

# DERBY GP SPECIALTY TRAINING PROGRAMME

## OUT OF HOURS INFORMATION FOR GPSTRs

# NEW

There is a new system up and running for registrars to book OOH sessions. This should make the whole process much easier and offer greater choice and flexibility to all the registrars.

Sessions can now be booked on the DHU website where you will be able to see a list of all available sessions with trainers and simply click to request the sessions you want to do.

A copy of the guide is available from Derbyshire Health United (as below)

### DHU NetMaster Website – Registrars Guide

The website address is:

[www.derbyshirehealthunited.co.uk/securitylogin.asp](http://www.derbyshirehealthunited.co.uk/securitylogin.asp)

Your log in details will be your surname followed by your first initial and your initial password will be your first name followed by 1234

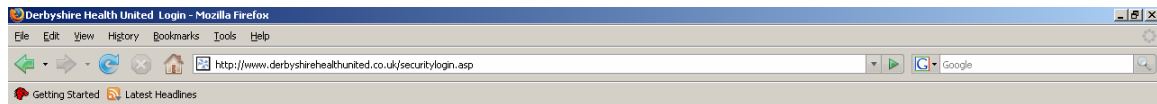
For example John Smith would be:

User Name: smithj

Password: john1234

If you wish to change your password, please contact a member of the rota team who will be able to do it for you.





**MEMBER LOGIN**

DERBYSHIRE HEALTH UNITED

Username:

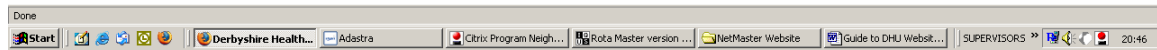
Password:

[Forgot your password?](#)

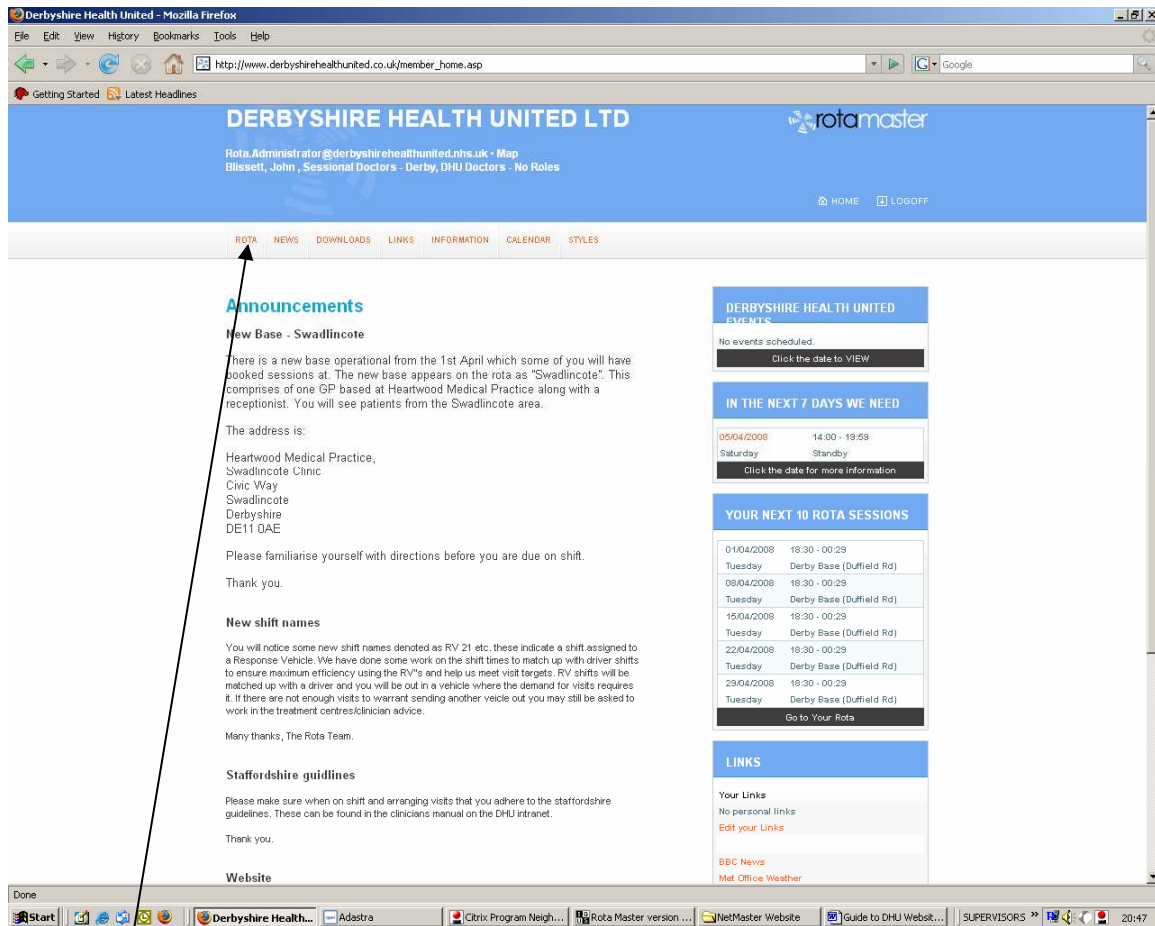
Need to obtain a password?  
Contact us here: [Administrator](#)

Click here for the  
[Administrator Login](#)

Version:4\_7\_0



The first page you will see when logged on is the home page this displays any important announcements and news topics along with side panels which show your next 10 confirmed rota sessions.



To get to your own personal rota click the 'Rota' button on the top left of the page.

This will show any confirmed sessions you have.

It also has a link to view your previous shifts to check when you have worked previously.

**DERBYSHIRE HEALTH UNITED LTD** rotamaster

Rota.Administrator@derbyshirehealthunited.nhs.uk • Map  
Burns, James (Reg), GP Registrars - Derby, DHU Doctors

Roles - [GP Registrar] HOME LOGOFF

MY ROTA | LOG AVAILABILITIES | EDIT AVAILABILITIES | TODAY | EXCHANGE | REQUESTED VOLUNTEERS

**MY ROTA**

**Rota Assistant**

I want to...

- View Historic Rotas / Verify My Shifts
- Verify Shifts
- Log my availability
- Verify Adjustments
- Change my availability
- View My Offers

**Message from administrator**

If you have any problems with the new website please contact Rota.Administrator@derbyshirehealthunited.nhs.uk Thank you

Published range: 01/04/2008 to 31/05/2008 Last Updated: 24/4/2008 at 16:14

**Registrar shifts for Burns, James (Reg)**  
[Click here for more Registrar shifts](#)

Date	Day	Duty Station	Shift Group	Start	End	Trainer
26/04/2008	Saturday	Maine Drive Satellite	Saturday Day	09:00	12:59	Cox, Jonny (P)
27/04/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Warner, Chris (P)
03/05/2008	Saturday	Derby Base (Duffield Rd)	Saturday Day	12:00	17:59	Parsons, Judith (P)

The page will show your confirmed registrar sessions and below that it will display any confirmed solo sessions you have booked.

**Registrar shifts for Burns, James (Reg)**  
[Click here for more Registrar shifts](#)

Date	Day	Duty Station	Shift Group	Start	End	Trainer
26/04/2008	Saturday	Maine Drive Satellite	Saturday Day	09:00	12:59	Cox, Jonny (P)
27/04/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Warner, Chris (P)
03/05/2008	Saturday	Derby Base (Duffield Rd)	Saturday Day	12:00	17:59	Parsons, Judith (P)
05/05/2008	---Bank Holiday---	Derby Base (Duffield Rd)	Bank Holiday	07:00	10:59	Hewitt, Ruth (P)

**Confirmed Rota for Burns, James (Reg)**

Date	Day	Duty Station	Shift Group	Start	End	Exchange [ ? ]
17/05/2008	Saturday	Ripley Hospital	Saturday Day	08:00	13:59	<input type="button" value="SUBMIT"/>
24/05/2008	Saturday	Ripley Hospital	Saturday Day	08:00	13:59	<input type="button" value="SUBMIT"/>

This list show all your future confirmed shifts that are eligible for entry to the Exchange system. YOU REMAIN RESPONSIBLE FOR ALL THE SHIFTS LISTED HERE! Only if there is an agreed change that is approved by the Administrator will a shift be removed from this list.

To see available registrar sessions on the rota click the link here (in orange):

**DERBYSHIRE HEALTH UNITED LTD** rotamaster

Rota.Administrator@derbyshirehealthunited.nhs.uk • Map  
Burns, James (Reg), GP Registrars - Derby, DHU Doctors

Roles - [GP Registrar] HOME LOGOFF

MY ROTA | LOG AVAILABILITIES | EDIT AVAILABILITIES | TODAY | EXCHANGE | REQUESTED VOLUNTEERS

### MY ROTA

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- [Verify Shifts](#)
- [Log my availability](#)
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**Registar shifts for Burns, James (Reg)** 🖨️

Click here for more Registar shifts

Date	Day	Duty Station	Shift Group	Start	End	Trainer
26/04/2008	Saturday	Maine Drive Satellite	Saturday Day	09:00	12:59	Cox, Jonny (P)
27/04/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Warner, Chris (P)
03/05/2008	Saturday	Derby Base (Duffield Rd)	Saturday Day	12:00	17:59	Parsons, Judith (P)

This will show any sessions with a trainer that you can request. It will default to your home zone, but by using the tabs at the top of the session list you can request shifts in another area of the county (note: if you do select a shift outside of your usual zone, please ensure you familiarise yourself with the location and are able to get there on time).

**DERBYSHIRE HEALTH UNITED LTD** rotamaster

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Burns, James (Reg), GP Registrars - Derby, DHU Doctors

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### SHIFTS AVAILABLE FOR REGISTRARS

This table lists the shifts that have been confirmed to Trainers but do not yet have a Registrar assigned.

Click on the check-boxes for the shifts you wish to request.

Click the Submit button at the bottom of the page to send your requests. This information will be sent by email to the rota administrator. A copy will be sent to your email address for your records. Any shifts you select are only REQUESTS. Please wait for confirmation before assuming you have got the shift.

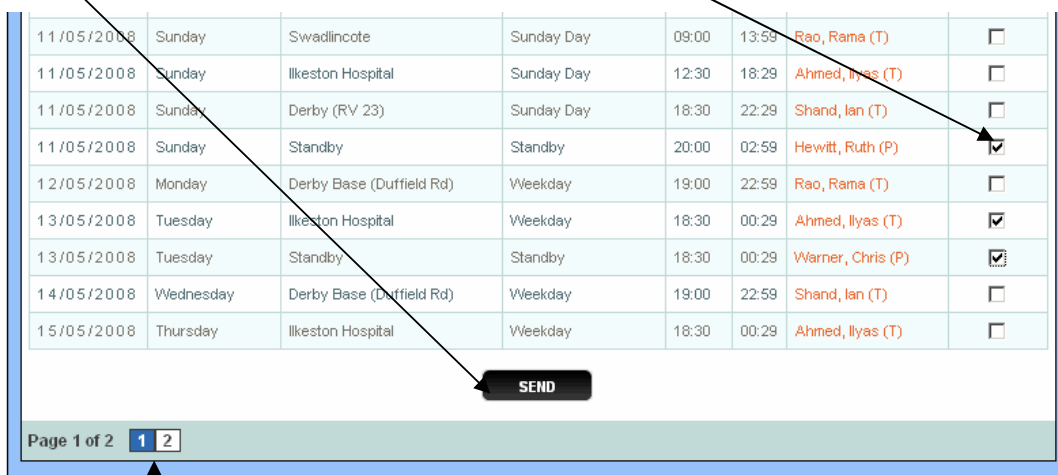
North Derbyshire | **South Derbyshire**

• Bank Holiday • Daytime (In Hours) • Night • Saturday Day • Standby • Sunday Day • Wednesday Afternoon • Weekday • All •

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Date	Day	Duty Station	Shift Group	Start	End	Trainer	Request
26/04/2008	Saturday	Derby (RV 24)	Saturday Day	08:00	13:59	Rao, Rama (T)	<input type="checkbox"/>
26/04/2008	Saturday	Ilkeston Hospital	Saturday Day	09:00	12:59	Baker, David (FME) (T)	<input type="checkbox"/>
26/04/2008	Saturday	Derby Base (Duffield Rd)	Saturday Day	10:00	12:59	Joshi, Ashish (P)	<input type="checkbox"/>

When you want to request a session tick the box next to it. You can select several sessions at once, although please make sure you are definitely available to do them. When you have clicked the session(s) you want click the 'Send' button.



11/05/2008	Sunday	Swadlincote	Sunday Day	09:00	13:59	Rao, Rama (T)	<input type="checkbox"/>
11/05/2008	Sunday	Ilkeston Hospital	Sunday Day	12:30	18:29	Ahmed, Ilyas (T)	<input type="checkbox"/>
11/05/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Shand, Ian (T)	<input type="checkbox"/>
11/05/2008	Sunday	Standby	Standby	20:00	02:59	Hewitt, Ruth (P)	<input checked="" type="checkbox"/>
12/05/2008	Monday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Rao, Rama (T)	<input type="checkbox"/>
13/05/2008	Tuesday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input checked="" type="checkbox"/>
13/05/2008	Tuesday	Standby	Standby	18:30	00:29	Warner, Chris (P)	<input checked="" type="checkbox"/>
14/05/2008	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Shand, Ian (T)	<input type="checkbox"/>
15/05/2008	Thursday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input type="checkbox"/>

**SEND**

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There may be more than one page with available sessions on it, you will have to submit the session(s) you want one page at a time.

**Please note: if you see any shifts which have the location as 'Standby' please do not try to book these sessions as we cannot guarantee the trainer will be on site.**

When you have submitted your requests it will automatically send an email to the rota team detailing which sessions you have requested, a copy will also be sent to the email address you have registered with us. If you do not have an email address registered with us, the system will prompt you to enter one when you log in.

**Please note that this does not confirm that you have this session. This is a request to do the session.**

When the rota team receive your email request we will allocate you the shift where possible and with agreement from the trainer.

When the shift is confirmed (allocated to you) we will upload it to the website and it will appear on your confirmed rota - **the shift is not confirmed until it appears here.**

Burns, James (Reg), GP Registrars - Derby, DHU Doctors

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Your requests will ***usually*** be processed and uploaded within a few hours Monday to Friday so you can log onto the website later on to check if you have been allocated the shift or not. Requests made during the weekend will usually be processed the next working day.

If you request shifts at short notice or are unable to come back to the website to check, you can contact the rota team to confirm if you have the shift or not.

**You are not able to request solo sessions via the website yet. To book these you should contact a member of the rota team directly.**

**If you are unsure about anything within this guide, experience problems with the website, require directions to bases or need to update your email address or telephone number please contact a member of the rota team who will be happy to help on 01332 223601 or via email to:**

**[Rota.Administrator@derbyshirehealthunited.nhs.uk](mailto:Rota.Administrator@derbyshirehealthunited.nhs.uk)**