides additional guidance. At the ESR Log in page select the option to 'Log in via Smartcard'.

**Link:** [**https://my.esr.nhs.uk/dashboard/web/esrweb**](https://my.esr.nhs.uk/dashboard/web/esrweb)

**Teams responsible:**

[workforce.intelligence@ulh.nhs.uk](mailto:workforce.intelligence@ulh.nhs.uk) for employee information queries (e.g. ESR hierarchy, appraisal records, absence records, team compliance information, business intelligence reporting)

[Marianne.Thompson@ulh.nhs.uk](mailto:Marianne.Thompson@ulh.nhs.uk) and [Christine.Hebron@ulh.nhs.uk](mailto:Christine.Hebron@ulh.nhs.uk) for training queries (e.g. training booking/records, core learning support)

ICT helpdesk on **01205 445800** for technical queries (e.g. issues with smartcard, ESR won't load), or [**log a support request**](http://servicedesk-b5/WebAccess/ss/object/create.rails?class_name=IncidentManagement.Incident&lifecycle_name=NewProcess1111&object_template_name=NewTemplate9110) on the intranet (this link will not work on any devices not owned by ULHT)

**ESR user guides:**

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**Accent Leave Manager**

**What is it?**

Accent Leave Manager is the system used for all Foundation trainees to request their study leave during their training time in ULHT. All external training sessions, as well as Taster Leave and Aspirational Leave requests need to be logged. Once a study leave request is made, the relevant leave approver is sent your request, which can then be approved depending on the request.

**Link:** [**https://accent.hicom.co.uk/Portal/UAT/Web/**](https://accent.hicom.co.uk/Portal/UAT/Web/)

**Team responsible:** [**StudyLeave.EM@hee.nhs.uk**](mailto:StudyLeave.EM@hee.nhs.uk)

**Further information:** <https://www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/LeaveManager/RequestLeave>

**User guides:**

 