

## Introduction

SingHealth Graduate Medical Education (GME) office has handled over 1400 faculty appointments from 34 residency programmes across SingHealth institutions.

### What our Administrator says....

- Takes too much time
- Too labour intensive
- Prone to typo errors



To manage the appointment records, GME office developed an automated management database to efficiently manage records and the re-appointment process with accuracy.

## Methodology

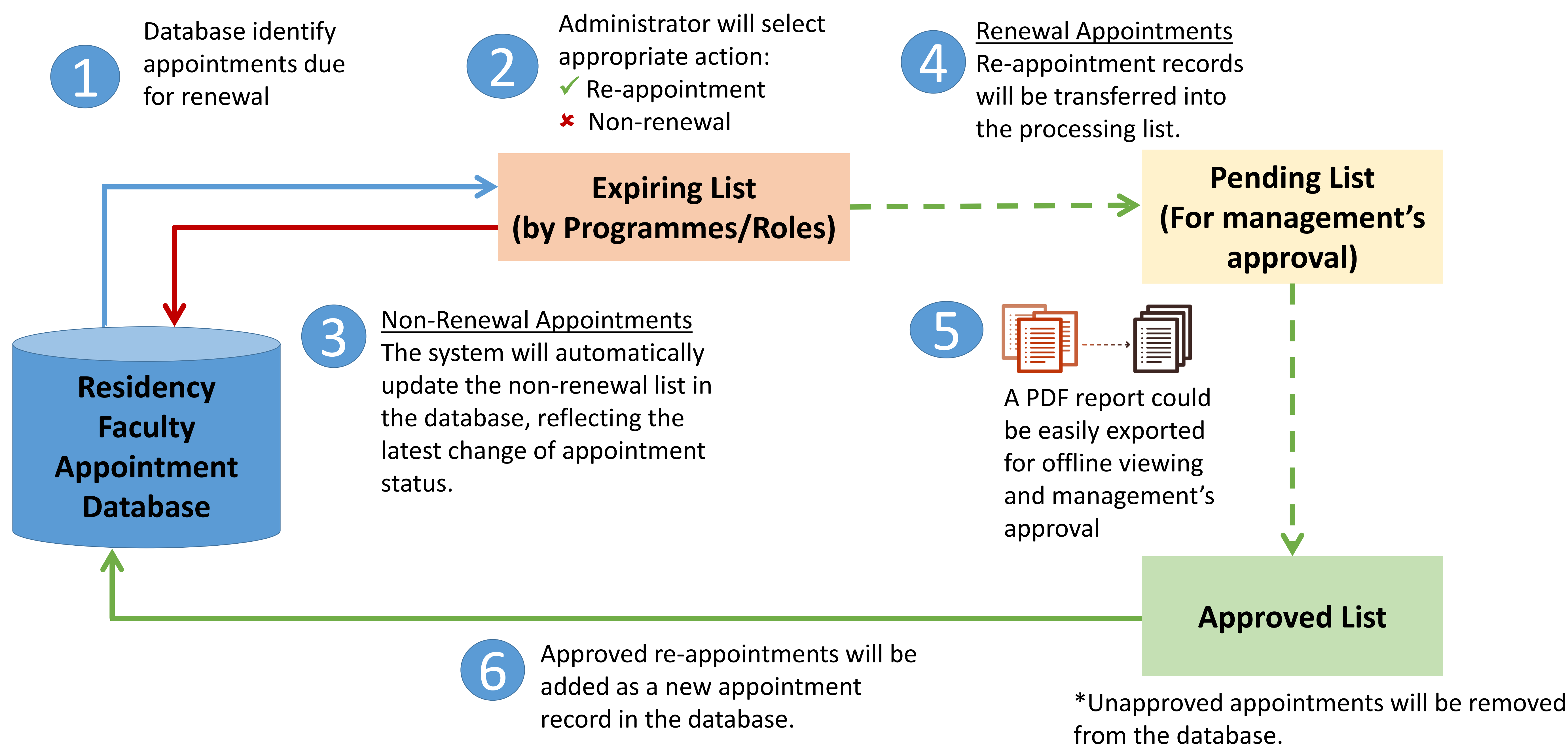
Using Microsoft ACCESS, GME office built a database to manage records of faculty appointments. The database consists of a personnel module where administrator could update particulars of faculty members and an appointment module to manage appointments status.

### Faculty Database Feature

- Storage of Faculty Information
- Manage Re-appointment/Cessation of faculty
- Automatic Renewal of Appointments
- Search & View Appointment/ Personnel Info
- Generate Management Reports



In order to efficiently manage the re-appointment process, the database has a built-in function to identify appointments due for renewal. This process is illustrated in [Diagram 1](#) below.



**Diagram 1: Process of Residency Faculty Appointment Database**

## Results & Conclusion

The Residency Faculty Appointment Management Database allows administrators to complete the processes in 4 man-hours, achieving a 95% time-saving compared to manual processing using 80 man-hours.

The automation allowed us to process the appointments in a highly efficient and accurate manner. The Residency Faculty Appointment Management Database, which is built on Microsoft ACCESS, is readily available and highly replicable to manage similar appointment processes within SingHealth.

