



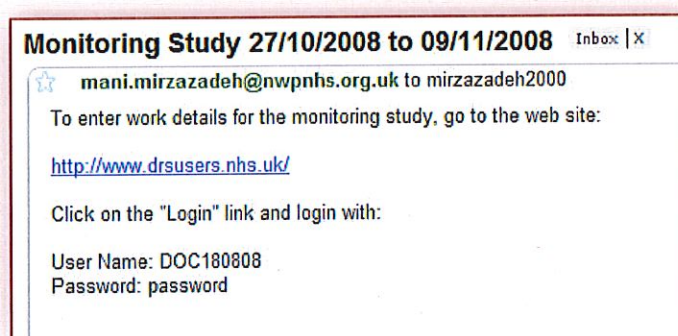
Junior Doctor's

Guide to DRS v3 diary card monitoring

Introduction

The Doctor Rostering System (DRS) is a piece of software developed within the NHS to help trusts manage their junior doctors within the Working Time Directive and the New Deal requirements. This document has been produced to guide Junior Doctors in completing their diary cards using the new version of DRS, DRS Version 3.

Before being able to start completing your diary card you will need to have received an email from your study supervisor with your login details. The email will be something very similar to what has been illustrated below:



Logging in

Once you have received this please visit www.drsusers.nhs.uk and click login from the left hand side of the page. Please keep in mind that your password is case-sensitive.

Home screen and description

Once you have logged in you will be directed to the home screen. This is the page you will be displayed with every time that you log in to complete your diary card.

Logged in as doc666 | [Contacts & Legals](#) | [Log Out](#)

Live Study Dashboard

1

Group	Specialty	Start Date
ex 1	General Medicine	27/10/2008

2 [Enter Data](#)

3

In taking part in this study, you are agreeing to the following statement:

"I have checked the information I have entered on this system and certify that it is correct and complete to the best of my knowledge. I understand that knowingly to make a false declaration may result in prosecution. To enable the NHS to check that this form has been completed appropriately and honestly, and in order to detect fraud and incorrectness, I consent to the disclosure of relevant information to and by the Trust, the NHS Security and Counter Fraud Management Office, and the Inland Revenue."

4 **Doctor doc666 F1**

5 **Live Analysis**
 Days in the study: 14
 Today is day 2
 You have returned 1 cards.
 Your return rate is: 100%
 The return rate for the group is: 98%

6 **User Details and Password Update**
 New Password
 Repeat New Password
 Email
 Mobile
 Current Password
[Save](#)

1. Study details, this includes the group, speciality and the start date of the study.
2. Clicking on enter data will take you to the diary card page.
3. Standard NHS Fraud Statement.
4. Doctor's name and grade.
5. Detailed breakdown of the study and the progress of the doctor.
6. User details and password update.

Doctors can amend their details such as password, email address and contact number via the user detail and password update section of the home screen.

When the doctor is satisfied with the details and agrees with the NHS fraud statement clicking on enter data will navigate to the diary card.

Diary Card

A new window will open displaying the diary card; each day of the exercise has been separated in rows.

Logged in as doc666 | [Contacts & Legals](#) | [Log Out](#)

General Medicine ex 1: Monitoring Results for doc666

Date	Day Type	Intensity	Start	End	Rest	Res?	NB	
Mon, 27 Oct 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Tue, 28 Oct 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Wed, 29 Oct 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Thu, 30 Oct 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Fri, 31 Oct 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Sat, 01 Nov 2008	<input type="text" value="S"/>	Weekend	00:00	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Sun, 02 Nov 2008	<input type="text" value="S"/>	Weekend	00:00	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Mon, 03 Nov 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Tue, 04 Nov 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Wed, 05 Nov 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Thu, 06 Nov 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Fri, 07 Nov 2008	<input type="text" value="S"/>	Standard Day	09:00	17:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Sat, 08 Nov 2008	<input type="text" value="S"/>	Weekend	00:00	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save
Sun, 09 Nov 2008	<input type="text" value="S"/>	Weekend	00:00	00:00	00:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work Episodes Save

Notes

Save Notes Email the Study Supervisor

1. Corresponds to the day of the study.
2. Day type can be selected by clicking on the box, this will pop-up a menu with preset shifts and also default options such as standard weekly or weekend, leave or sick, rest day and study leave. Clicking out of the 'Day Type' box will register the selected hours.
3. This will display the shift intensity after a day type has been selected, these can be standard day, weekend, on call, rest day, full shift, partial and 24Hr partial.
4. Start, end and rest hours are displayed in these boxes and can be amended if they differ to the actual work and rest hours. If you do not intend to enter individual work episodes for a particular day, you should enter the total amount of rest achieved in the 'Rest' box. If you are going to enter work episodes, you should leave the 'Rest' box at zero.
5. This check box relates to Residency. If resident check the box and if not leave unchecked.
6. NB or natural break. Check if natural break has been taken and uncheck if it hasn't.

* Please refer to :

7. You may need to click on 'Work Episodes' if you need to enter information about individual work episodes (usually only with on-call, 24hr or partial shifts).
8. When you have finished entering the data for each day you will need to click on 'Save' in order to save that days data.
9. Notes can be written on this section.
10. Once a note has been added to the diary card you will need to click on 'Save Notes' to successfully save it. The colour coding for the 'Save' button are as follows:

Save	Data saved last time diary card was accessed.
Save	Day has been amended but not yet saved.
Save	No changes have been made to this day, default colour.
Save	Data has been amended and saved successfully.

11. You may need to contact the study supervisor and by clicking on 'Email the Study Supervisor' you will be presented with an email template.

Work Episodes

Work episodes are required to be entered for on-call, 24hr or partial shifts.

Monitoring of work on: 27/10/2008 For: doc666. Work Episodes

Duty Start Time	<input type="text" value="09:00"/>	Start	End
Duty End Time	<input type="text" value="09:00"/>	<input type="text" value="09:00"/>	<input type="text" value="17:00"/>
Rest not in the work episodes	<input type="text" value="00:00"/>	<input type="text" value="22:00"/>	<input type="text" value="22:30"/>
		<input type="text" value="01:50"/>	<input type="text" value="02:15"/>
		<input type="text" value="05:00"/>	<input type="text" value="05:25"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

1. Duty start and end time are filled from the initial diary card shift start and end time for that particular day.
2. Amend the 'Rest not in the work episodes' figure if you have taken rest periods in the standard working day.
3. Start and end time should always start with the standard working day (in the example above a standard working day is 09:00 – 17:00). Actual working periods should be entered after the standard working day has been entered as illustrated in the example above.
4. Once all the work episodes have been entered clicking on 'Save' will save and close the window taking you back to the diary card page.
5. If more work episode fields are required then you should click on 'Create more rows' to create them.

Once you have inputted the data in your diary card and amended the work episodes for various shifts that require work episodes to be entered you may click log out at the top of the page.

If you require more information or are having difficulties inputting data please contact your study supervisor via the 'Email the study supervisor' button on your diary card page.

FAQ

Q1. I cannot log in?

Please check that you have entered your password correctly. Passwords are case sensitive. Alternatively contact your study supervisor.

Q2. My details are incorrect on the homepage after I log in?

If you find that your details are incorrect on the home screen, such as the study name, speciality, your name, date of the study and etc please contact your study supervisor.

Q3. 'Not a valid time' error?

This error appears when time is entered with the correct format. The best method to enter time is to leave out any punctuation and type in four digit values for the time. E.g. 21:00 enter as 2100 or 08:45 enter as 0845 and the system will automatically amend it.

Q4. 'Must save before input of work episodes' error?

This error occurs when you try to input work episode before clicking and saving the data for the required day. You must click and save the days data before being able to enter work episode.

