



Service Priorities and Programmes

Electronic Presentations

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New Innovation System for Enhancing the Electronic Staff Overtime and Compensation Recording

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Introduction

Record and compensation of staff overtime is a valuable and essential issue for staffs who stay behind on work. An accurate, easy accessible and systematic approach to record overtime is necessary. Therefore, an electronic staff overtime and compensation recording system was initiated.

Objectives

1. Provide an accurate, easy accessible and systematic way to record staff overtime and compensatory duration.
2. Minimize the workload for record and calculation.

Methodology

1. There was a need for electronic staff overtime and compensation recording system but it had not yet been implemented.
2. The initiative in developing electronic record system was proposed, with support sought from Department of Operation Services.
3. The essential elements of the electronic recording system were designed by collecting opinions from front-line staffs. The program of the system was written according to the opinions respectively.
4. The use of electronic record system was commenced and feedback was collected retrospectively.

Result

The preliminary feedback from front-line staffs was encouraging. Opinions were received that almost 100% front-line staffs satisfied with the electronic recording system. The electronic recording system provides an accurate, easy accessible, efficient and systematic way for record. It reduces the workload by diminishing over 1500 hand writing records per year and 90% calculation duration. The system also provides a clear summary of staff overtime and compensation for statistical use and

strategies formation. Most significantly, record tracing is easy and individualized for each staff. It can accumulate the overtime duration for each staff automatically once the overtime or compensation duration was input into the system. Record tracing can be done within 30 seconds rather than finding the record page by page in time sequence.