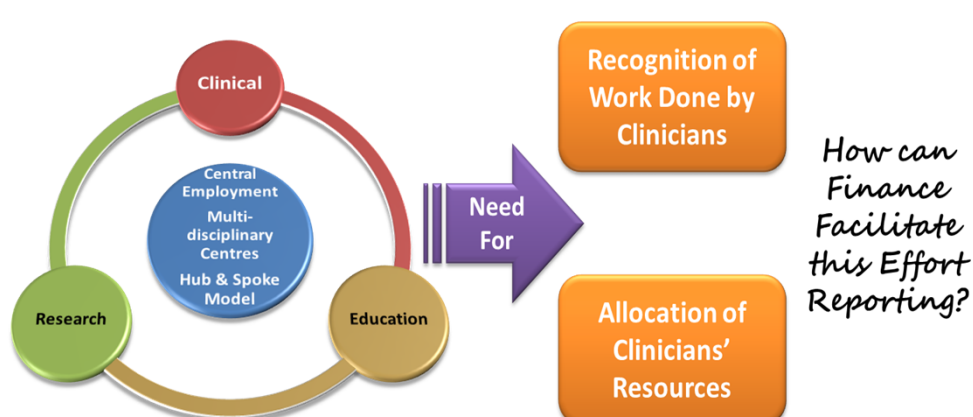


E – Job Plan

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Singapore Health Services (SingHealth)
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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

- Brainstorm sessions with Finance Workgroup members and CFOs.
- Problem solve through the use of The Grow Model to
 - Define Goal
 - Check Reality
 - Identify Options
 - Determine Action
- Seek management's endorsement of action proposed.

Result

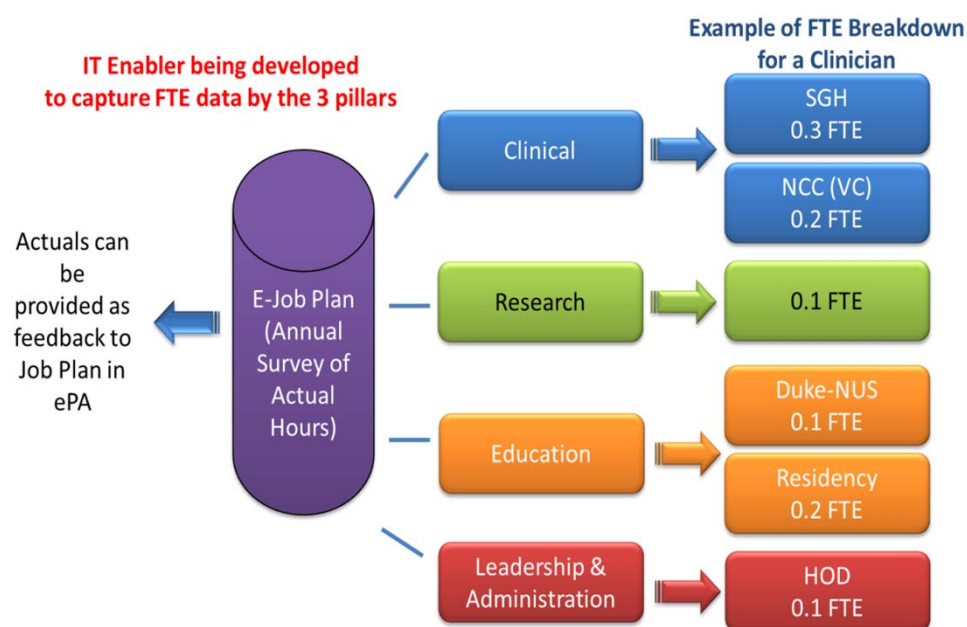
2 phase approach

- 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.

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.



Prototype of E-Job Plan

DATE OF SURVEY		9-Jul-14		HELP	
FINANCIAL YEAR		FY13 (Apr13 - Mar14)			
MCR#/DCR#		00081A			
DOCTOR'S NAME		Dr AAAIB			
DOCTOR'S ACP		ACP ANAESTHESIA			
GRADE		Snr Consultant			
TOTAL HOURS WORKED PER WEEK		42 hr			
RESIDENCY FACULTY TRACK		Please select the relevant Residency Faculty Track			
		SGH DEPT- ANAESTHESIOLOGY	SGH DEPT OF PAIN MANAGEMENT	Total	
PATIENT CARE ACTIVITIES (HOURS / WEEK)					
i	OUTPATIENT CARE			0.0 hrs	
ii	OPERATING THEATRE			0.0 hrs	
iii	INPATIENT CARE			0.0 hrs	
iv	ANCILLARY SERVICES (where relevant)			0.0 hrs	
A TOTAL PATIENT CARE ACTIVITIES		0.0 hrs	0.0 hrs	0.0 hrs	
NON-PATIENT CARE ACTIVITIES (HOURS / WEEK)					
<i>If activities eg. Teaching is not identifiable to any institution, please fill in the hours in the first column</i>					
TEACHING & TRAINING (GIVING ONLY)					
<i>Eg. Preparing teaching materials, teaching medical students, trainees, post-grad and visiting fellows etc</i>					
ADVANCED/BASIC SPECIALISTS TRAINING				0.0 hrs	
RESIDENCY FACULTY				0.0 hrs	