# E – Job Plan

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Aims

- To support the practice of Academic Medicine and the integration of the three pillars of medicine – clinical care, education and research, through our SingHealth and Duke-NUS Academic Medicine partnership.
- To enhance visibility of clinicians' efforts under the three pillars of medicine for the purpose of right funding.
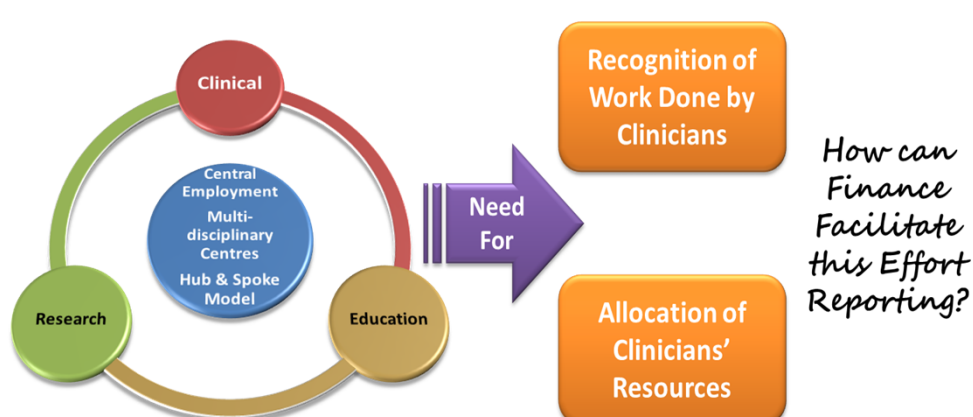
Methodology

1. Brainstorm sessions with Finance Workgroup members and CFOs.
2. Problem solve through the use of The Grow Model to
   a. Define Goal
   b. Check Reality
   c. Identify Options
   d. Determine Action
3. Seek management's endorsement of action proposed.
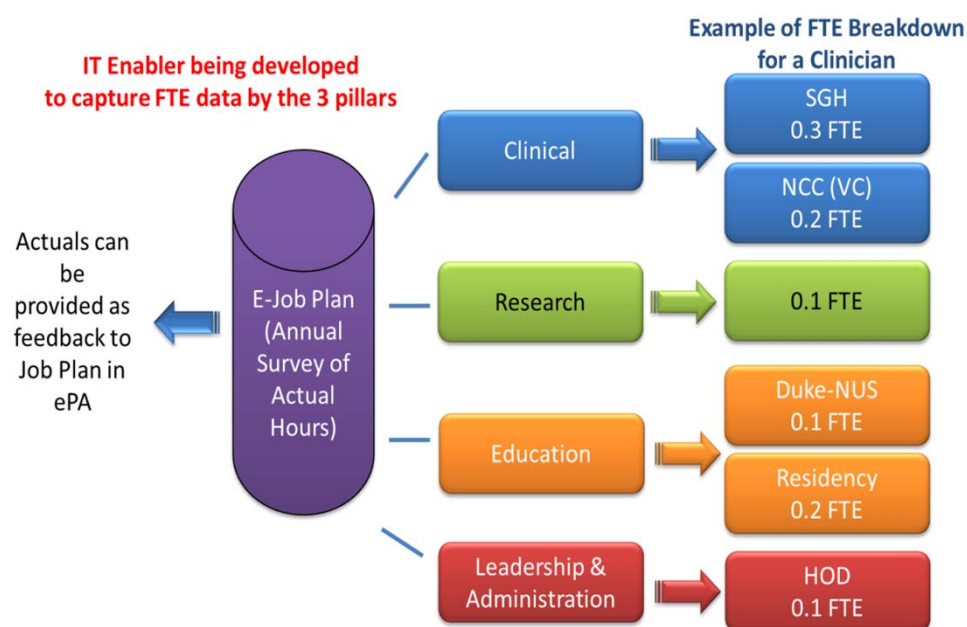
Result

2 phase approach
- Phase 1 – IT enablement for capturing data on clinicians' efforts
- Phase 2 – Development of Relative Value Units Framework to capture efforts in a systematic manner

In Phase 1, an E-Job Plan will be implemented and it will:-
➡ Capture time spent by clinicians through surveys
➡ Allocate clinicians' manpower costs
➡ Capture workload statistics

As the MOH National Costing Guidelines Exercise (MOH NCG) commenced in FY2014, the Finance team will take the opportunity to roll-out a SingHealth clusterwide e-version of the MOH NCG survey riding on E - Job Plan. This will enable clinicians' time data to be collected for MOH to rebase their subvention funding to hospitals/institutions. The survey template will be customized according to the clinical discipline the clinician belong to i.e. a Cardiologist will fill up a different survey template from a Radiologist.

IT Enabler being developed to capture FTE data by the 3 pillars

Example of FTE Breakdown for a Clinician

Prototype of E-Job Plan

Conclusion

With the E - Job Plan in place, management will have better visibility on the clinicians' efforts spent in the 3 pillars of medicine and seek right funding where appropriate. Management will also be better able to allocate clinician resources such that the deployment of clinicians within the cluster is optimized. Clinicians will be able to determine if their actual efforts spent correspond with their job plans submitted at the beginning of the year.