



The Hull York Medical School
Pre Hospital Care Programme

Responding eLogbooks - Programme Trial

Dear all,

The Pre-Hospital Care Programme committee have been discussing the way that responders record and submit their hours following each shift with the aim of improving the process, making it easier to complete.

We are pleased to announce that we have developed the solution: eLogbooks.

eLogbooks are digital versions of the current paper logbook that you fill out at the end of each shift. They are simple to use, easy to access, and are available all the time as long as you have access to the internet.

The way this will work is via a short form that we have developed, which can be used to log your hours. When you complete a shift, you simply click on the link to the form, fill it out with all the shift details, and then submit. Only 1 form needs to be filled out per shift, even if 2 people are responding.

The questions are self-explanatory, and should be easy to follow. The form also has the option to record any kit issues that you may be experiencing, making it easier to get this flagged and resolved.

For the first term (before Christmas), we are currently trialling these eLogbooks so that any issues can be identified and resolved. We therefore ask that you are patient with this process, as with all technology, there is usually some difficulties from time to time. We will still require you to fill in the paper logbook in the meantime so that we can ensure your hours are correctly recorded.

The trial period will begin on **Monday 7th November**. From this date we ask that you try your best to use the online forms to record your shifts.

Each responding site has a different form, so please make sure you use the correct one! Here are the links:

Hull: <https://goo.gl/forms/d2Y9bW2oPgtCAifD3>

York: <https://goo.gl/forms/fNR6nQleiMsJFiRO2>

Scarborough: <https://goo.gl/forms/N3rWyYbU6B4BBloD3>

Grimsby: <https://goo.gl/forms/aGnWQ0Zrx0wpPUCD2>

Scunthorpe: <https://goo.gl/forms/LS2UNCZqgRyg7ifw2>

The links will also appear on the PCP website (hyms-pcp.org), in the members section. You can continue to view your hours on the PCP website in the same way.

If you do experience any issues, or have any questions, then don't hesitate to email myself or one of the other committee members.

Best wishes,

Jordan

Webmaster

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