

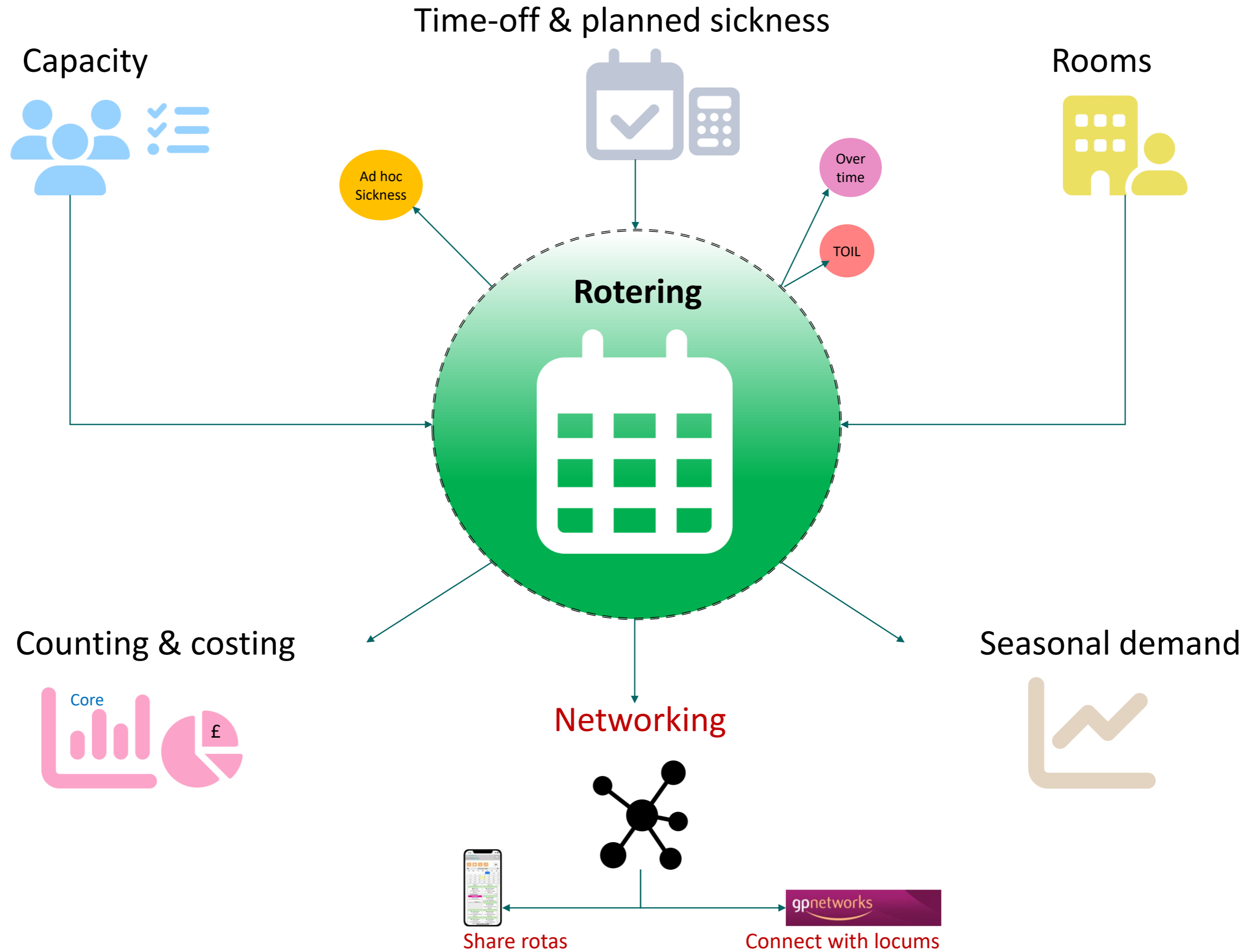
“Sorting out the rotas”

Tempo presentation: LMC innovations conference, July 2023

The goal of this document is to explain the basis of how Tempo provides the first complete rostering solution for practices, using a simple, logical approach to separate and manage the data that sits behind a powerful practice rota.

This is about sorting out the system and data that sits behind a powerful rota.

The Tempo system



What makes a powerful rota?

- Quick to create
- Easy to replicate
- Easy to adjust
- Completely flexible in design and flexible to change
- **Intelligent**

For **intelligence**, they need to be:

- Connected to capacity of staff and rooms
- Connected to all forms of time-off and to sickness
- Connected to appointment templates / slot types
- Connected to costs
- **Automating** logical processes with a rules based framework

Automation should support a rota team with intelligent suggestions based on:

- Eligibility
- Suitability among eligible staff
- Equity among suitable staff

Plus, a **network capable** rota solution should be able to connect with and incorporate locums

Sorting out the system

- sorting out the data in the system

We know how hard it is to manage rotas, day to day, week to week and over the long term. Tempo offers the opportunity to take control over the complexity of the system, and manage rotas in an intelligent way that suits you.

Sorting out the system that sits behind intelligent rotas is often referred to as 'demand & capacity rotering'. This is particularly true when thinking about rota planning and appointment counting.

In the Tempo rota solution, each part is managed separately and easily and is brought together within the rota, by the system, using logical intelligence, semi-automation and suggestion logic.

Our intelligent use of templates makes weekly rotering easier and creates seasonal rota planning with optional built-in planned appointment counting. Rota appointment counting helps link this to the demand and capacity requirements of the GP contract.

Teams and sophisticated team-leave rules, helps to create segments of capacity and bespoke service lines.

Rota intelligence in action

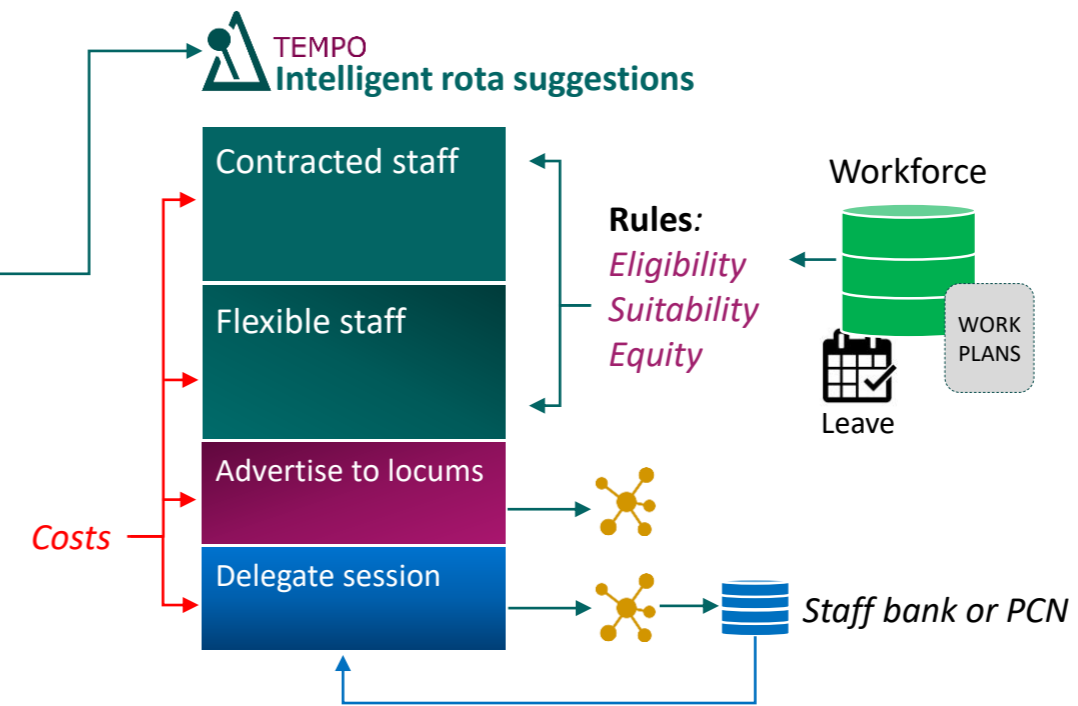
- right staff member, right session, right time

Build your rota and let Tempo calculate suggestions

Practice site rota

The screenshot displays a grid of sessions for a practice site. Each session includes a time slot, a staff member's name, and a dropdown menu for user selection. The sessions are organized into columns and rows, with various staff roles like HCA, NuSe, and GP visible.

Who should do this session?
What's the cost?



Intelligence within sessions

- f** What is the cost of the session?
- What appointments are in the session?
- What room is it in? What room capacity is there?
- What staff pools can assign? Is self-assignment allowed?
- Is this within contracted hours? Is this OT or TOIL?

Rota planning

Rota planning is done with modular templates, connected to seasonal weeks.
A year planner shows weekly planned output versus targets and team-based leave rules



Rota templates can store complex designs, be blended and copied

Templates can store organisational rota designs OR individual work-plan rota designs

Templates can be connected to organisation year/weeks

Templates have week and day views to support complex designs plus grids of sessions, people, rooms and segments of the day

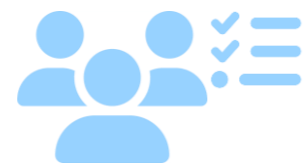
Room capacity management is easily integrated

The screenshot displays two main sections of the software interface:

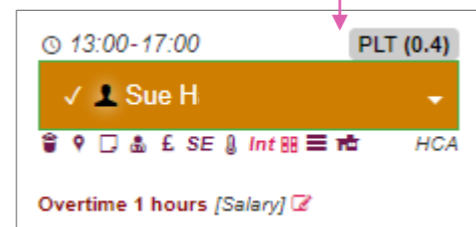
- Week templates:** A form for creating new templates. It includes a text input for a name (with 'Required' as a placeholder), a dropdown for 'Select a module group' (set to 'Foundry'), and radio buttons for 'Template type' (selected as 'Service', with 'Employee' as an option). A green 'Create template' button is at the bottom. Below the form is a list of existing templates, each with 'Edit' and 'Delete' icons and a gear icon.
- Week types:** A section for managing week type associations. It features a list of week types with color-coded boxes and icons: 'Normal week [default]' (purple), 'Bank Holiday Friday' (dark blue), 'Bank Holiday Monday' (dark purple), 'Easter Holidays' (light blue), 'Half Term (Monday BH)' (green), 'Half Term (No Monday BH)' (pink), 'Summer Holidays' (yellow), and 'Xmas week' (red). A green 'Add week type' button is in the top right. Below the list is a 'Calendar' section for July 2023, showing a grid of dates from Mon 3rd to Sun 23rd. The calendar highlights different week types: 'Normal week [default]' (purple) for the first week, 'Half Term (No Monday BH)' (pink) for the second week, and 'Summer Holidays' (yellow) for the third week. A 'Show / hide historical months' button is in the top right of the calendar section.

Capturing detail & managing change

The live rota is connected to the HR & leave of staff and can capture & attribute important information and adjustments as it runs.



Simple to manage **job plans** enable easy changes in hours, sessions worked & pay rates.



Approve & capture **overtime** and **TOIL** with a simple process that saves management time - automatically creating overtime reports each month and maintaining a users TOIL balance.

TOIL balance breakdown

<u>Overtime date & time</u>	<u>Hours</u>
Tue 23rd May '23 (18:30 => 20:00)	Overtime: 1.50 hrs
Total overtime (hours)	1.497 hrs
= Total overtime (sessions)	0.16 working days [0.78 sessions]

<u>TOIL Leave (approved)</u>	<u>Time (sessions)</u>
	0 working days [0 sessions]
	0 working days [0.78 sessions]

Close

Report TOIL overtime

Annual period: 01/04/2023 to 31/03/2024

Go to previous year: 01 Apr 22 - 31 Mar 23 | Go to next year: 01 Apr 24 - 31 Mar 25

Overtime date:

Overtime hours:

Notes:

These notes will be visible to hub admins.

Report TOIL overtime | Submit

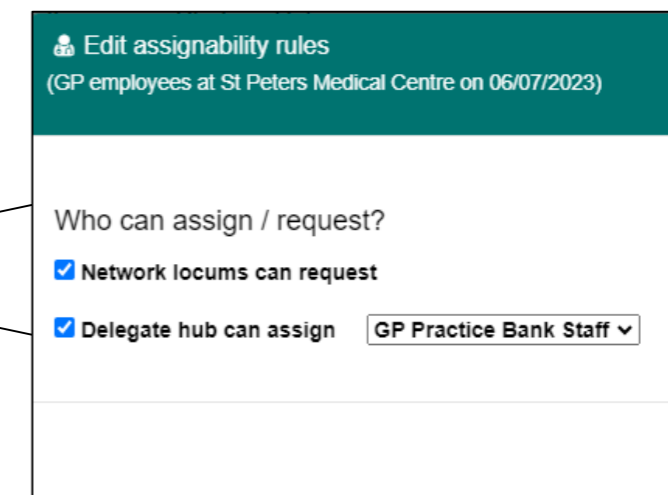
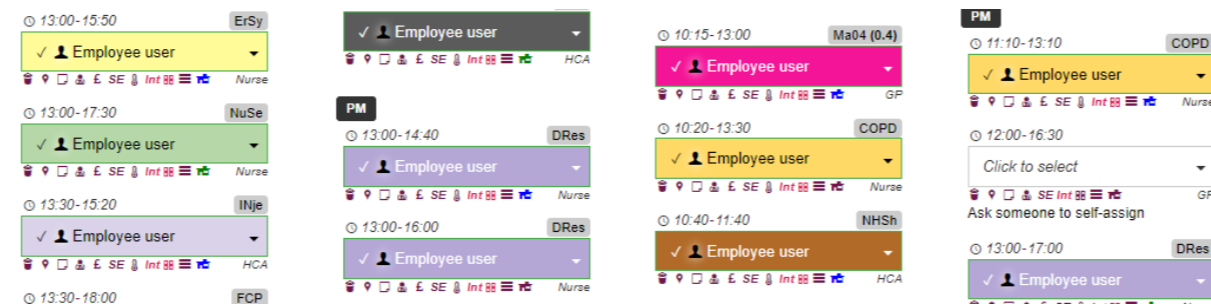
Connecting with locums and using staff pools

The rota is connected to the flexible staff pool within the organisation and, optionally, connected to the wider locum network. Sessions can be advertised and/or delegated out.



Simple locum booking process built-in and automated invoicing saves time booking and processing locum payments.

Staff pools creates a simpler process to use staff for flexible hours - ease of booking and pools improves chances of filling overtime shifts.



Tempo pricing

Tempo license:

25p per patient pop

On-board program:

50% of annual fee (one-off)

100% reduction (zero fees) for the on-board program, for early adopter within an ICS

