UCA-NI LocumOnline Portal and Application (powered by AER Temp)

How to use the platform

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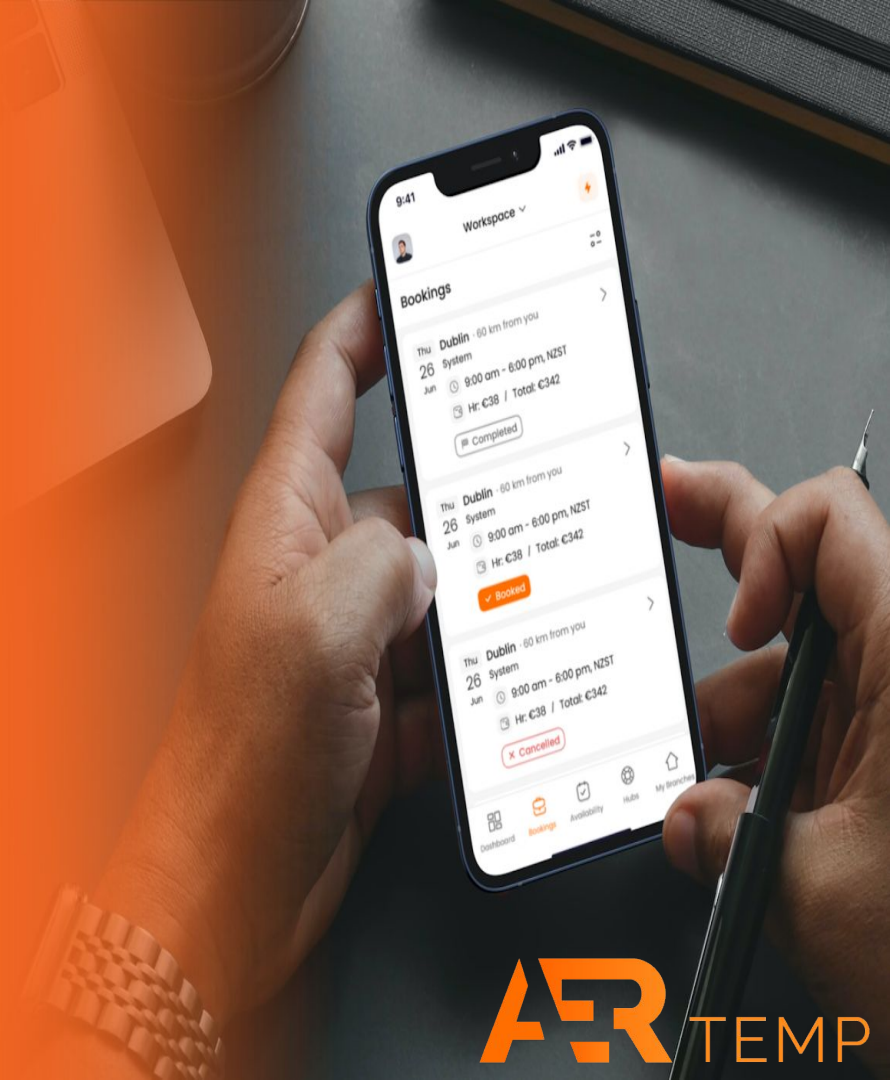
Getting Access



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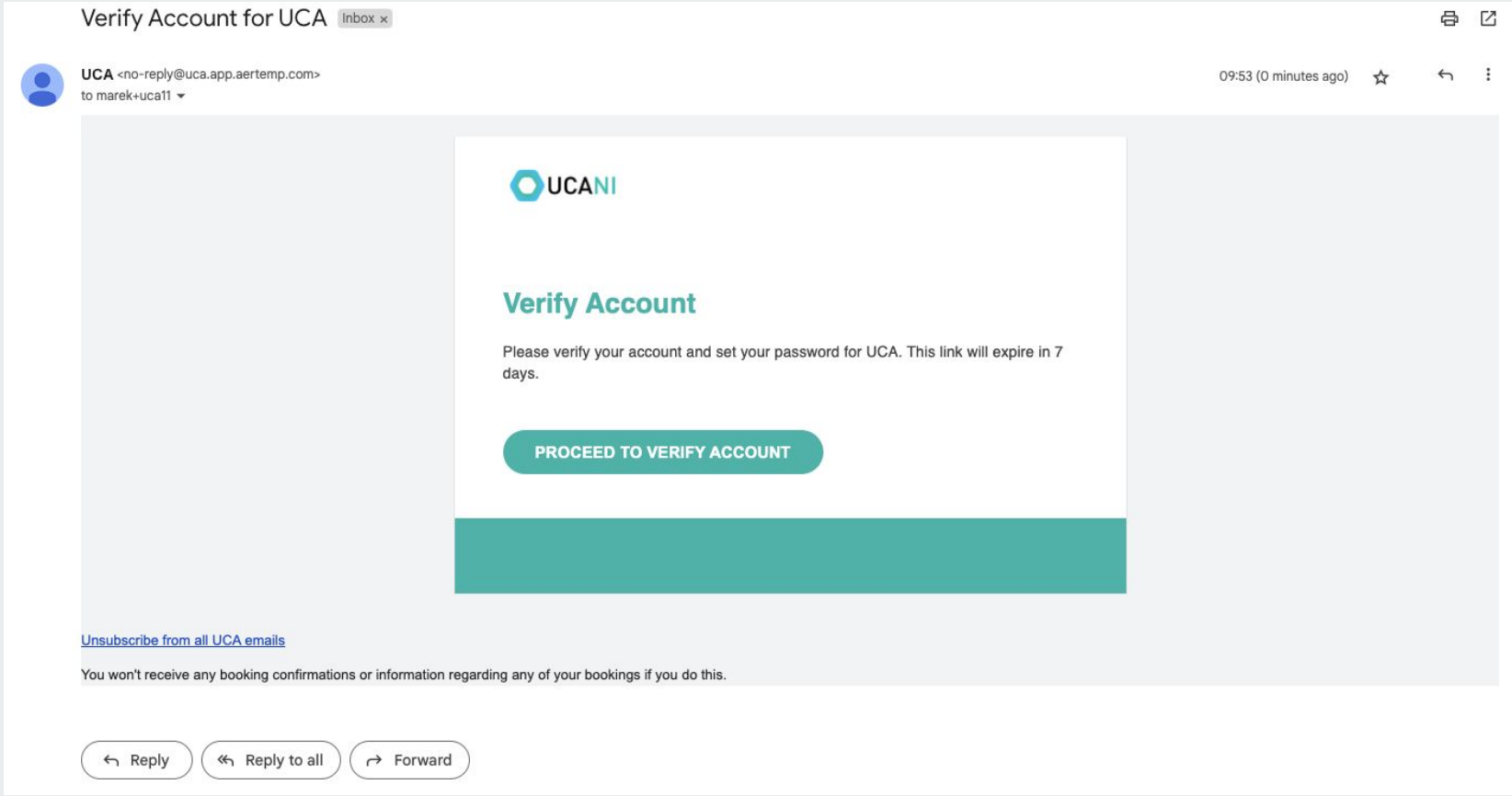
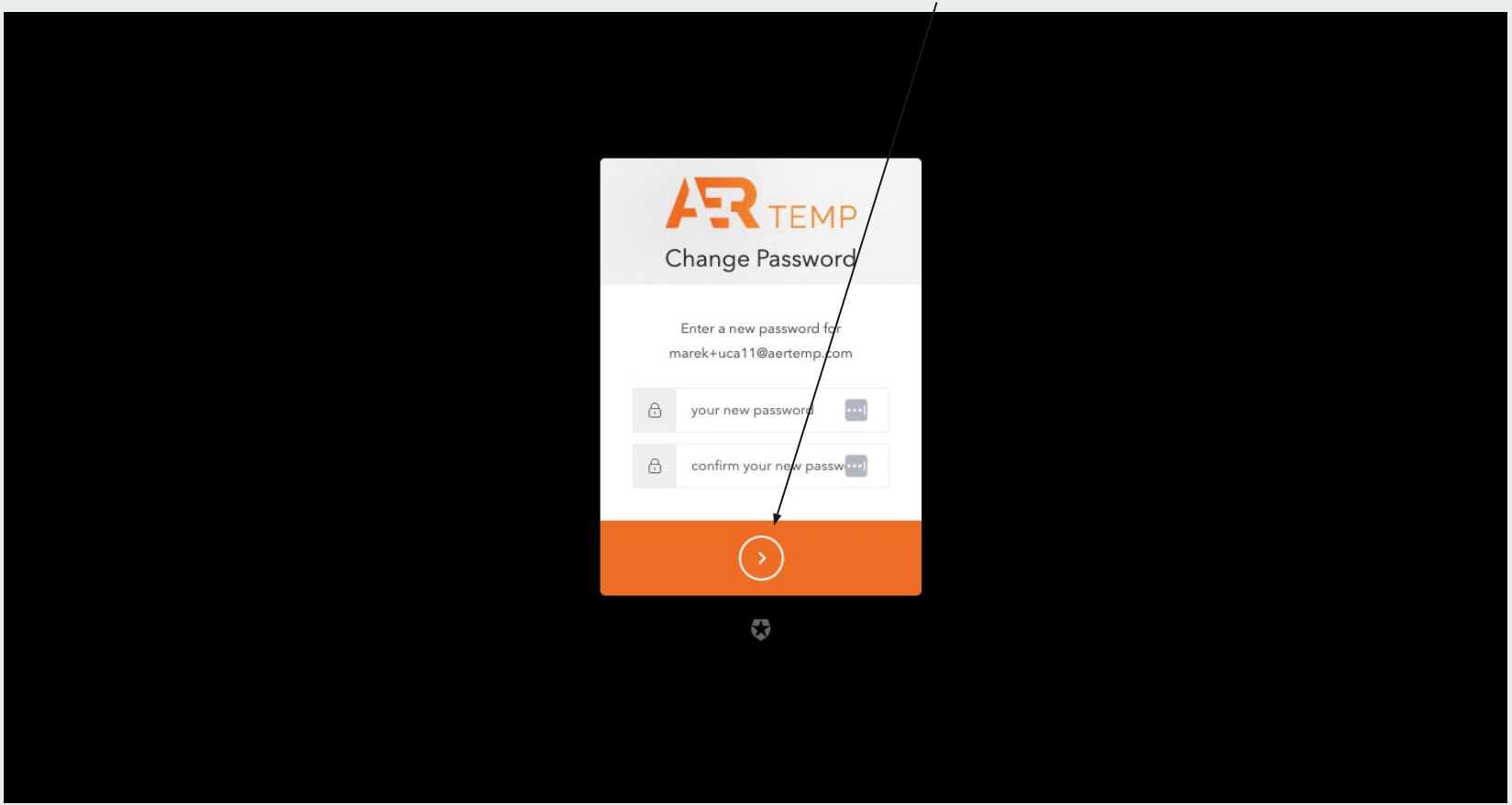
Once you are set up on the platform, you will receive an email to verify your account

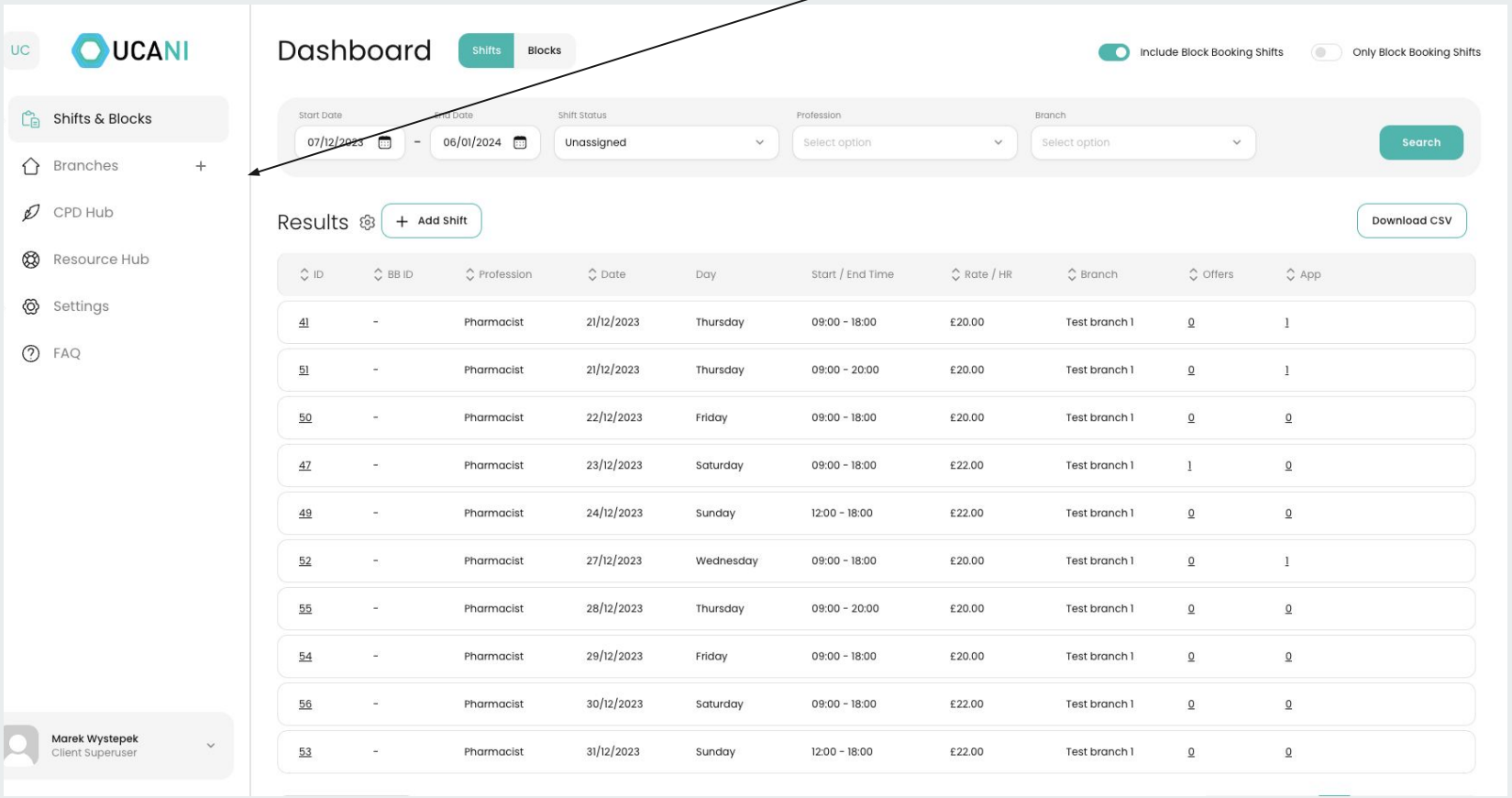


When you click you will be asked to enter a new password, then click here

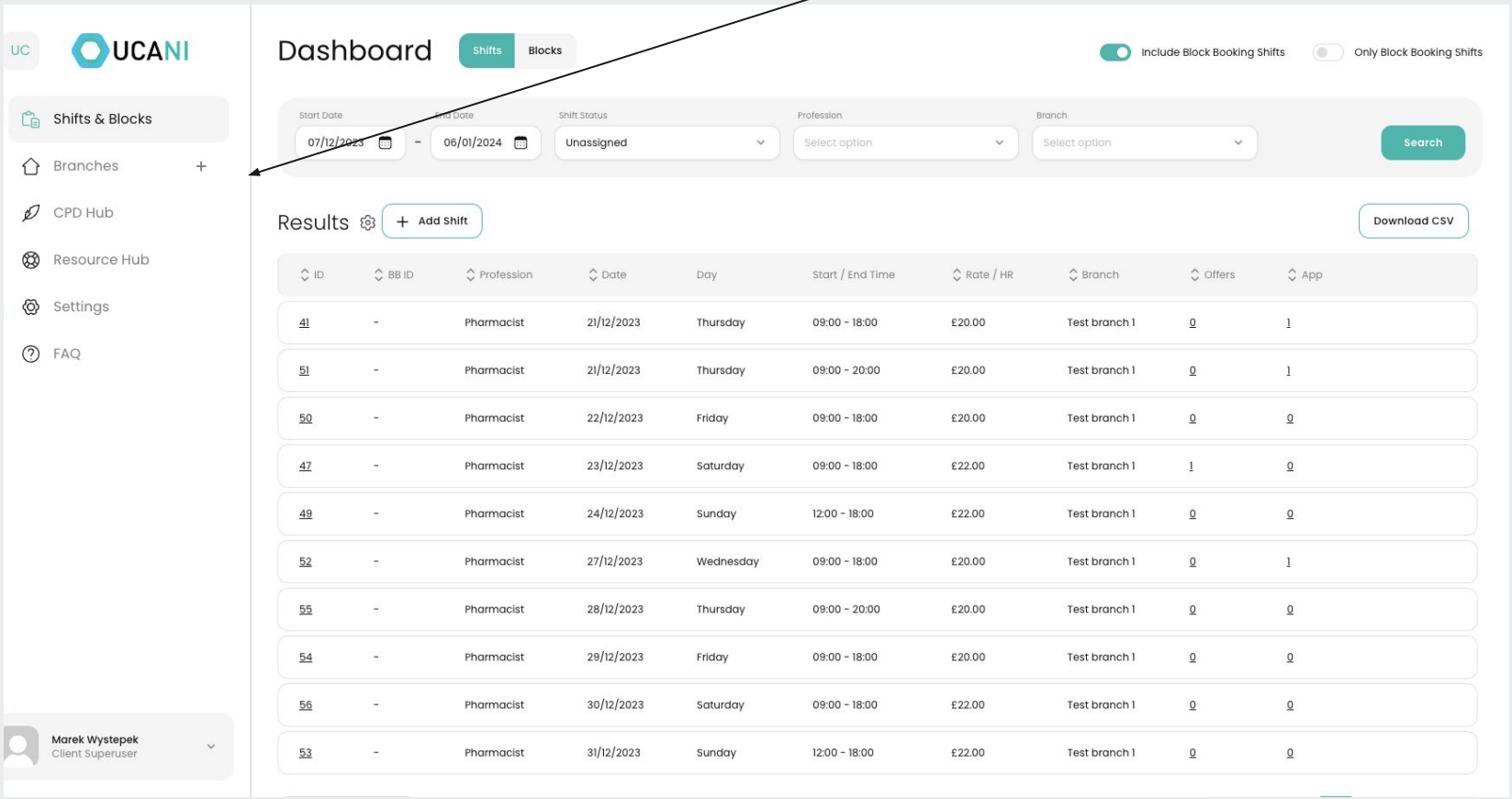


You can either click Go To Workspace list and choose UCA-NI or go to https://uca.app.aertemp.com and sign in

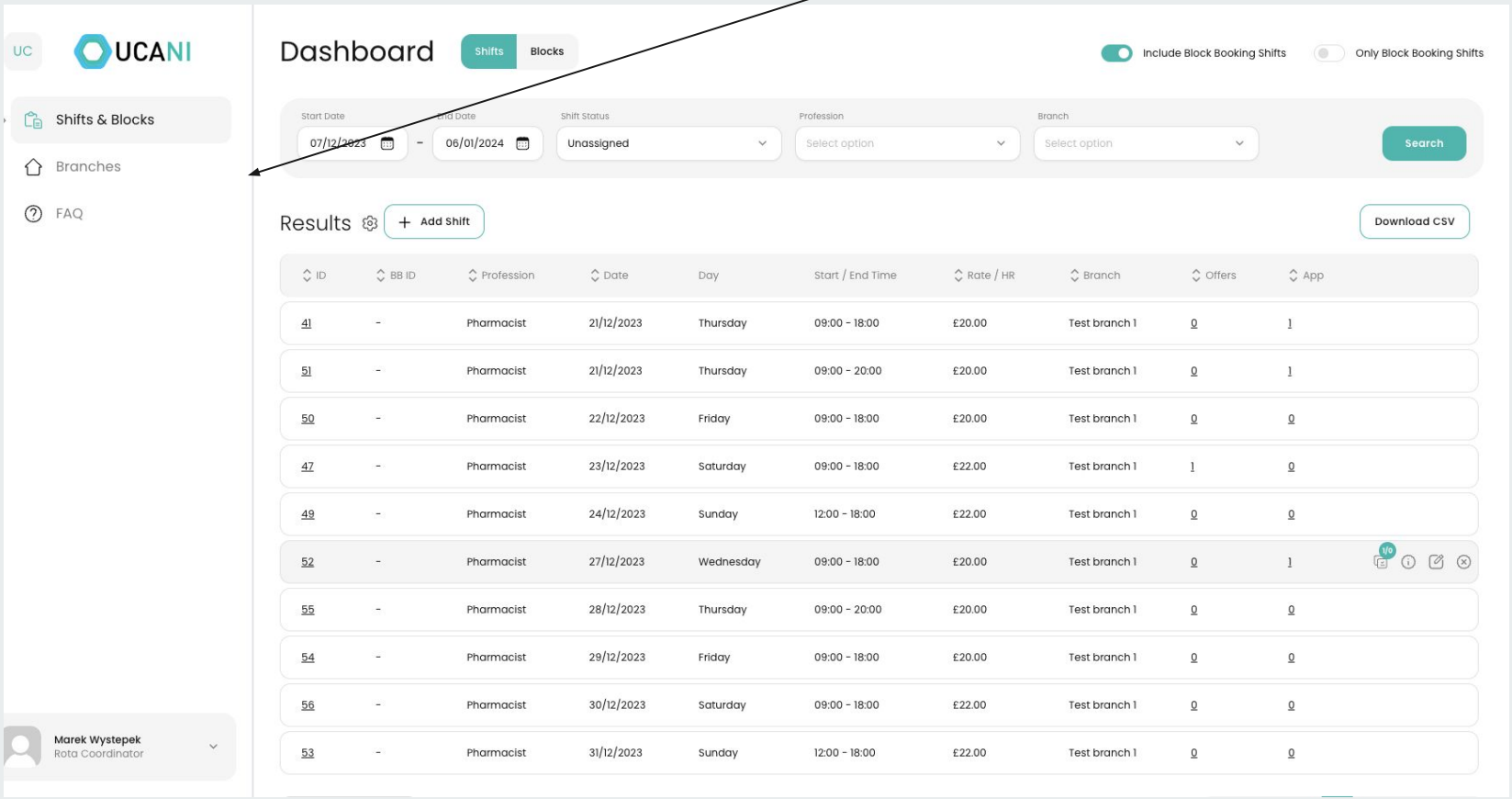
Dependant on access rights granted, the module list will slightly change. A Client Superuser will have these.



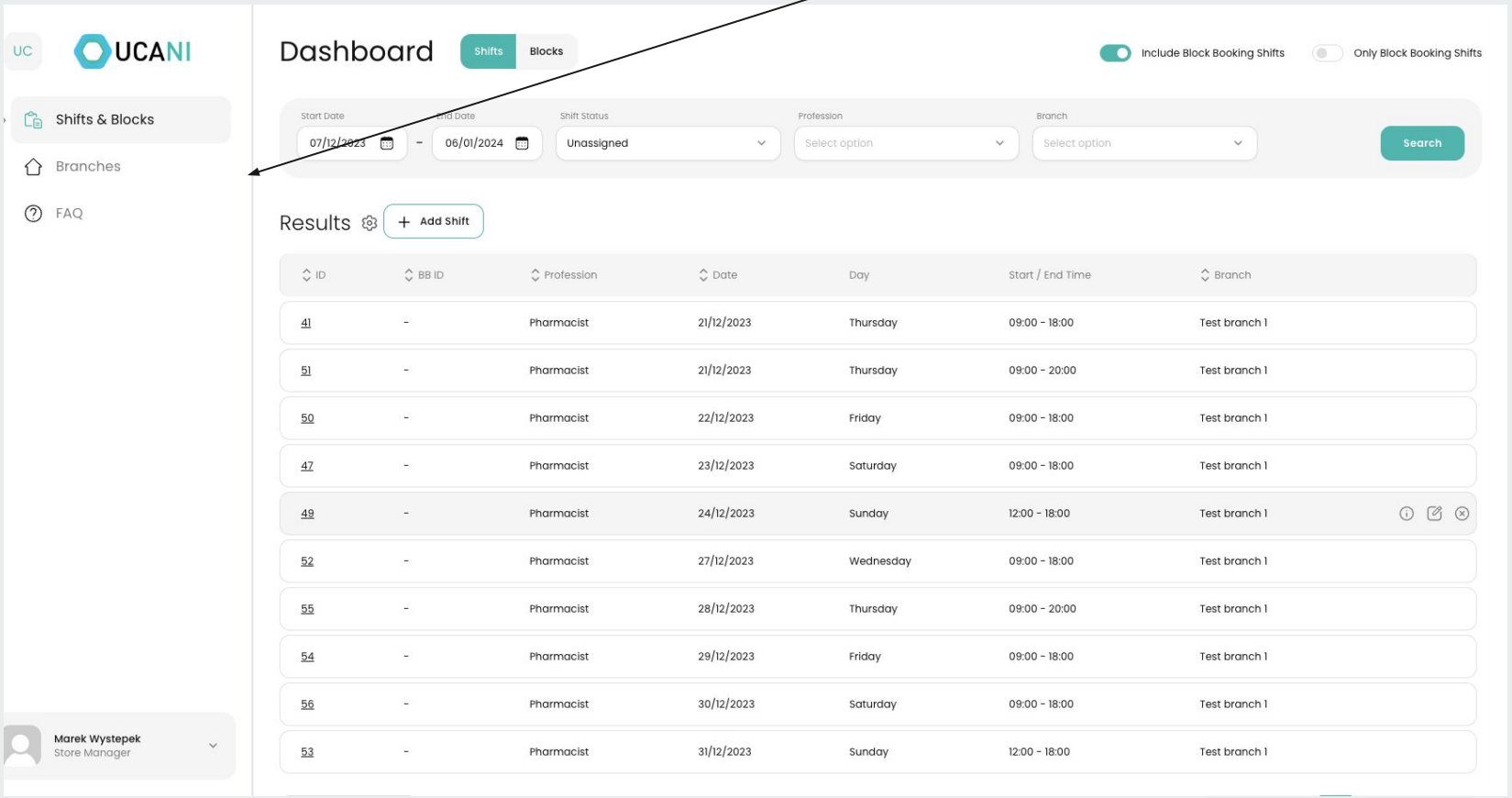
Client Superuser is able to add new branches/locations and has access to view the CPD and Resource Hub



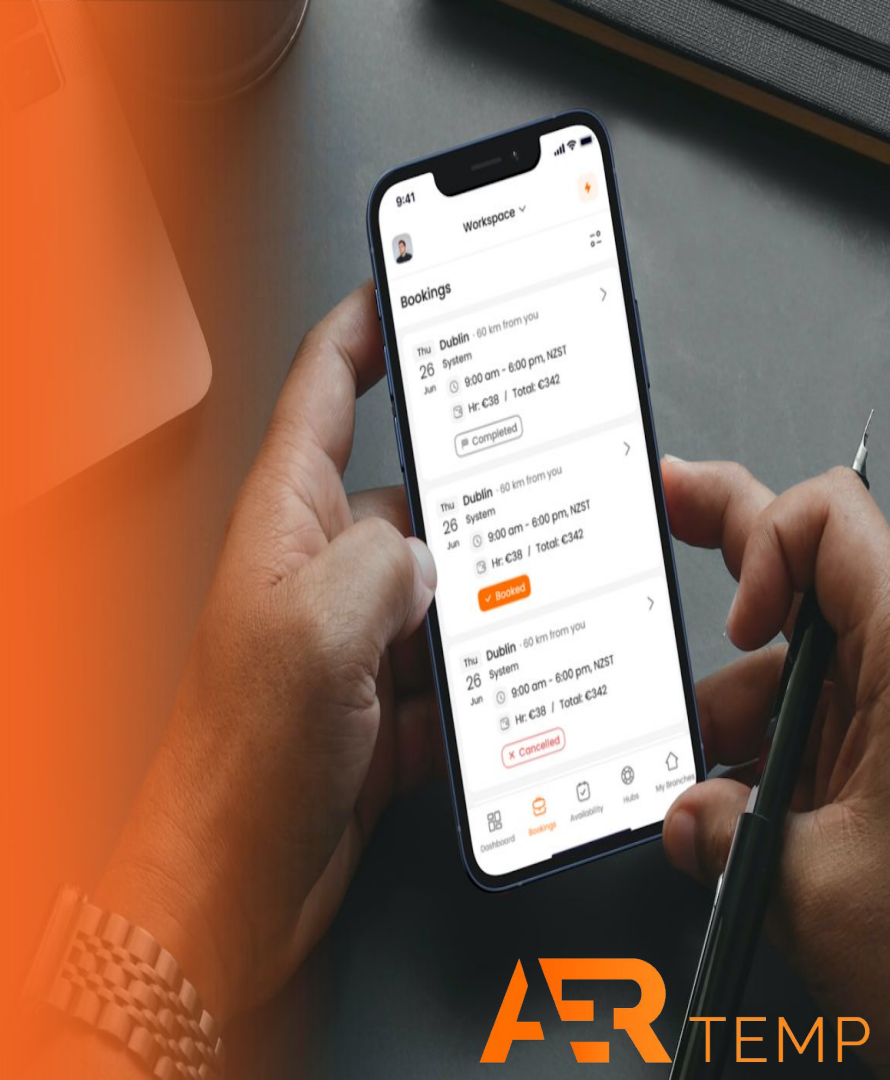
A Rota Coordinator will have these and be able to add shifts to multiple branches/locations



A Store Manager will have these and will be able to add shifts to a single branch/location



Shifts & Blocks



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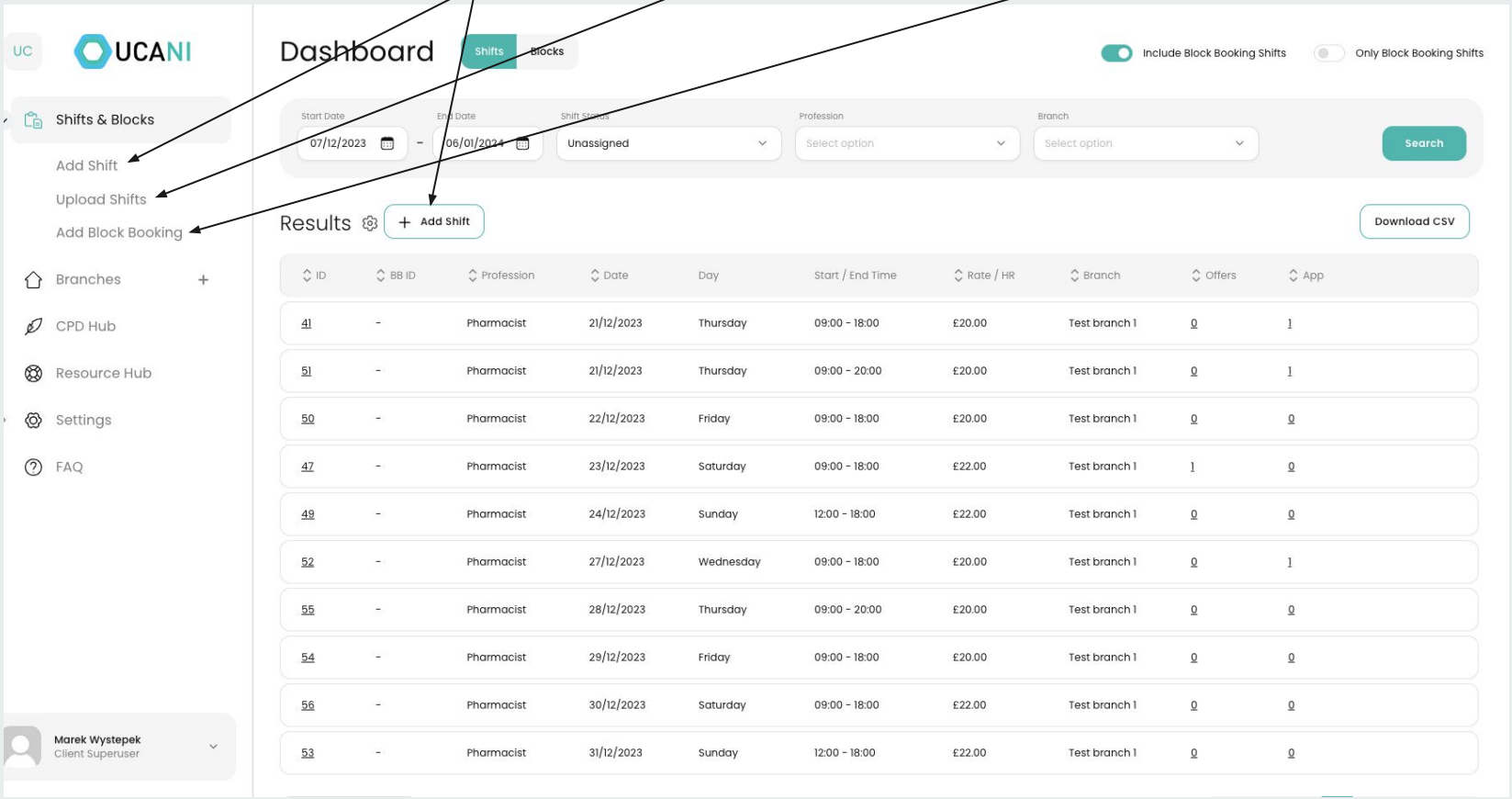
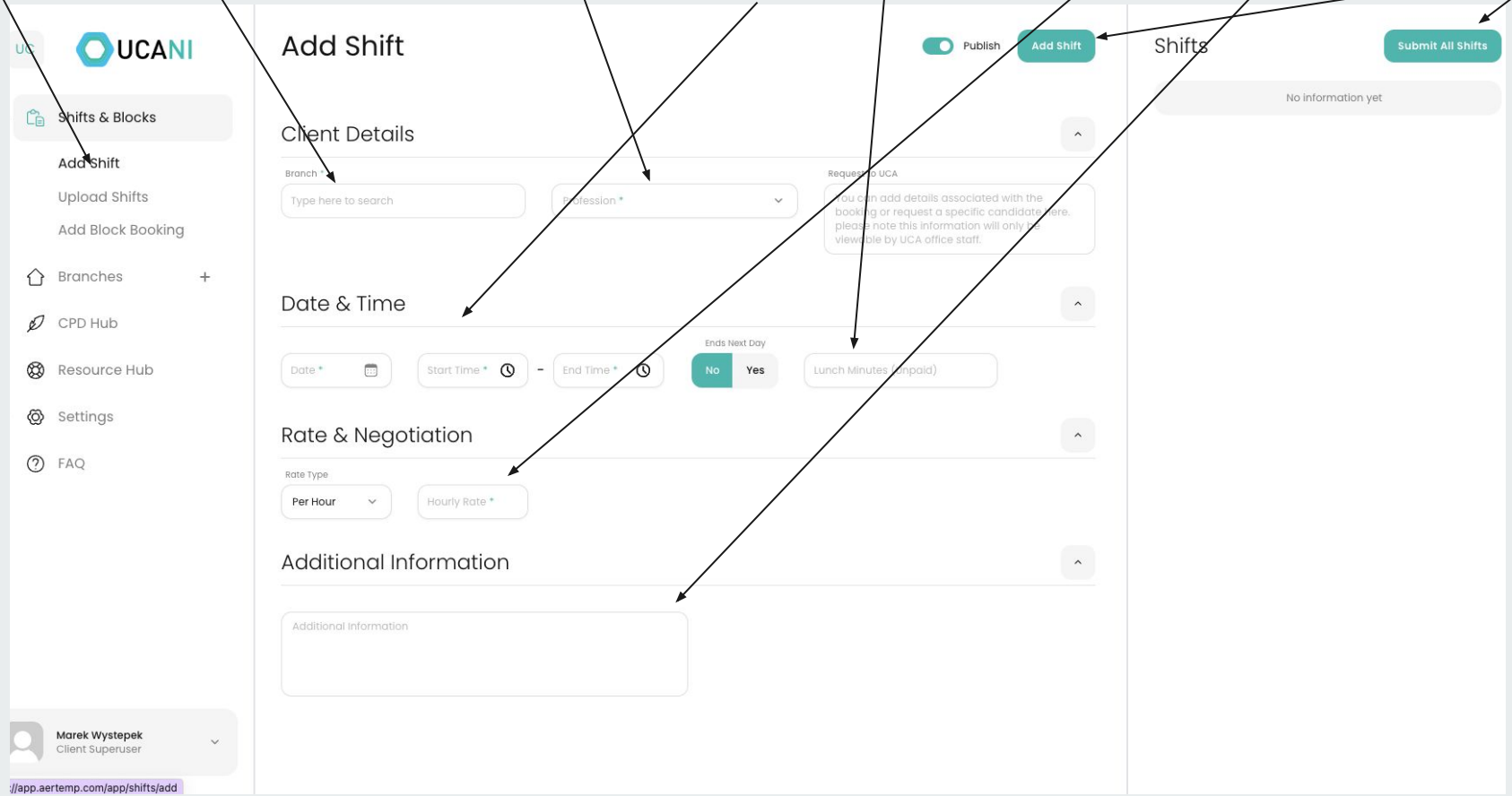
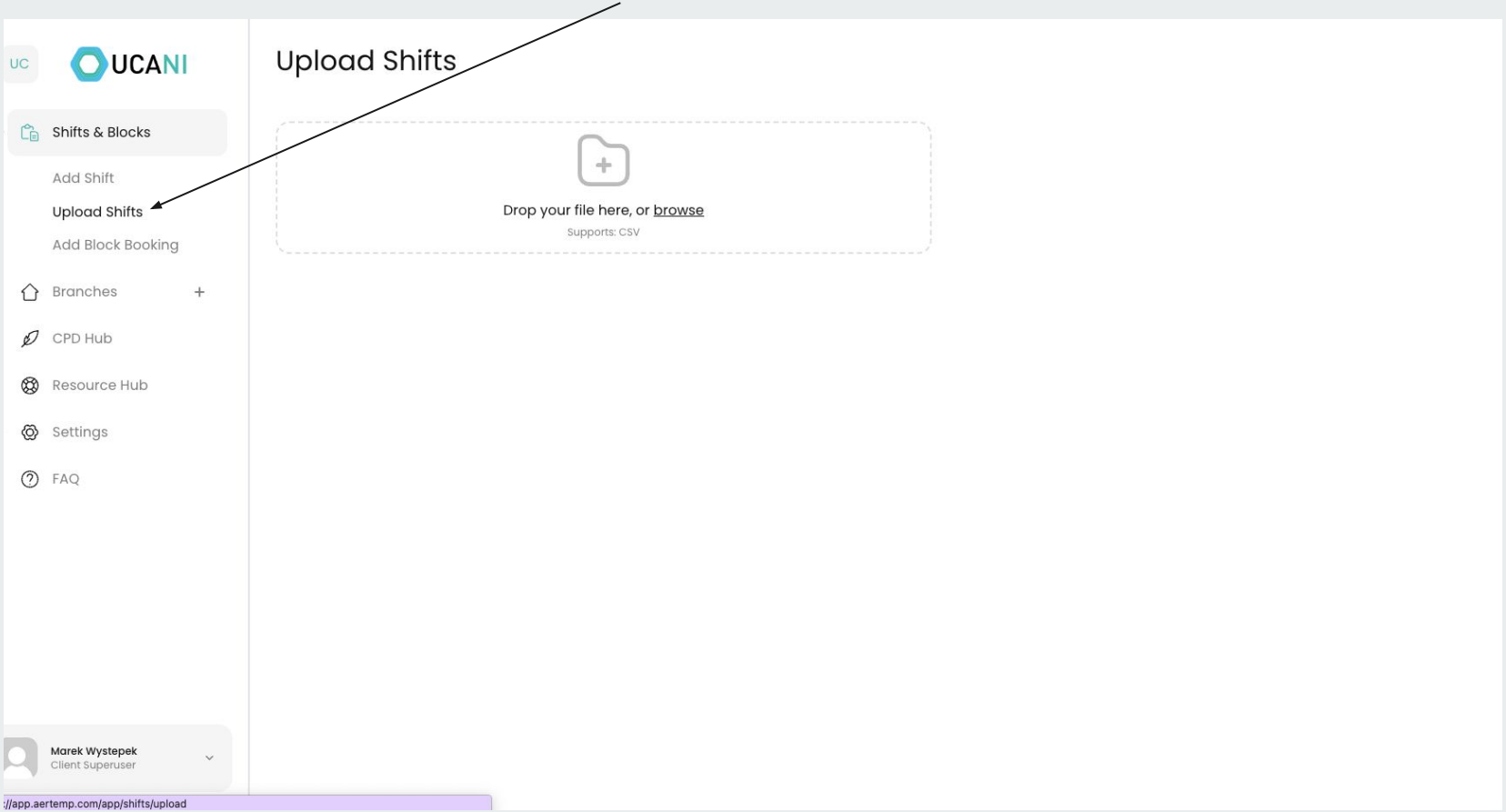
Adding Shifts - Option to add a single shift, upload a CSV of shifts or add a block booking



Single shift - Choose Branch (if multiple branches), Profession, Date & Time (incl. unpaid breaks), rate per hour, additional info. Add Shift & Submit



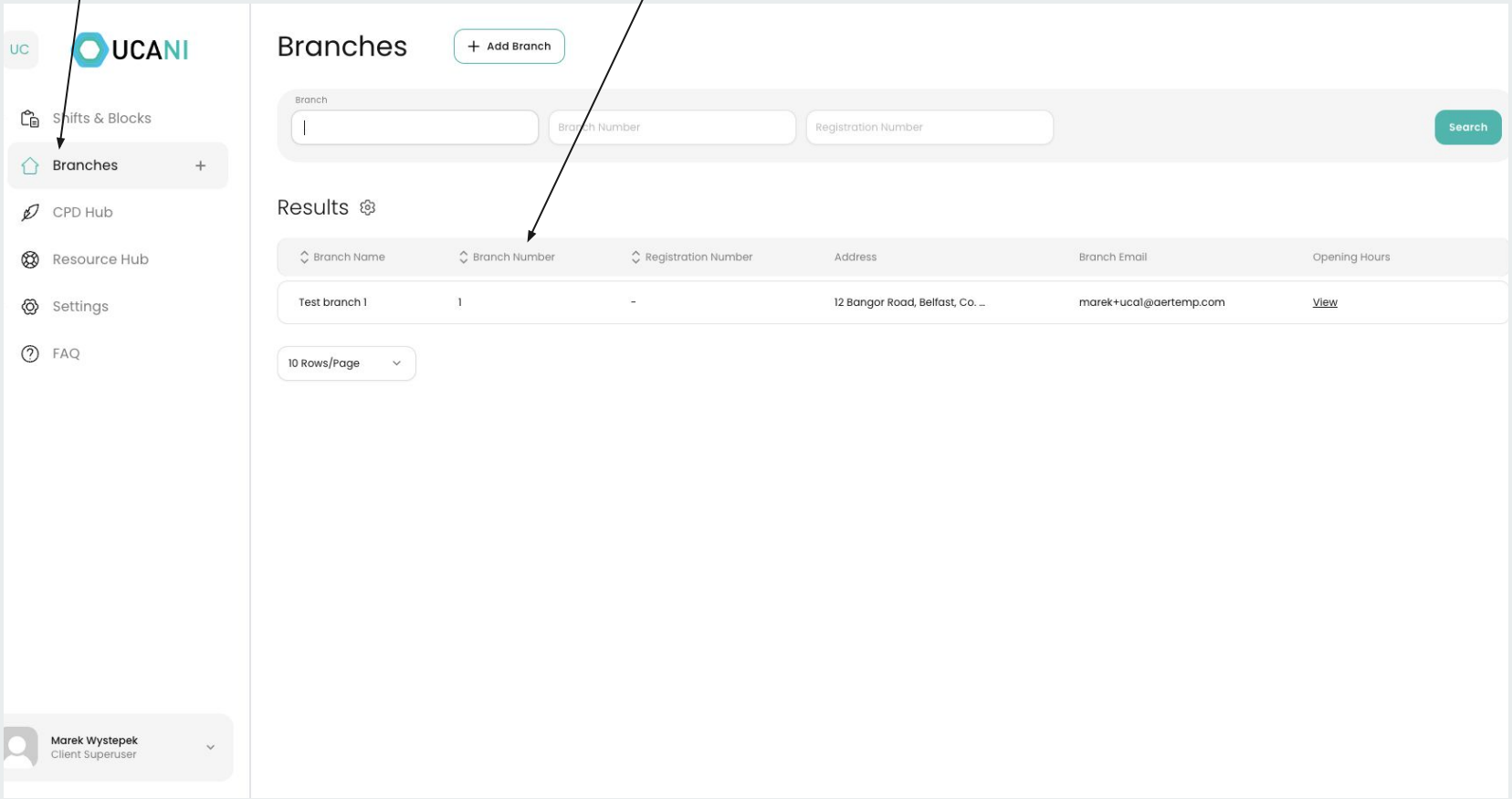
If you have multiple shifts, you can add via a CSV upload



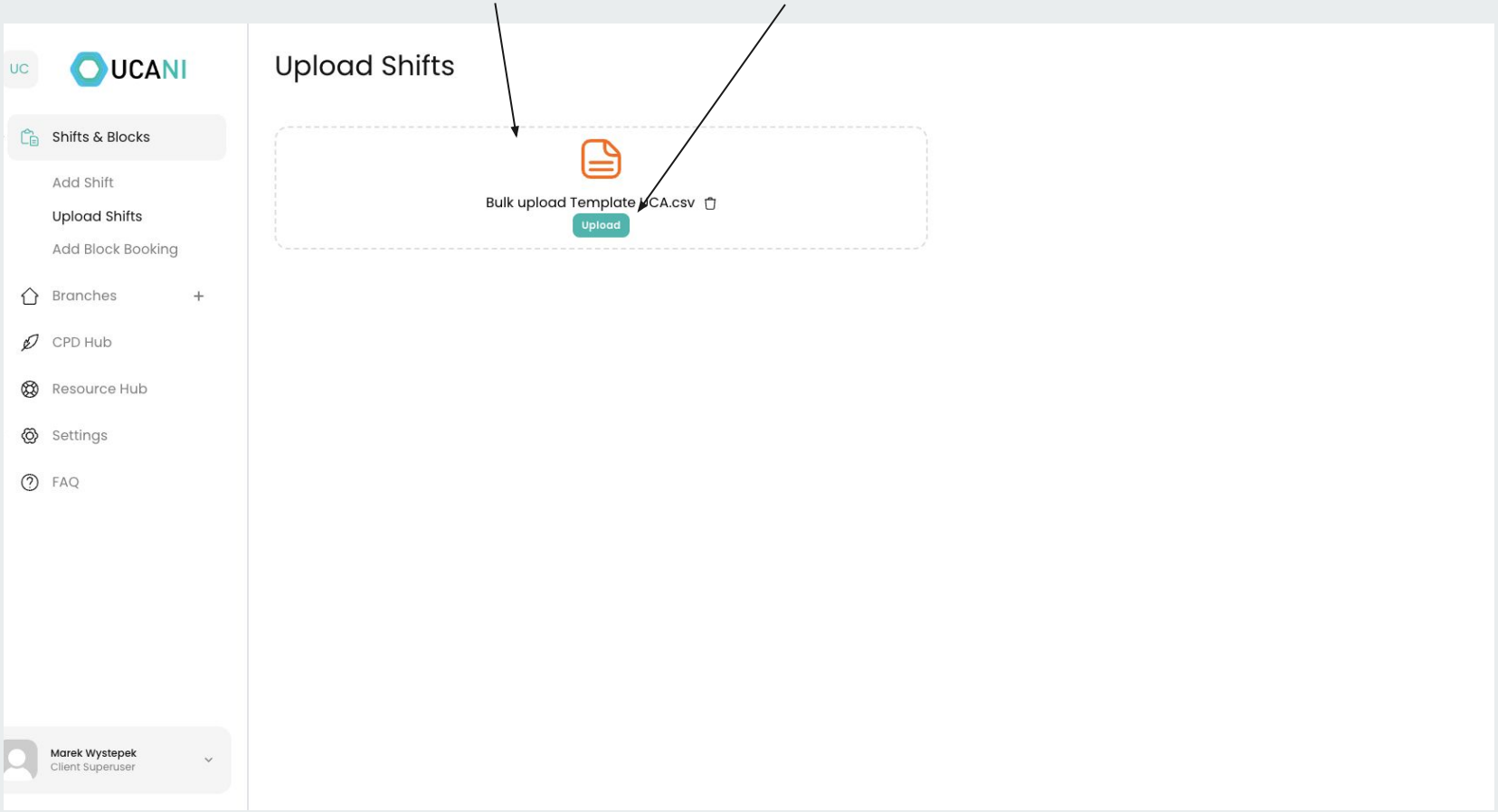
You can add multiple shifts at one time. Create a CSV file from an excel. Add all the key info required. You need to fill all sections except for Lunch (default will be 0) and Description. Branch number relates to the number assigned to each branch. If you are adding shifts into multiple branches, make sure the Branch number correlates with assigned Branch (see next slide)

Branch Number	Shift Date	Start Time	End Time	Lunch	Description - Additional Info	Profession	Publish	Weekday Rate	Weekend Rate
1	12/01/2024	09:00	18:00	30		Pharmacist	Yes	20	22
1	19/01/2024	09:00	18:00	30		Pharmacist	Yes	20	22
1	20/01/2024	09:00	18:00	30		Pharmacist	Yes	20	22
1	23/01/2024	09:00	18:00	30		Pharmacist	Yes	20	22

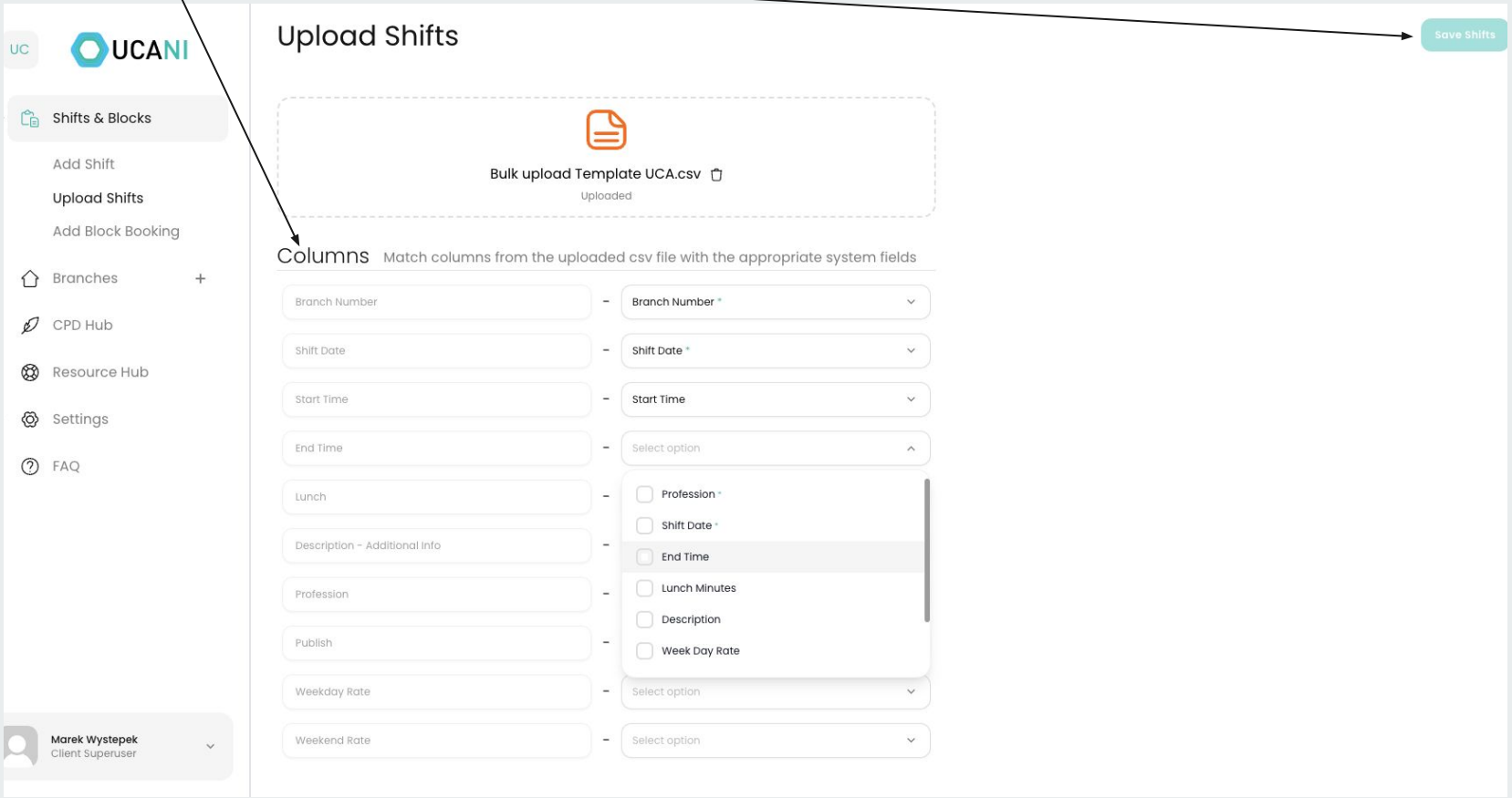
Under Branches, you can see the branch number assigned



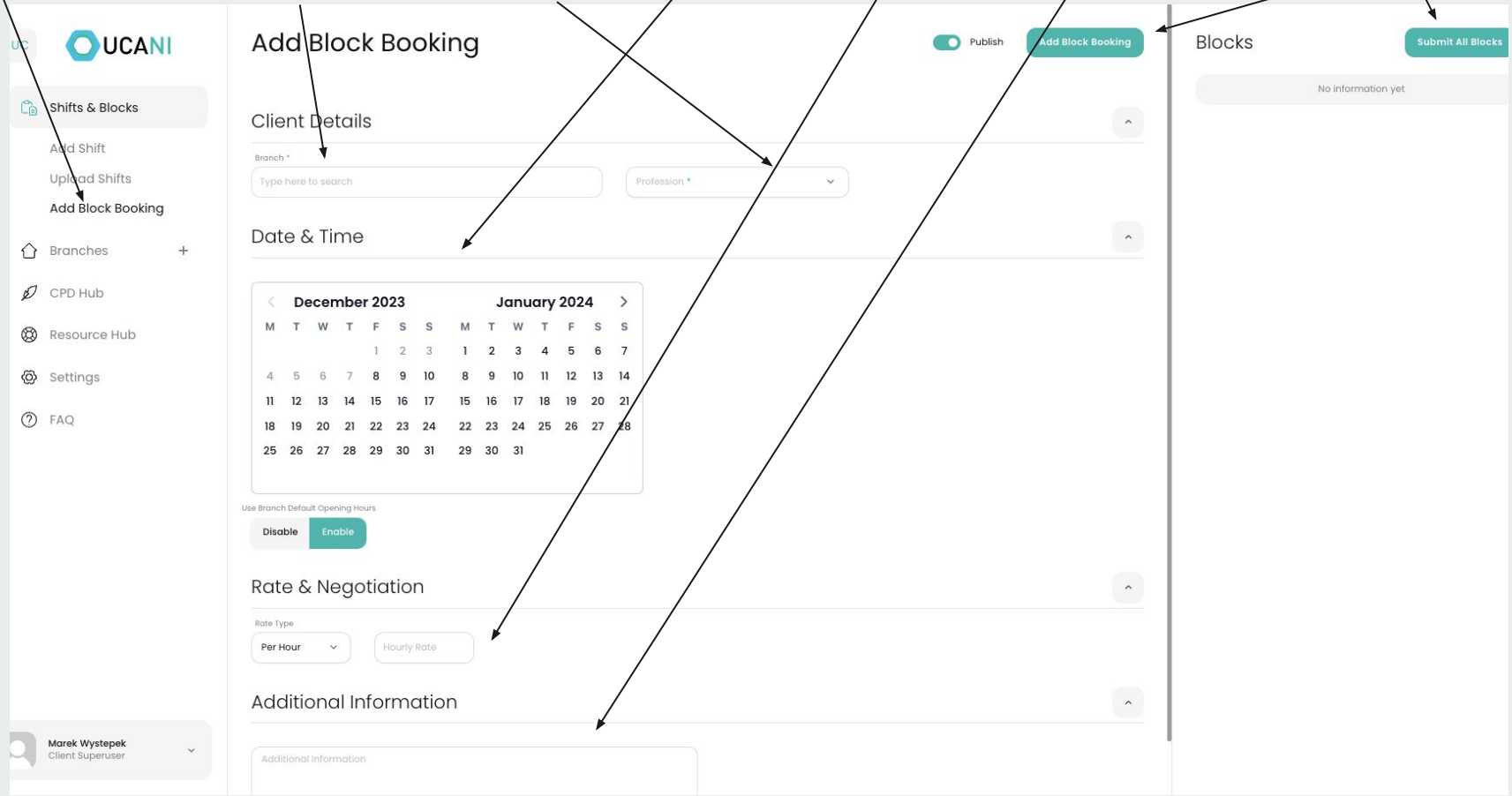
You can either browse or drag the CSV file over. Once in click upload



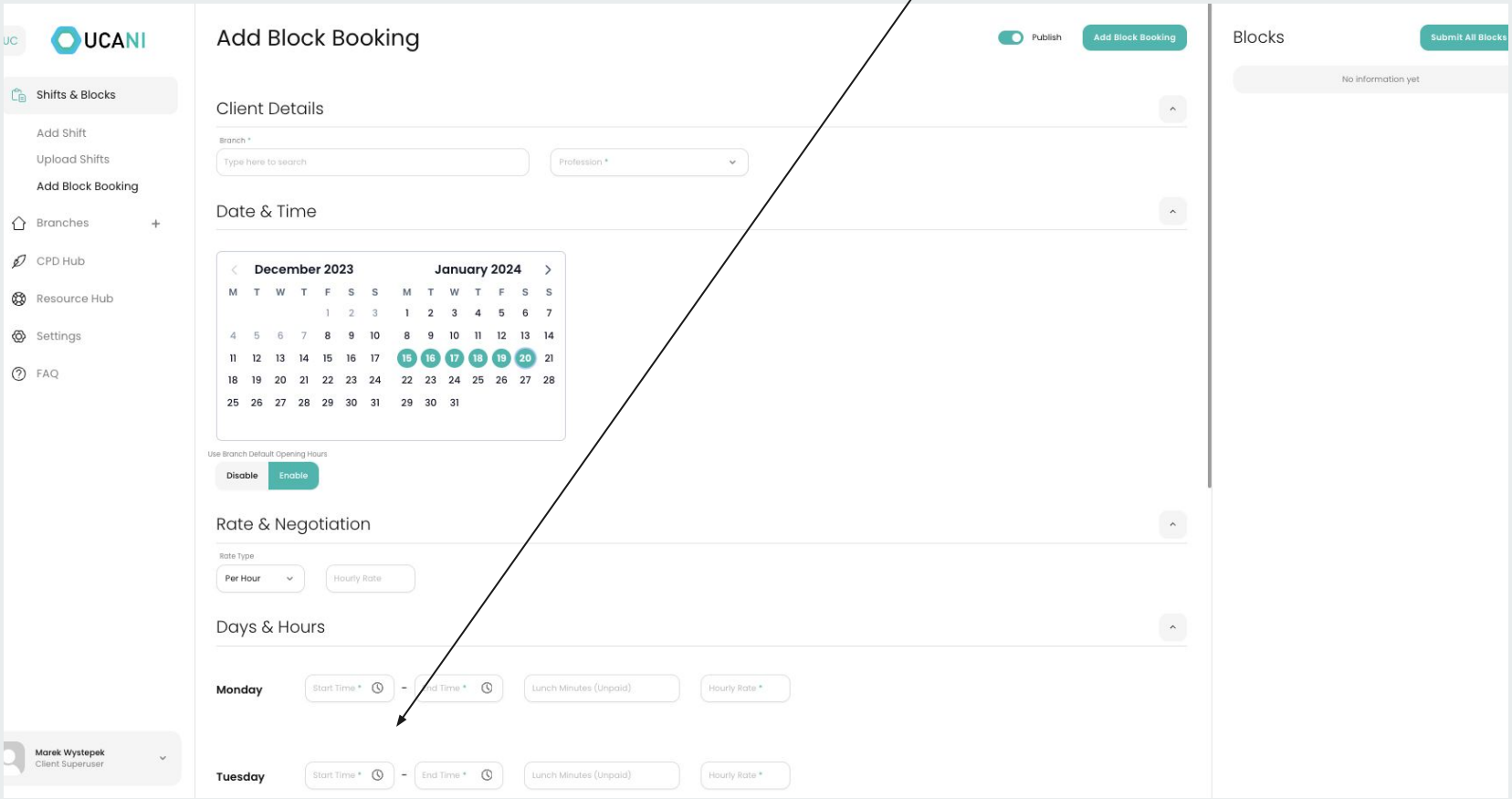
Match all columns and click Save Shifts. All shifts will be uploaded onto the platform



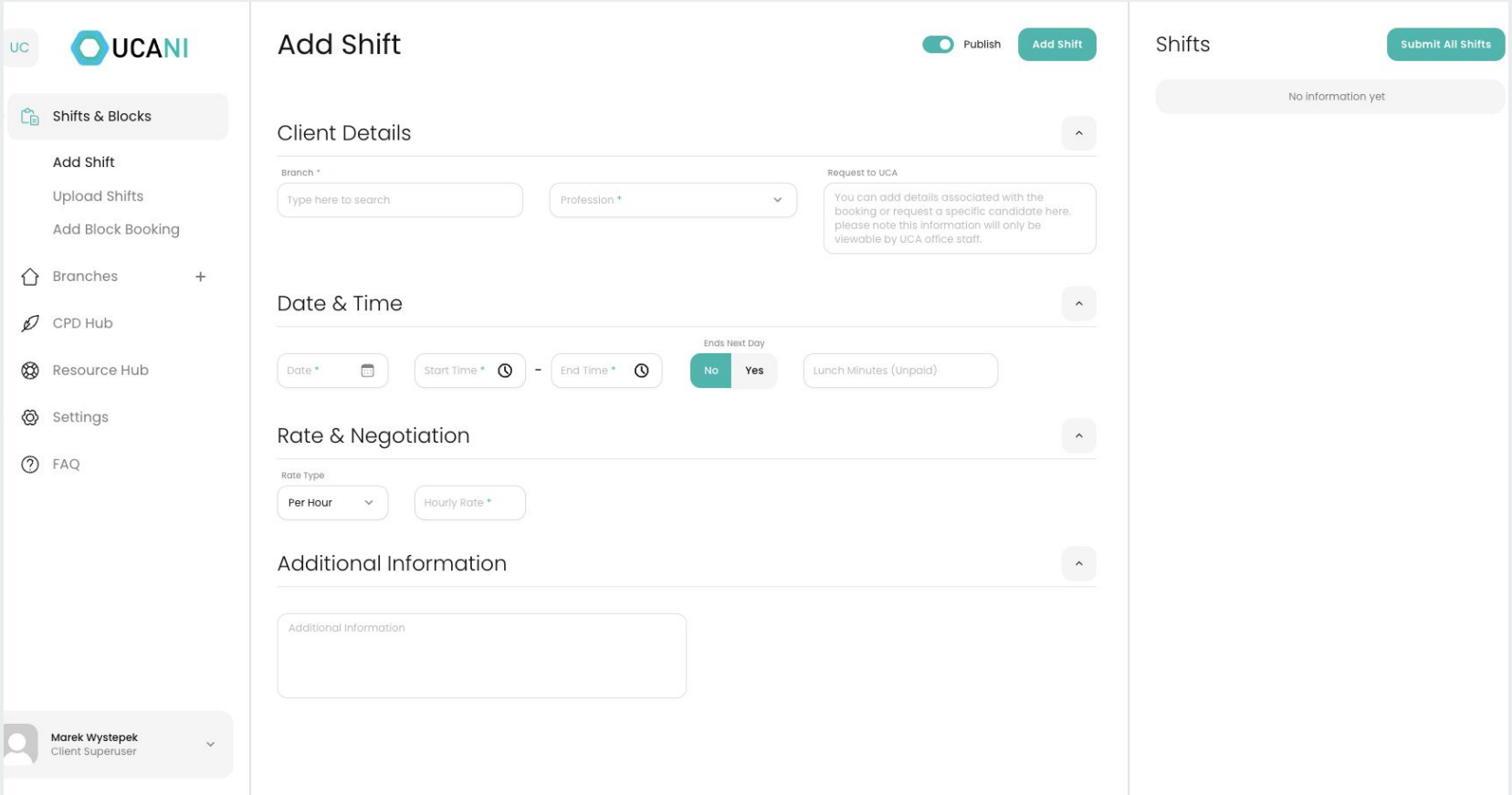
Block Booking - Choose Branch, Profession, Dates & Times, rate per hour & additional info. Add Block & Submit



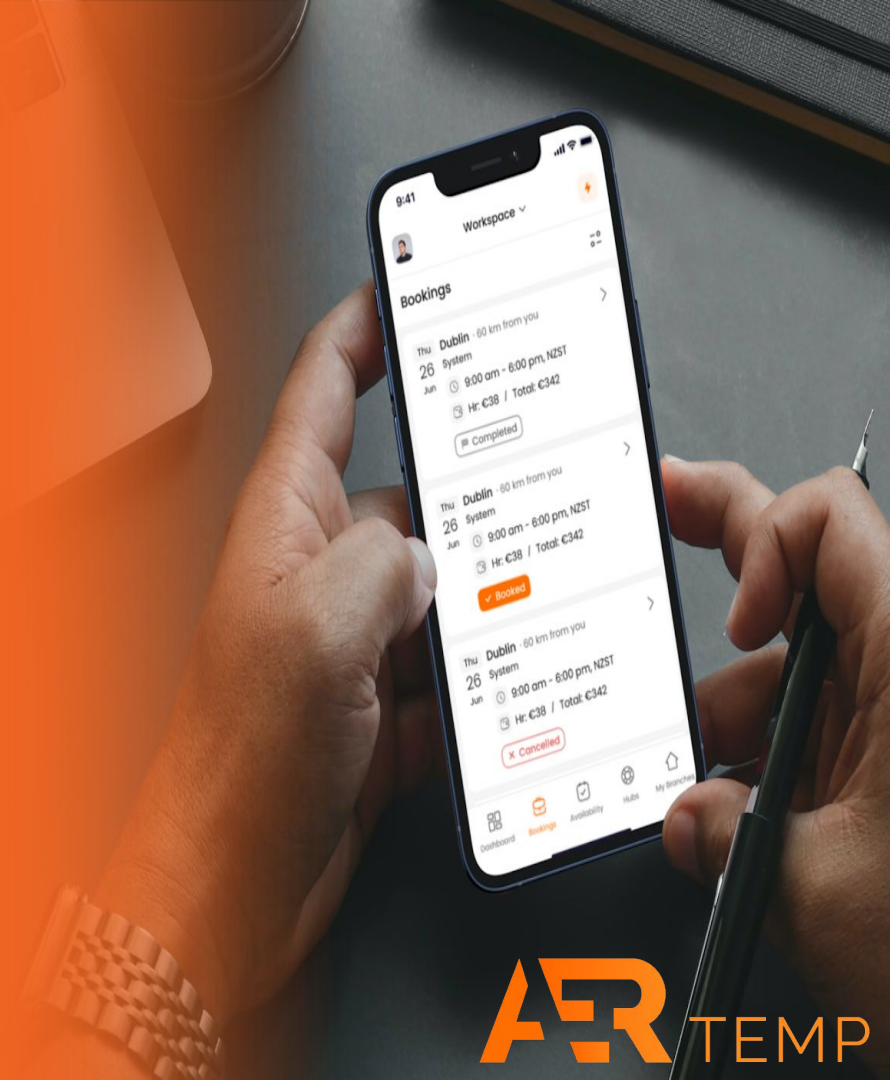
With Block Bookings, there is the ability to put different details by day if required



Negotiation/SOP - Negotiation is only active if you requested at the beginning and will be a set amount you agreed to. If you wanted your SOP's sent/read, this will be set up at the very beginning and sent automatically to applicants



Assigning Candidates including negotiation



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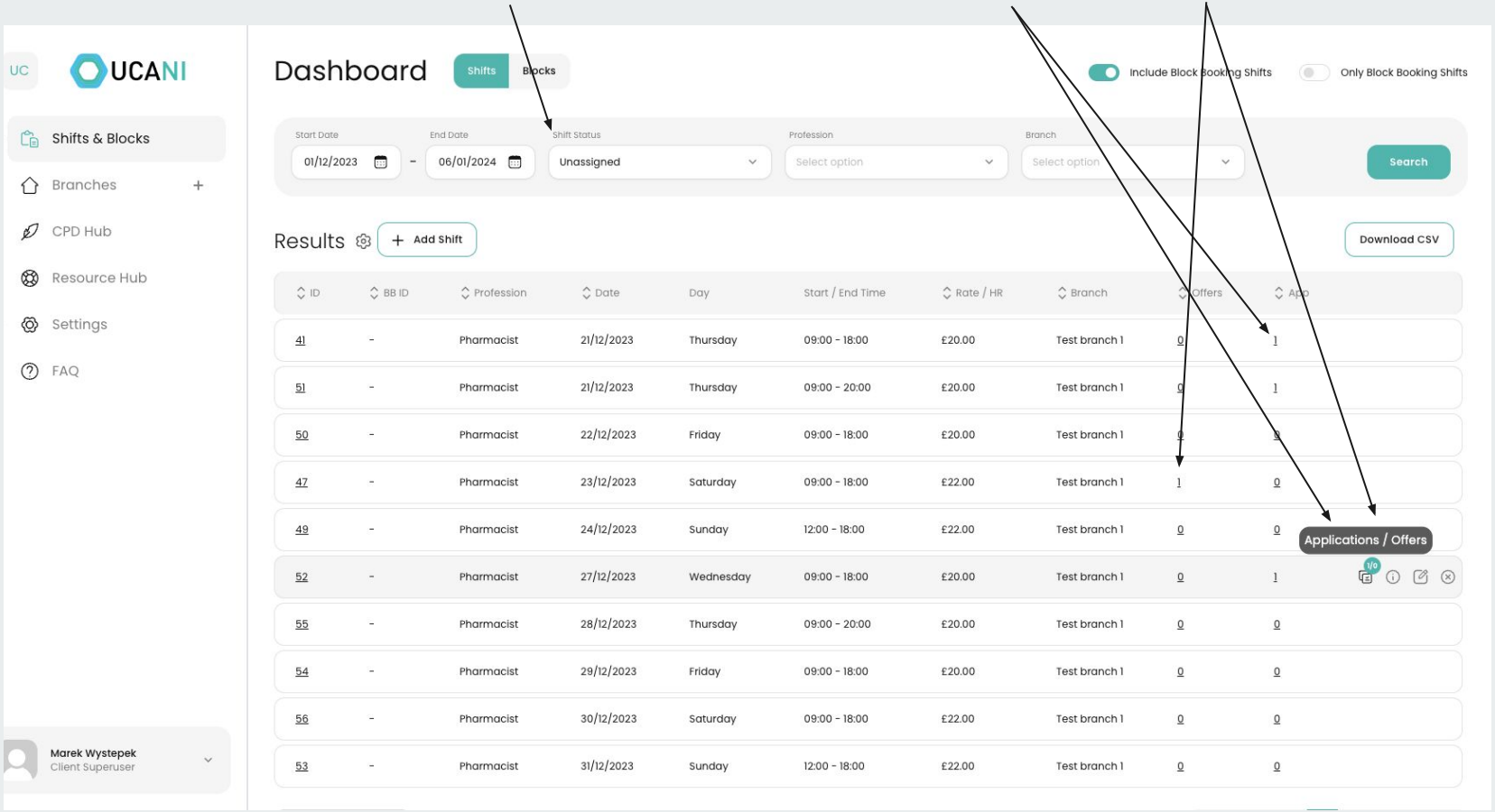
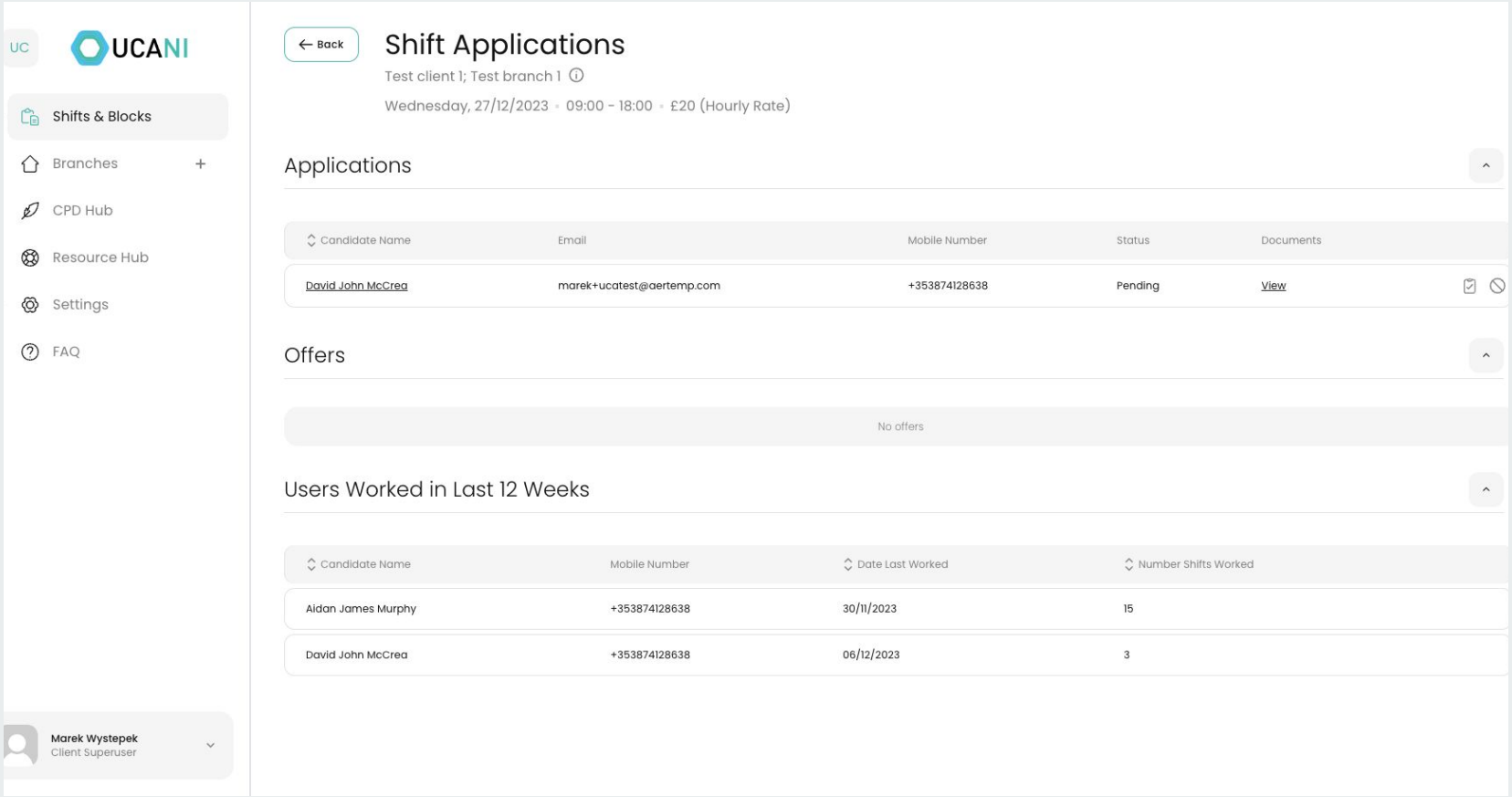
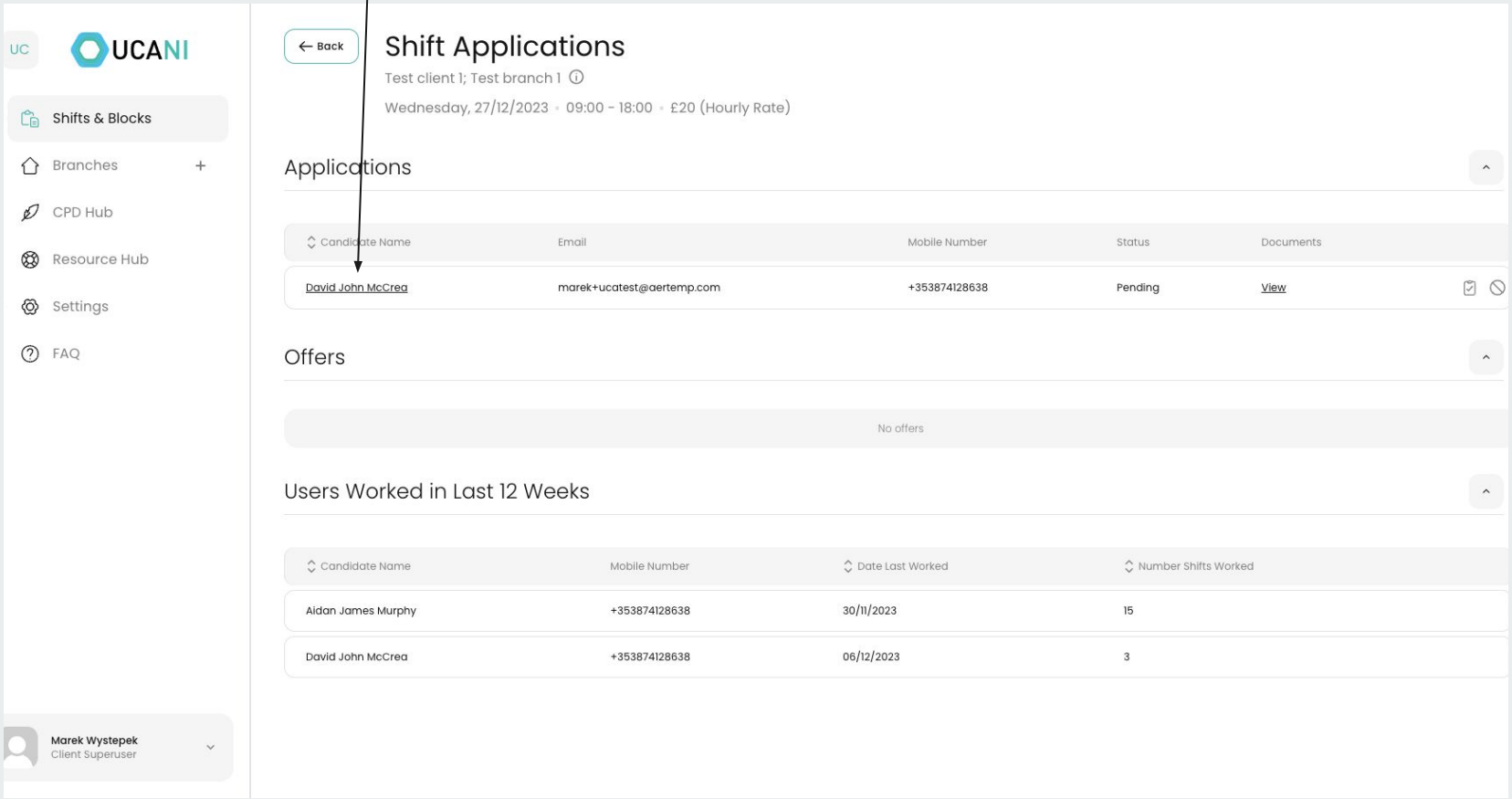
From Dashboard, with shift status as Unassigned, you can see shifts with both applications and offers (negotiation)



Click on either the application or offer or quick links on the right (previous screen) to see the candidates



If the candidate name is underlined, then you can click to view their profile



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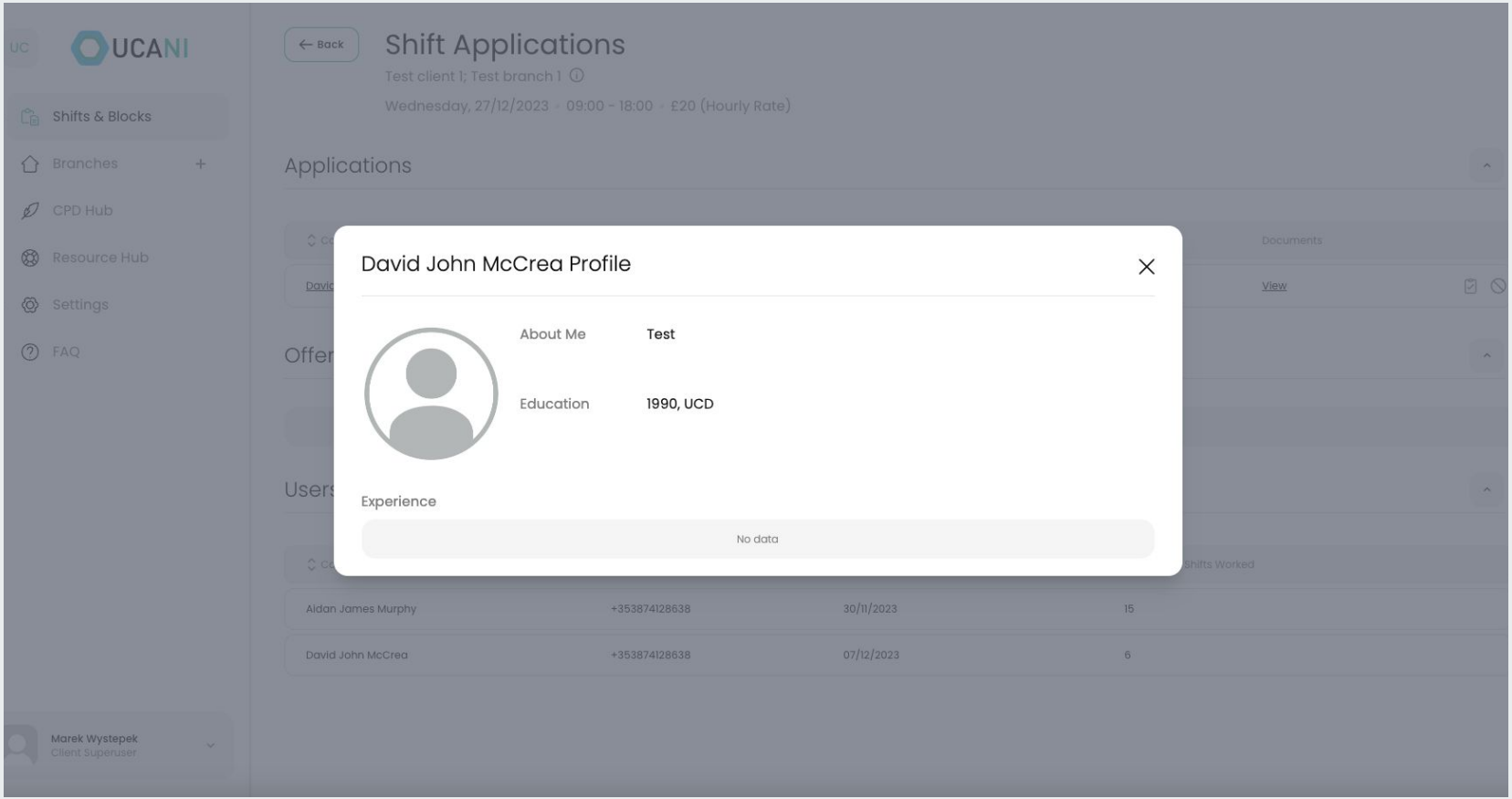
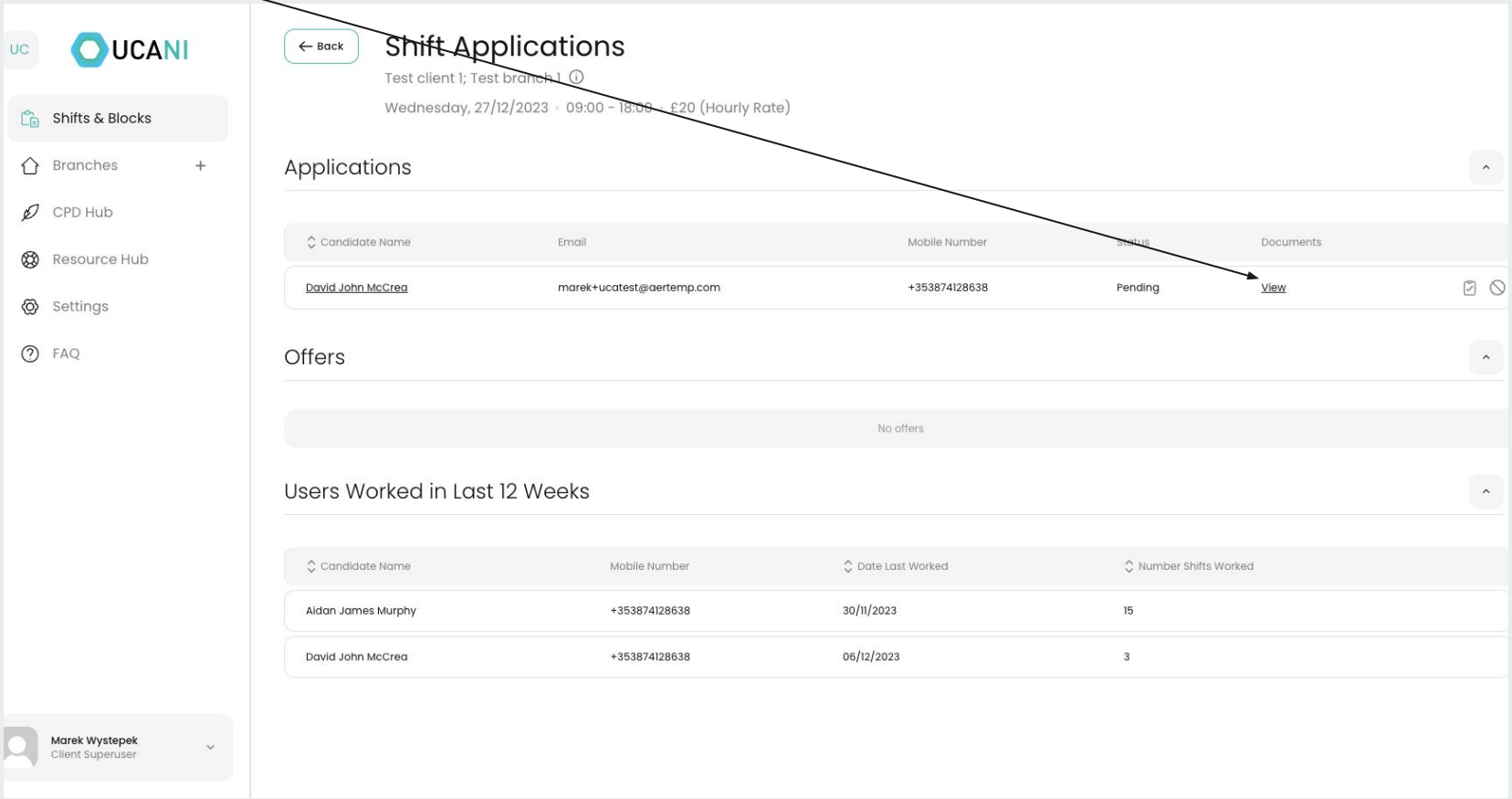
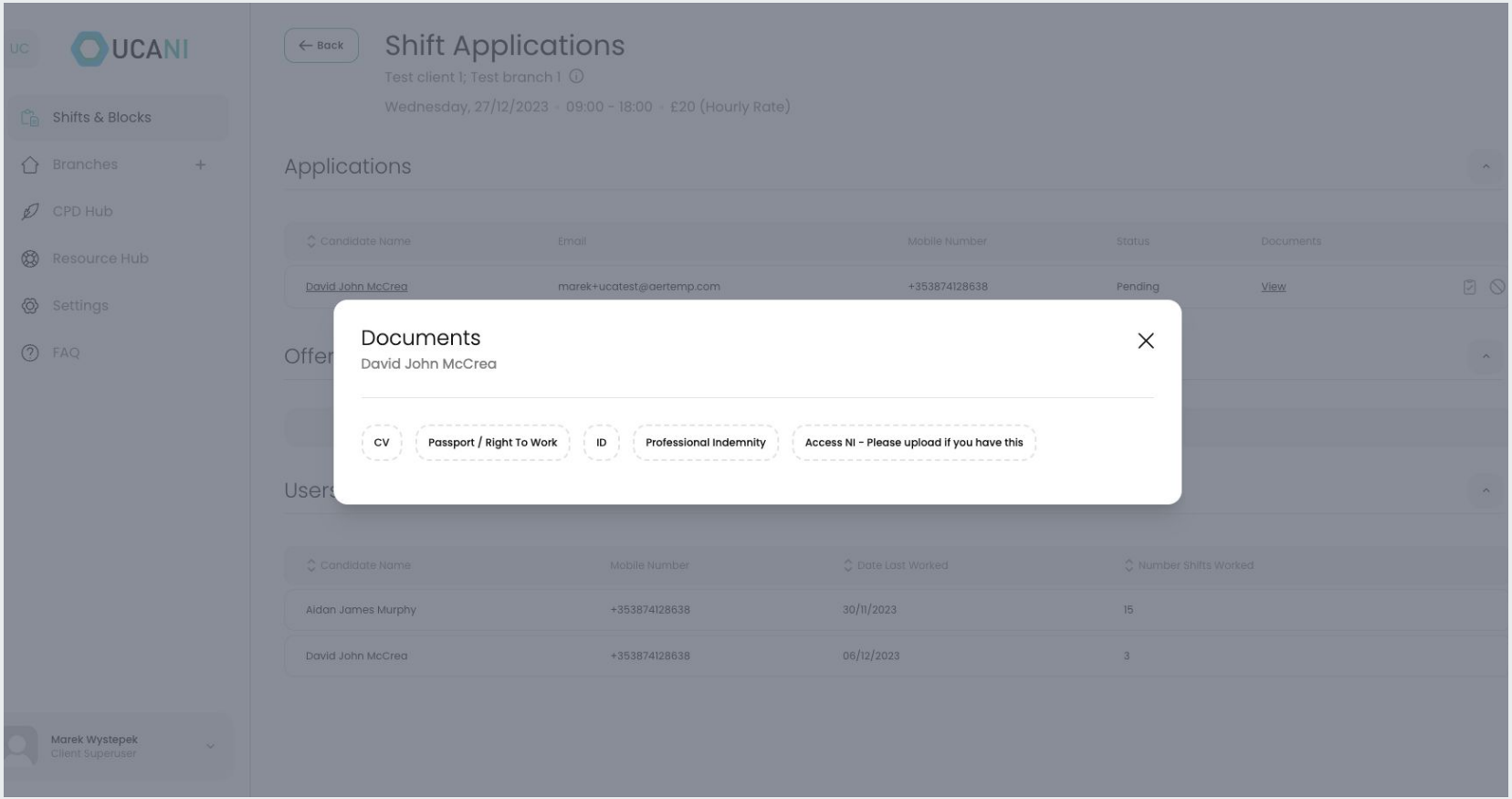
Candidate profile



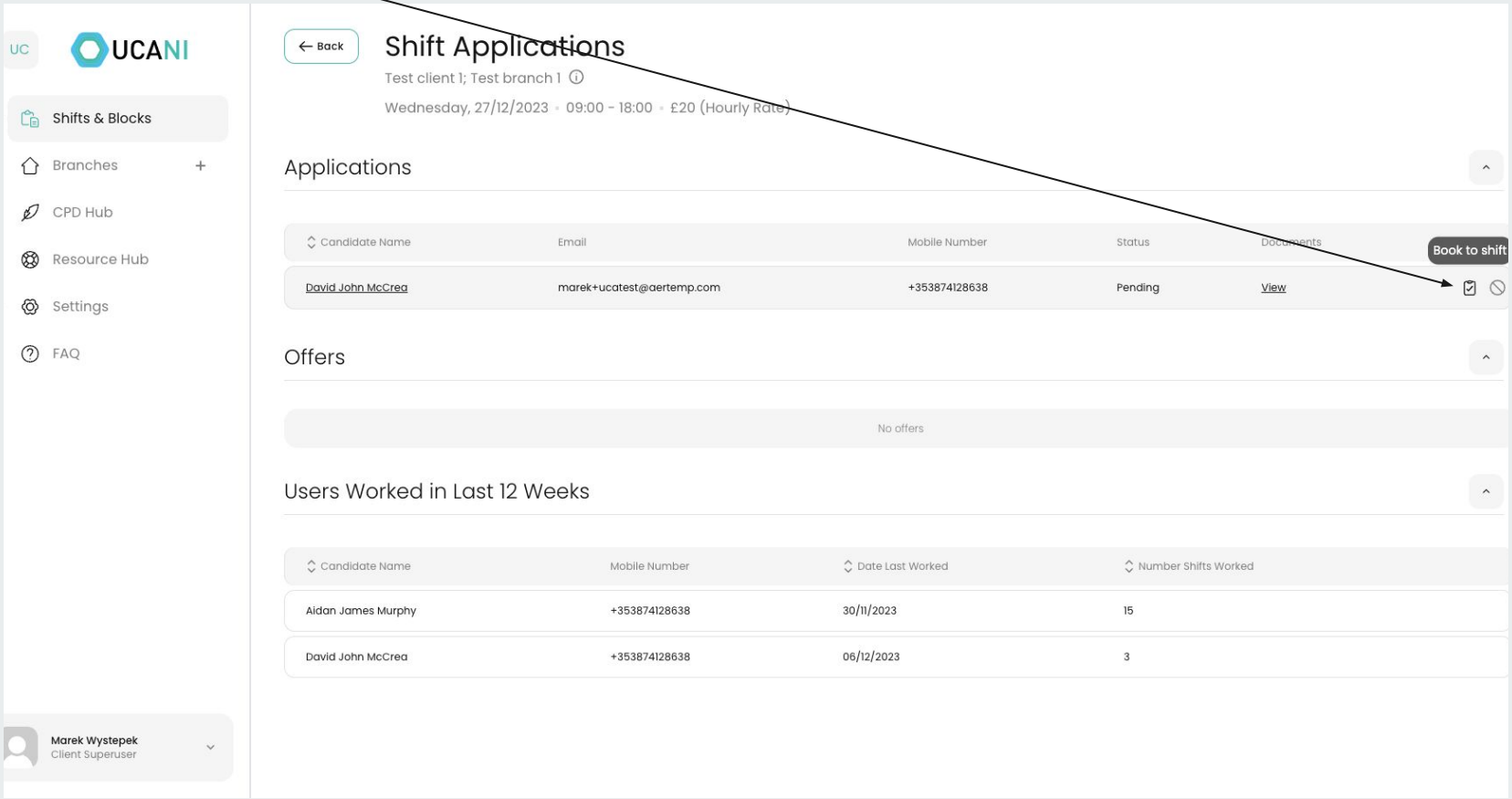
You need to view and review the candidates documents before you can assign them to a shift



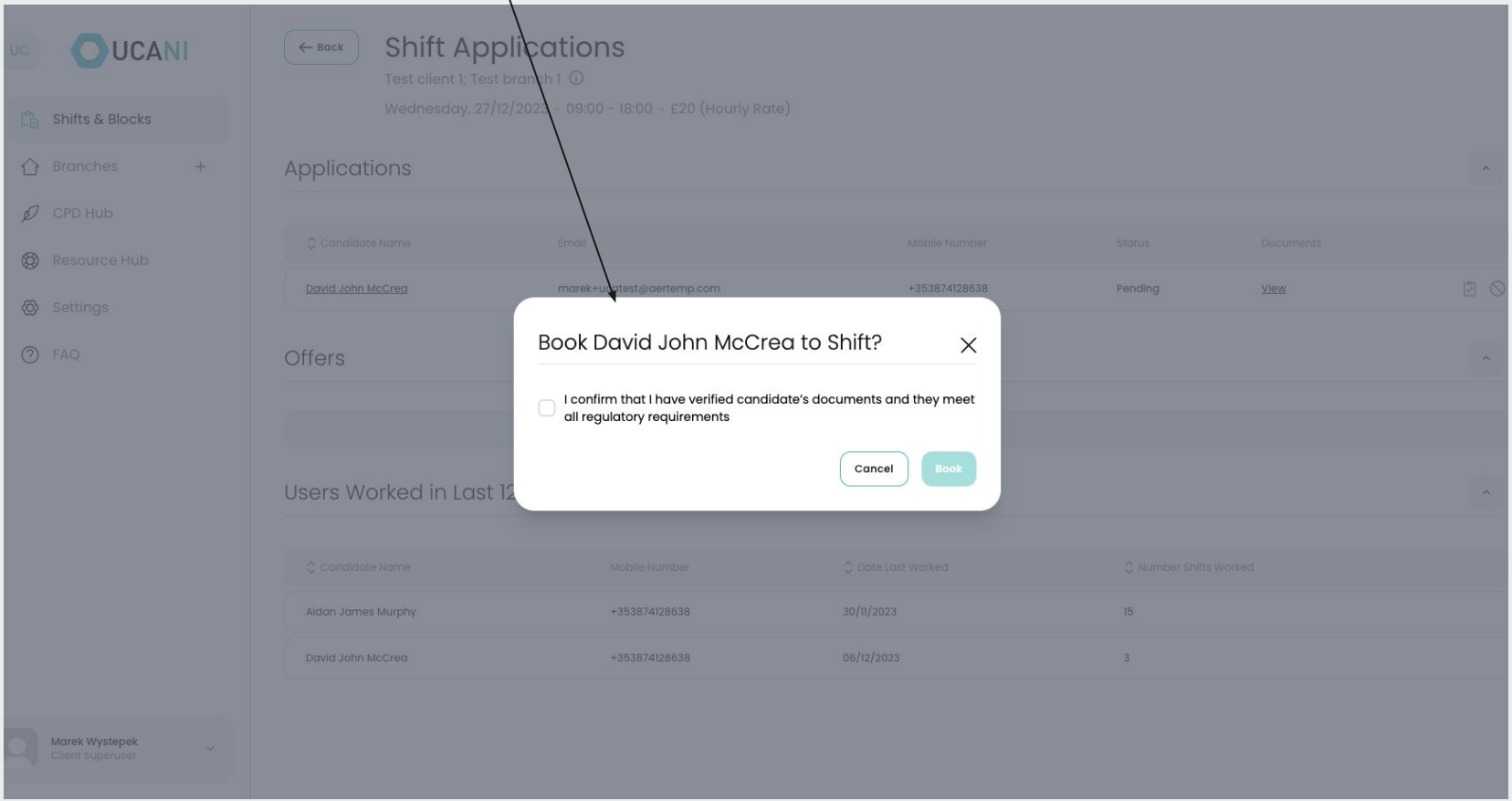
Download and review the documents to make sure you are happy to assign a candidate first



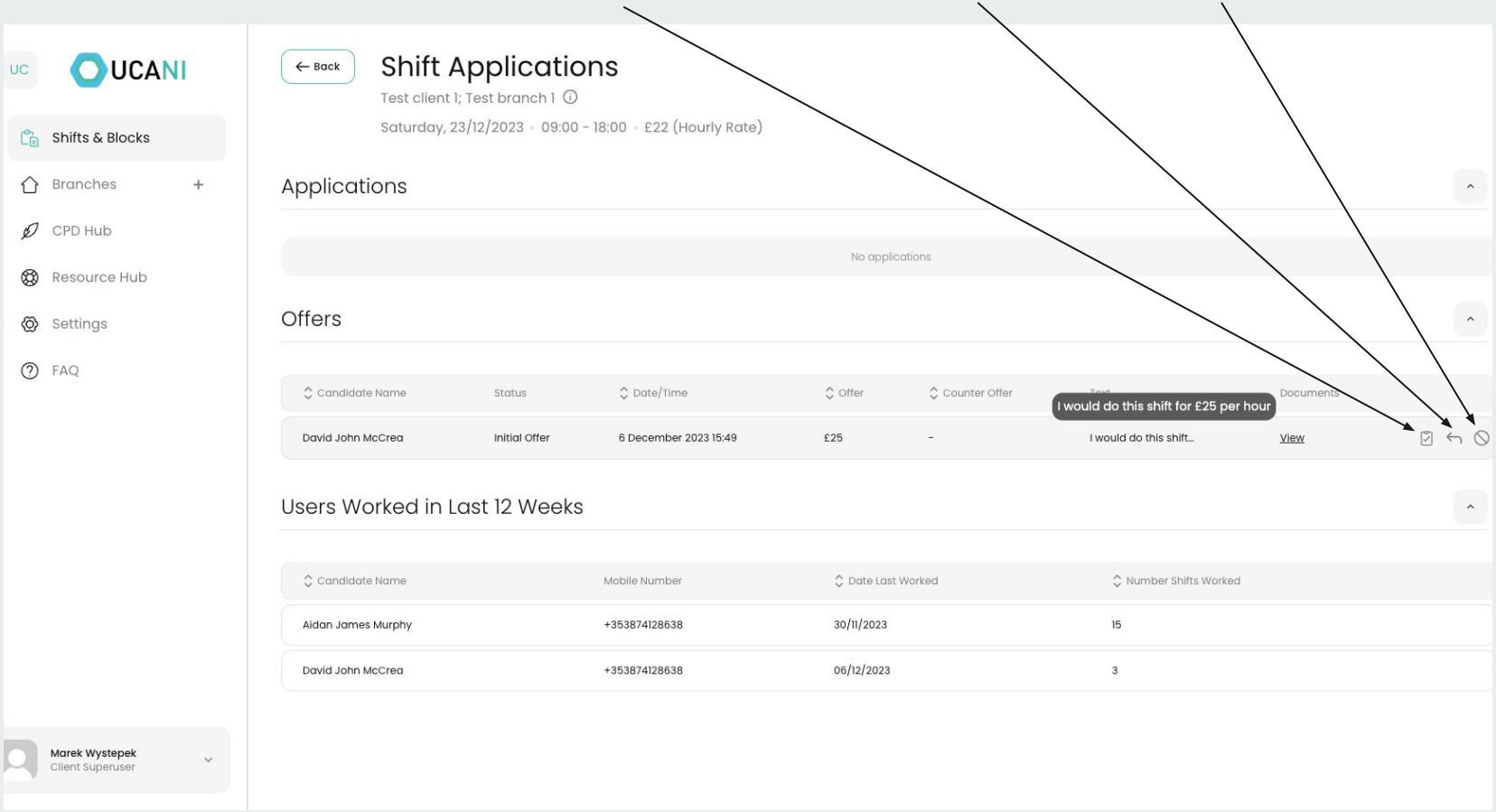
Once you are happy, you can click here to assign this person to a shift. If there are numerous applicants, any applicants not chosen will receive an automated email



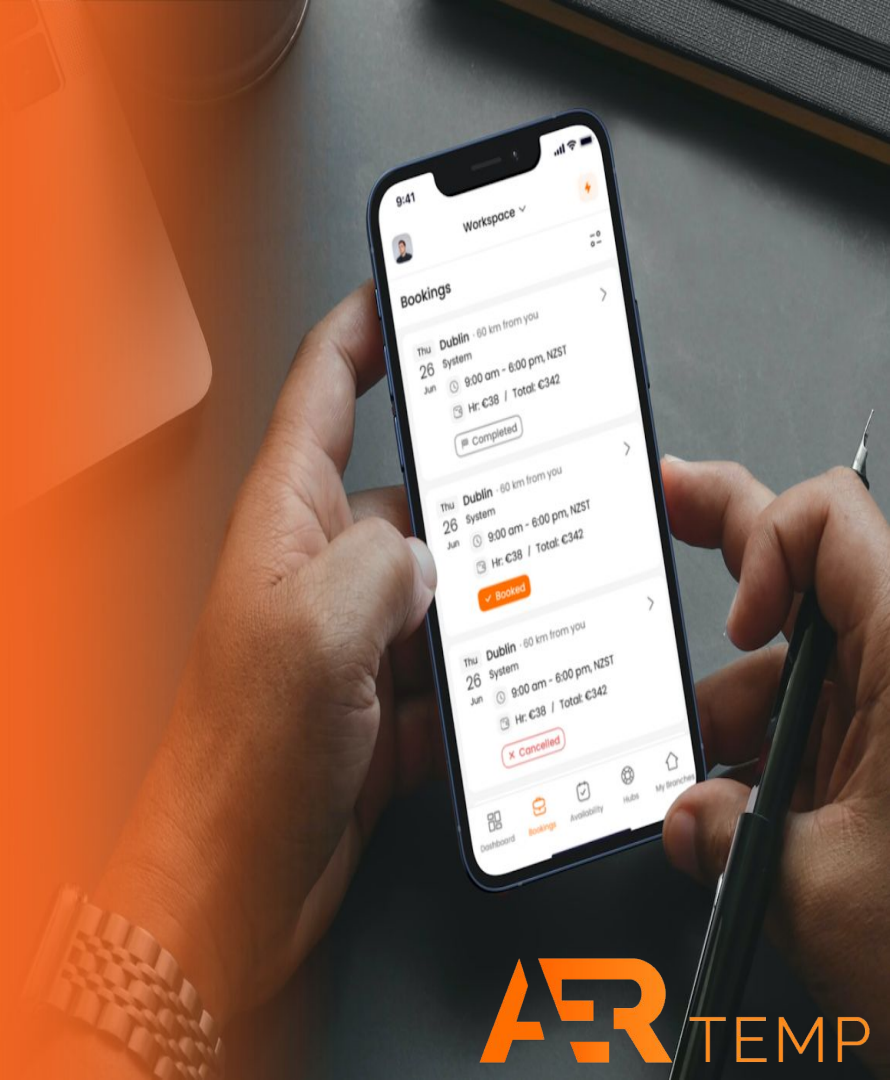
You will be prompted to confirm you reviewed the candidates documents to complete the booking



Where a candidate has made an offer, you can accept and book to shift, place a counter offer or reject



Adding Approved Users



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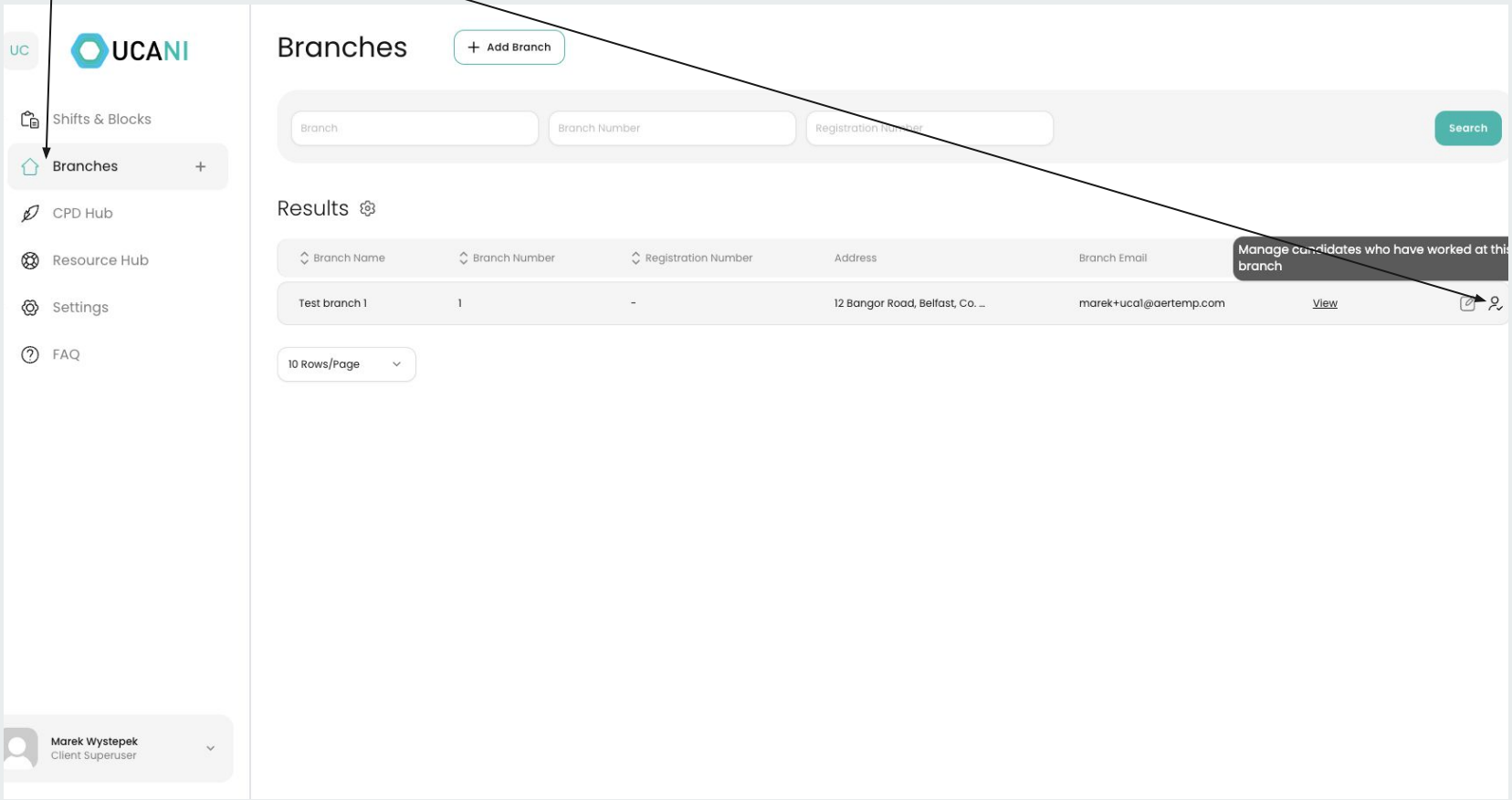
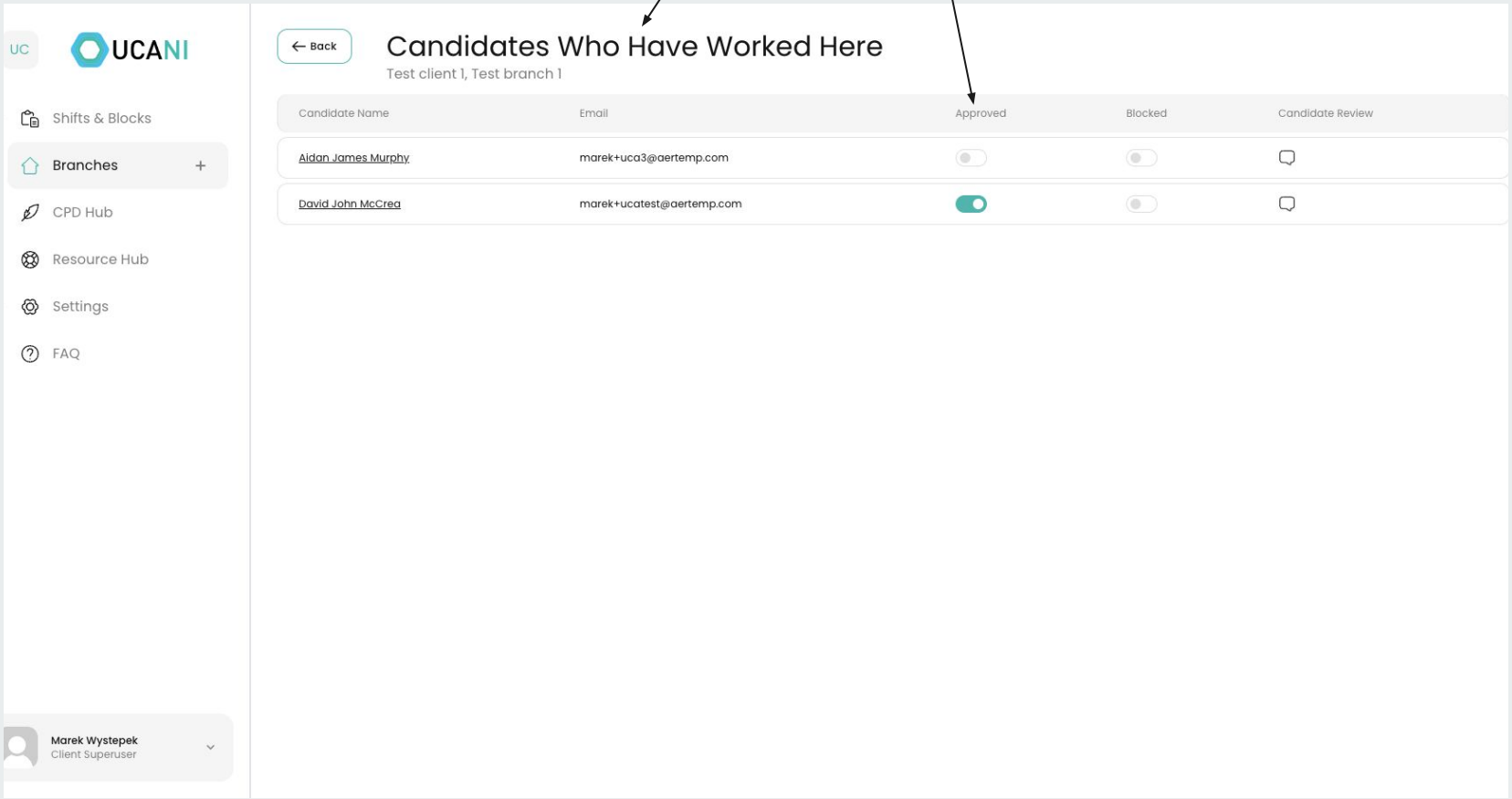
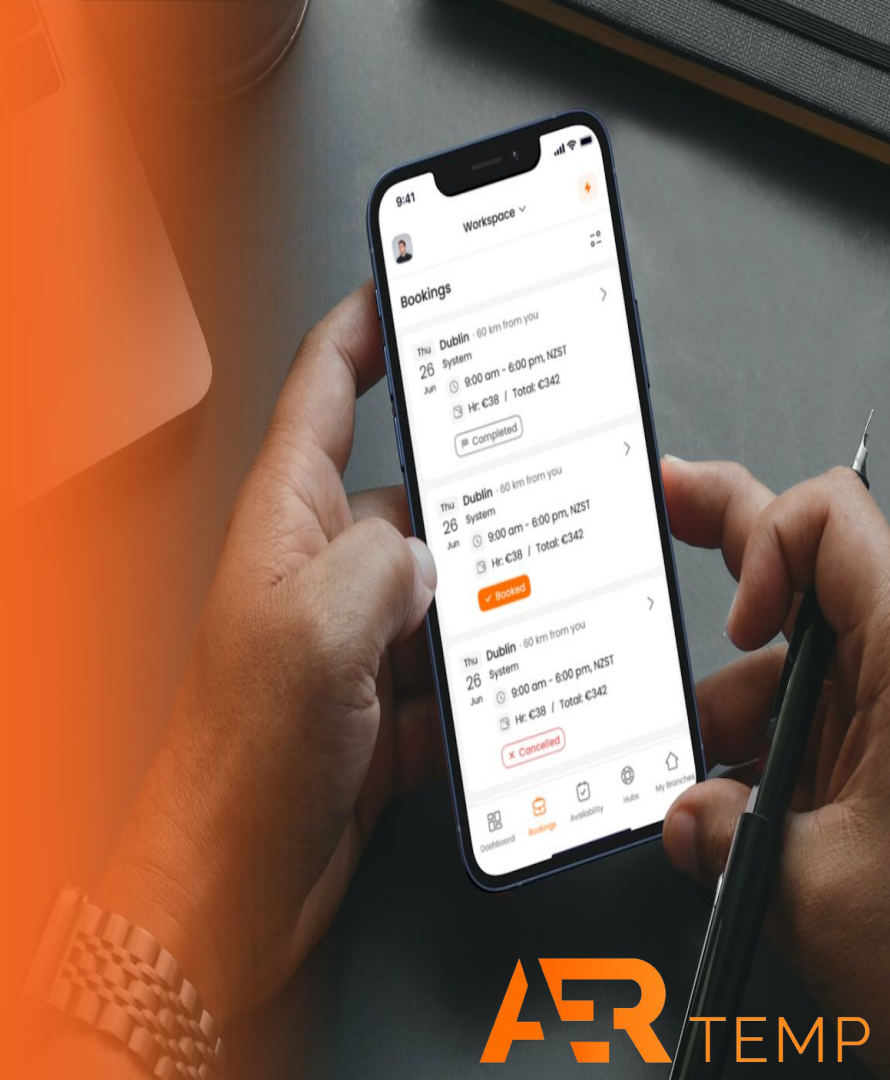
In Branches, you click the tab here to add approved users



Once someone has worked at a branch, they will be listed here. Anyone set as Approved will receive shifts 24 hours before other candidates



Verifying shifts



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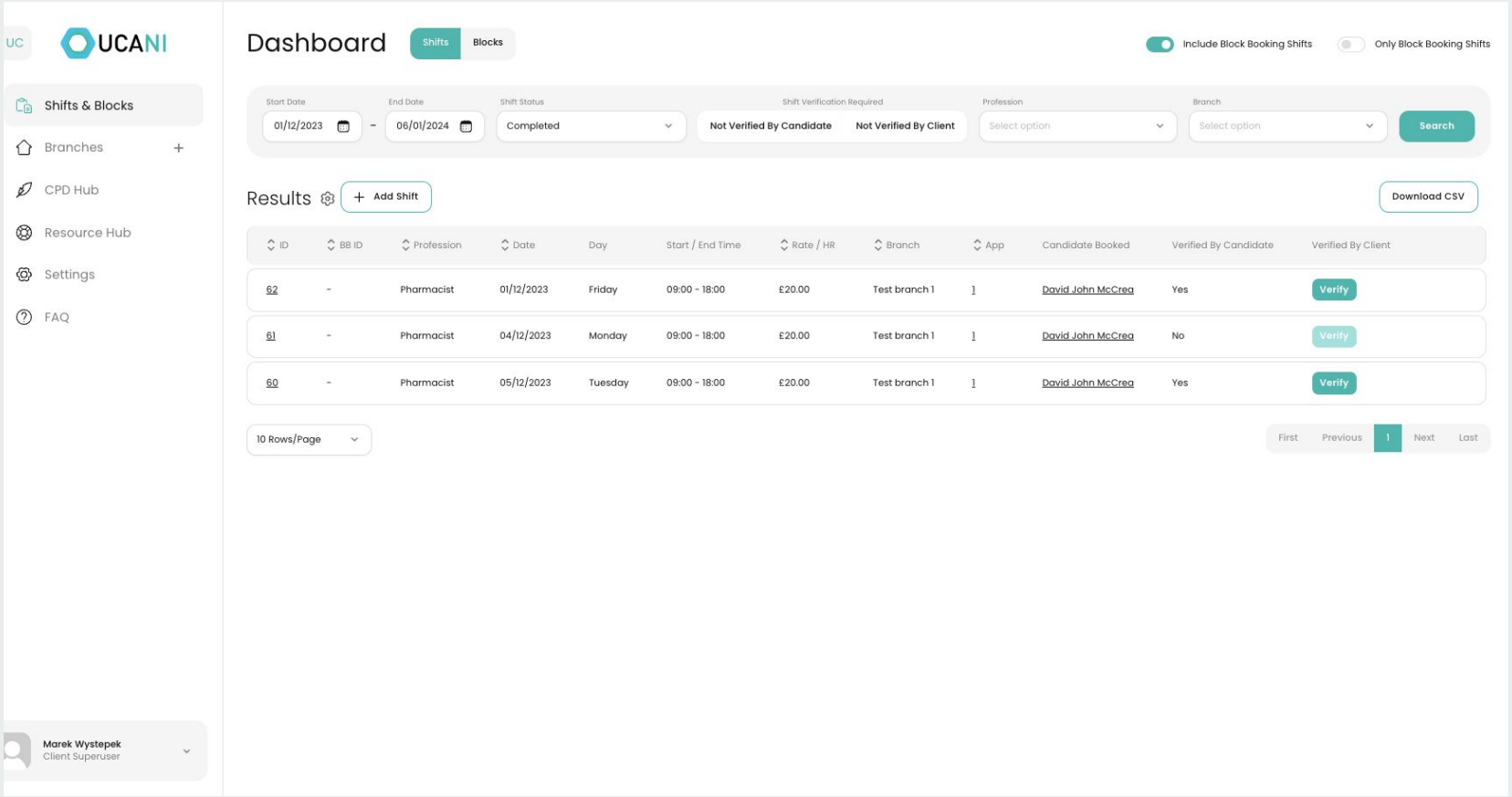
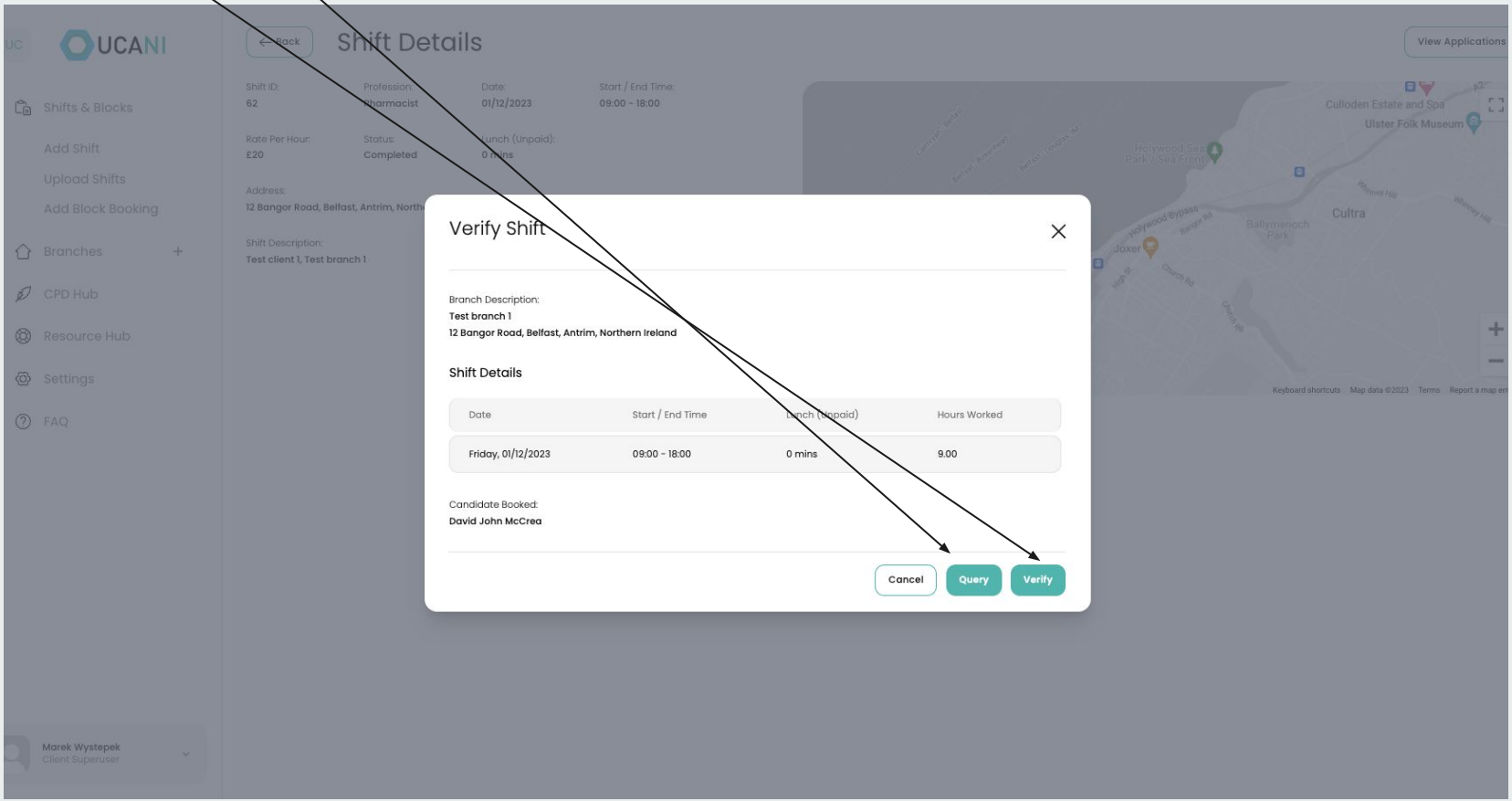
Once a shift is completed, the candidate will verify or query the times (if they worked longer)

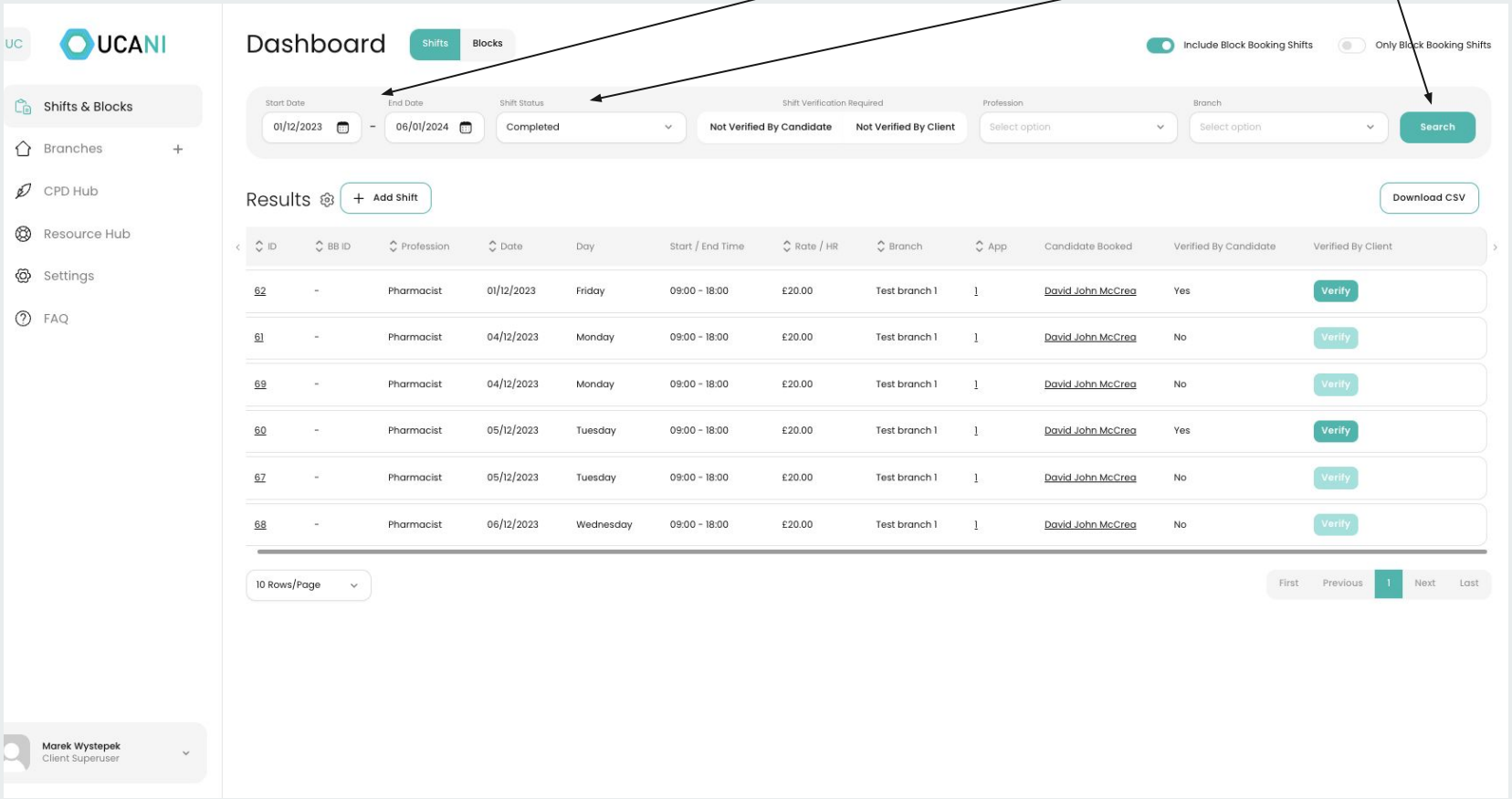


For verified shifts, you will receive an email asking to verify. Click on the link in the email

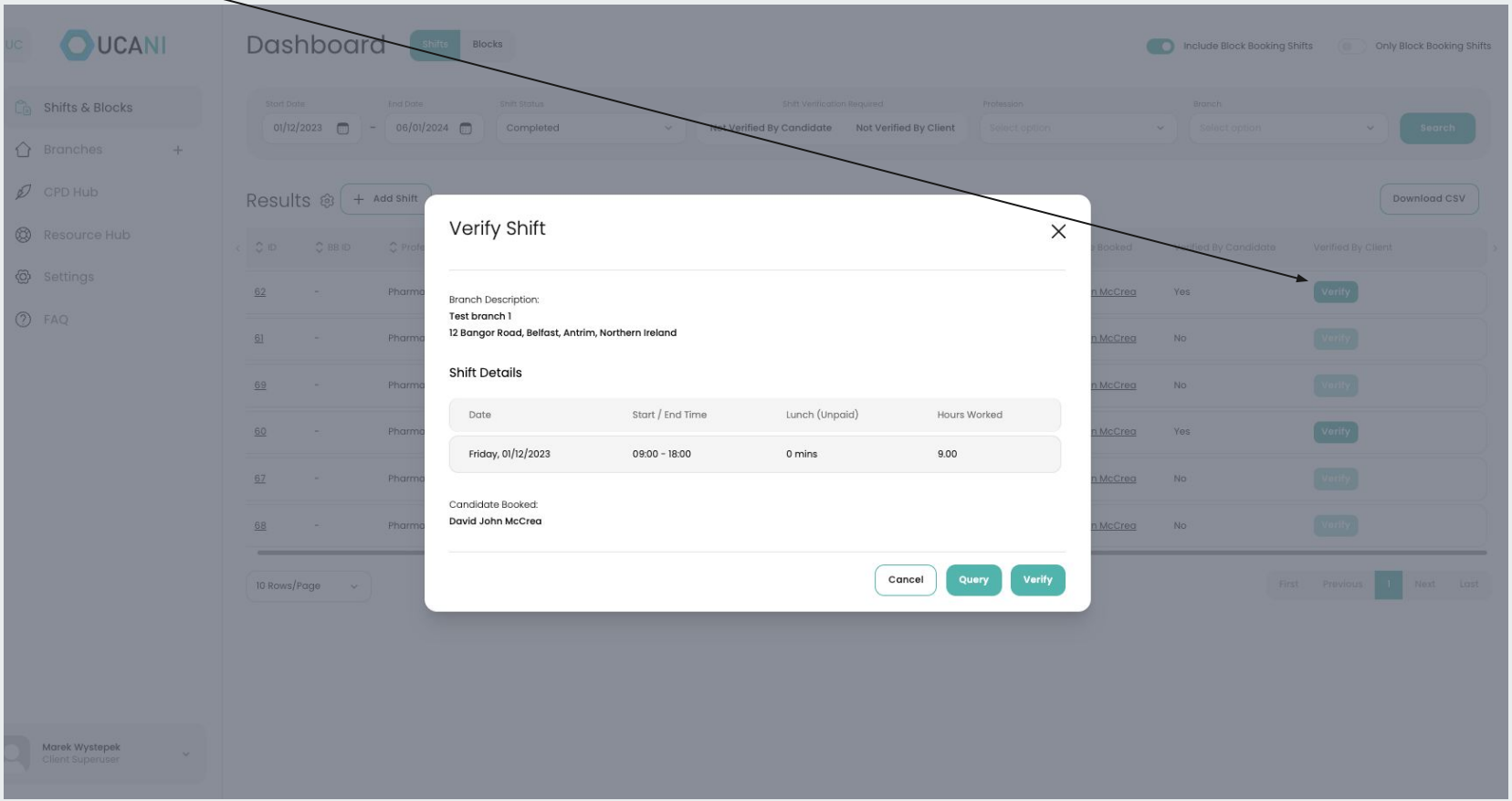
You can now verify or query these details



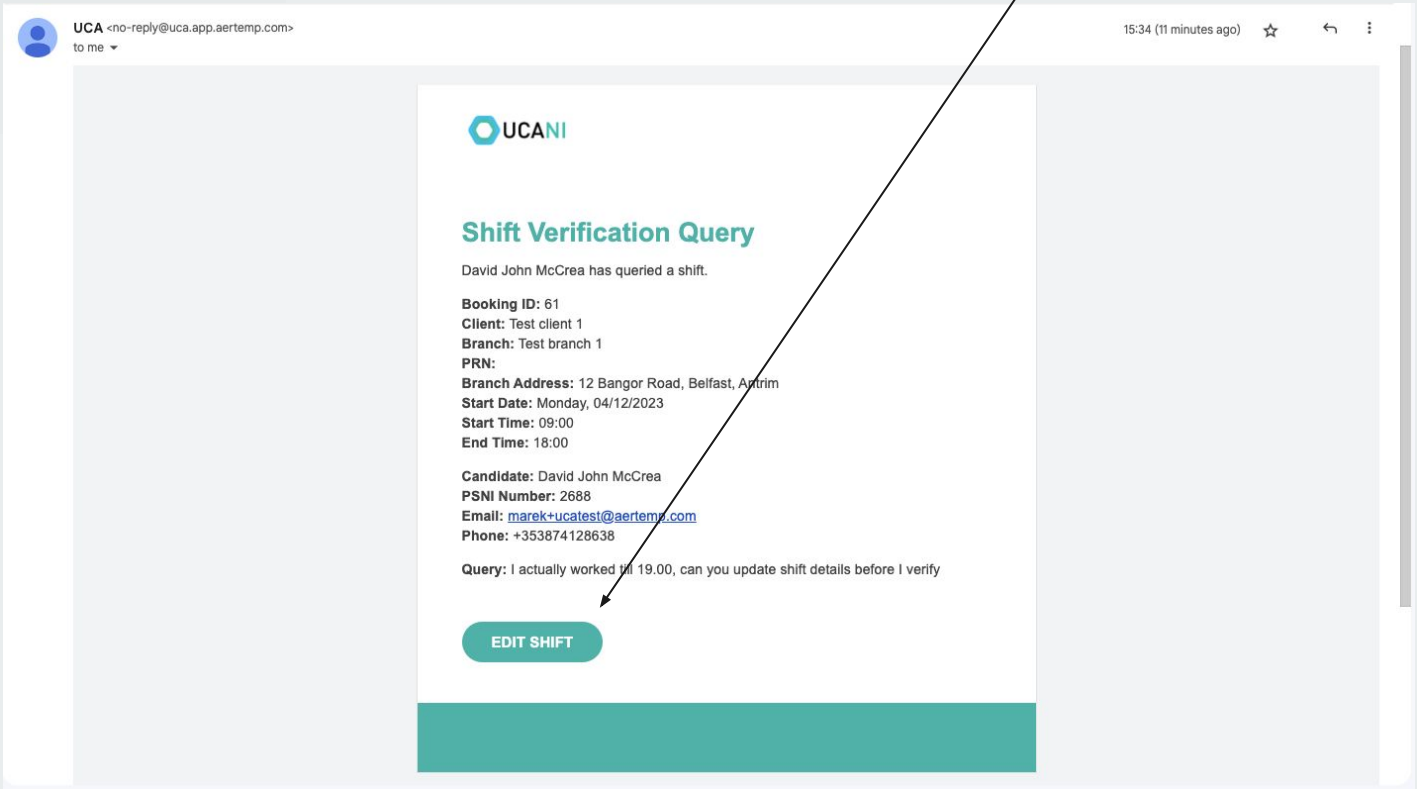
You can also find completed shifts from the dashboard. Choose dates and shift status to Completed and click Search



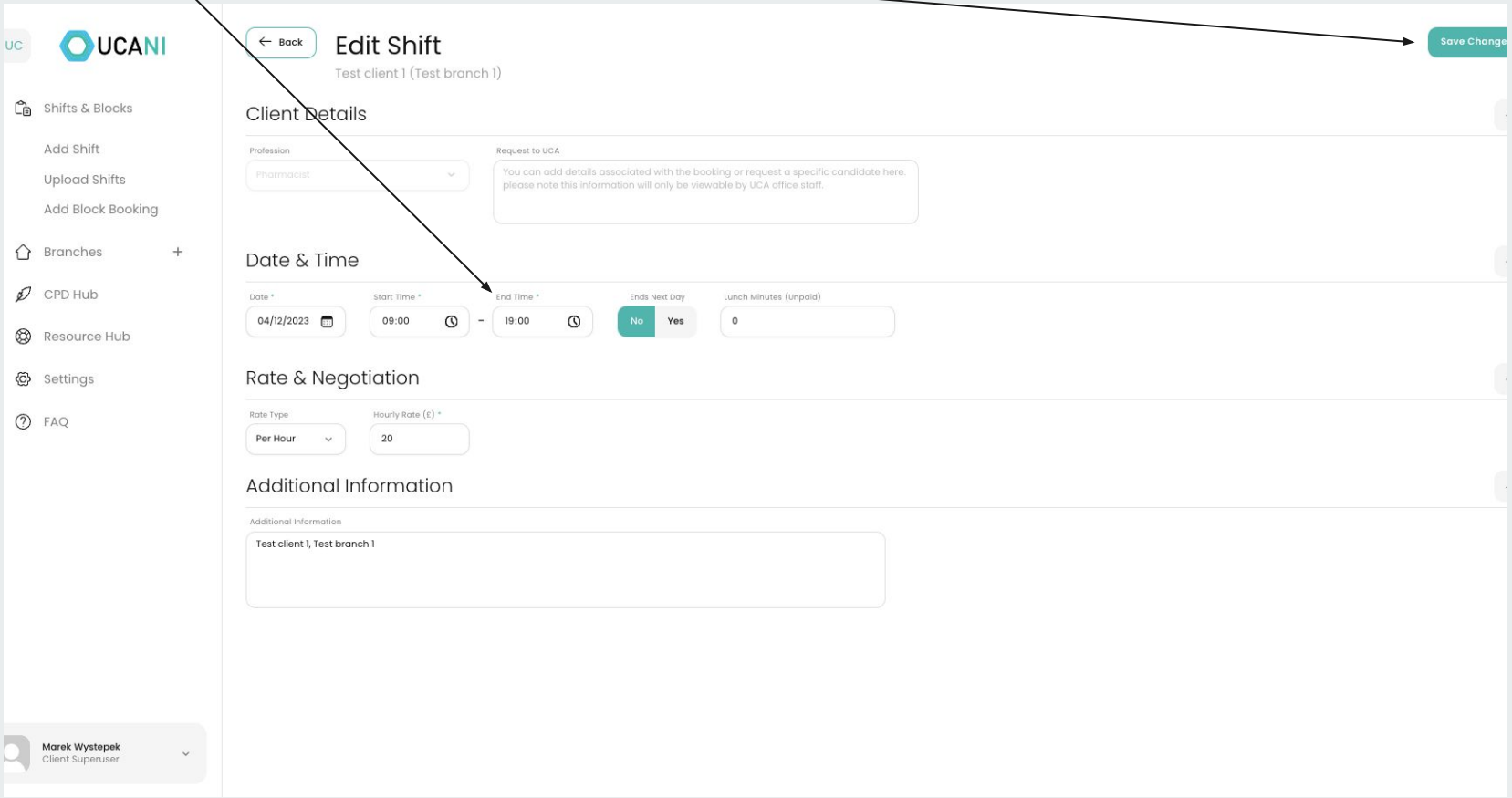
By clicking Verify (as long as candidate has verified) you can complete the process



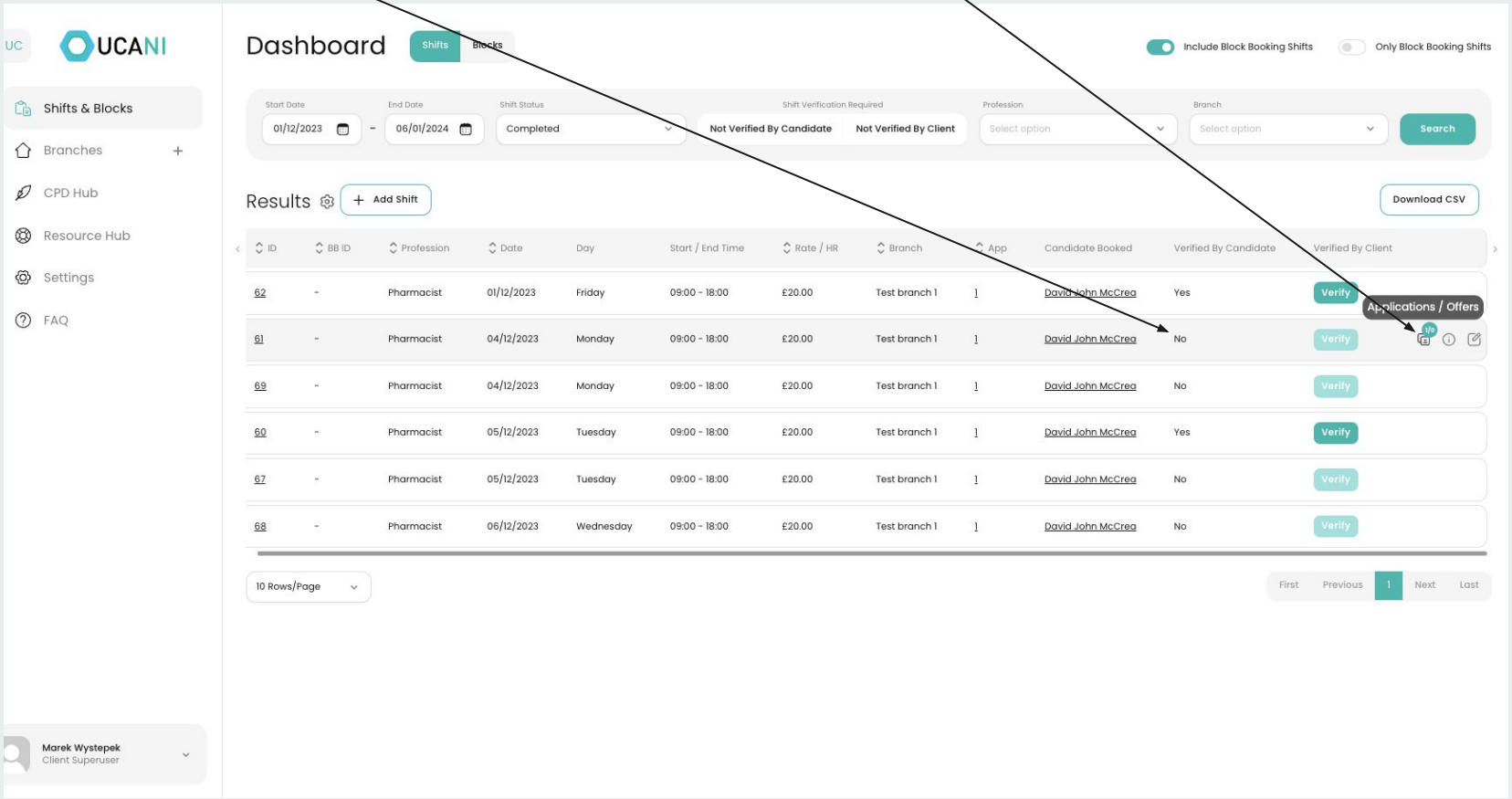
When a candidate queries a shift, you will receive an email with the query. Click on Edit Shift to update the timesheet



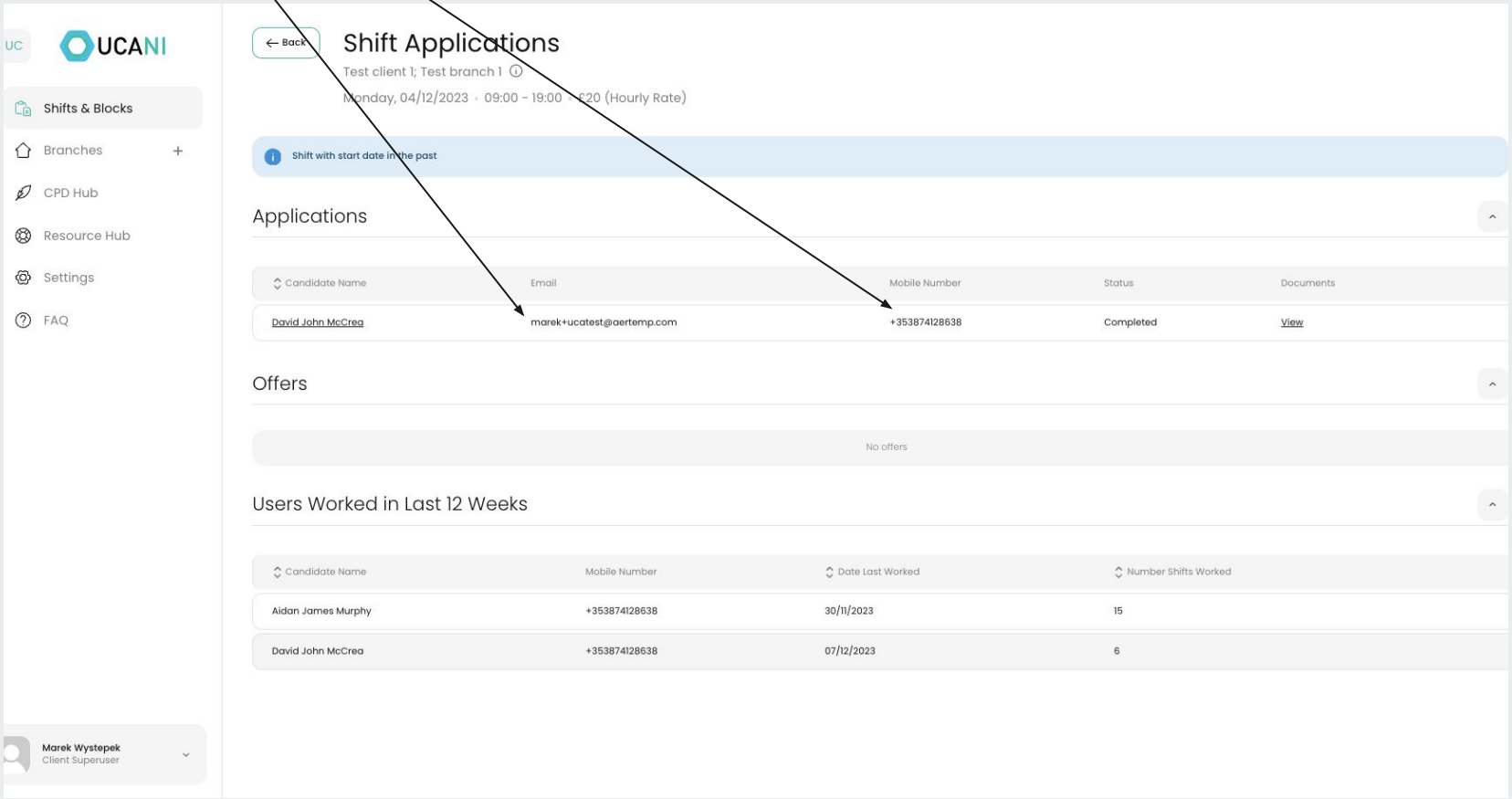
Update the details and click Save Changes. Candidate will then verify and you will complete verification.



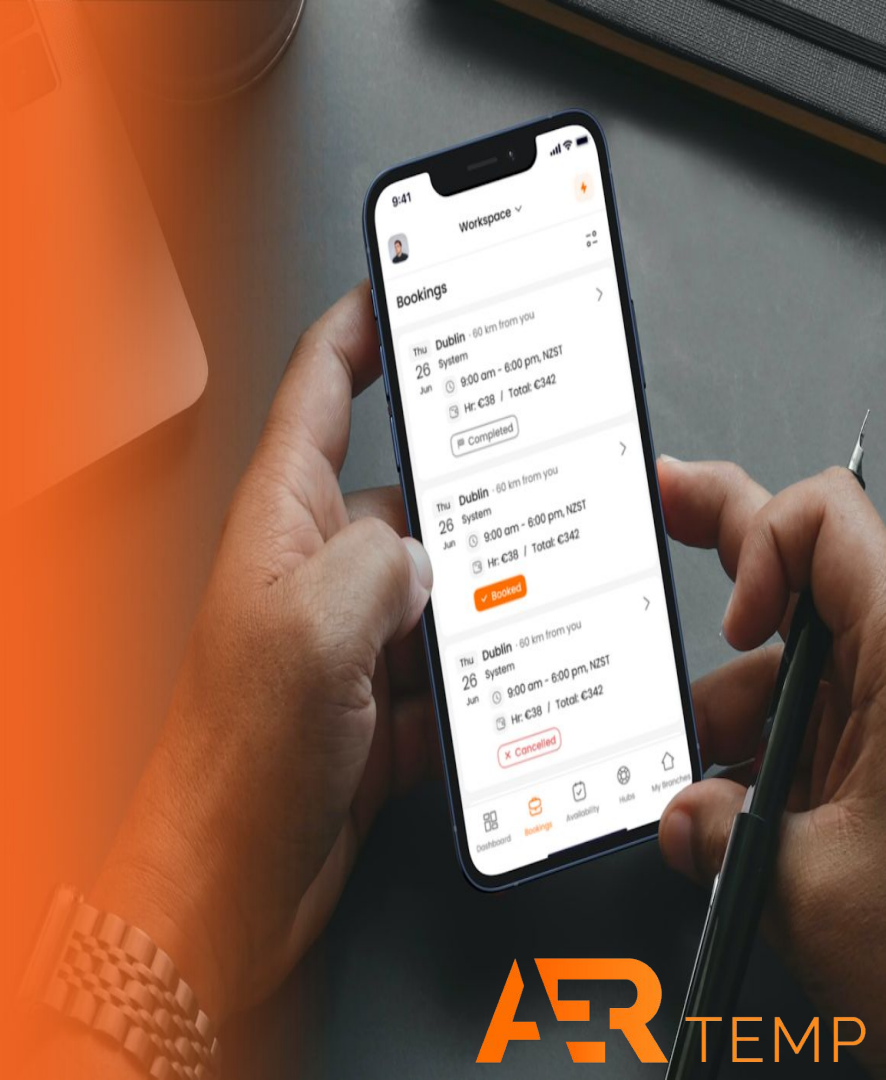
When a candidate has not verified, click on Applications/Offers in quick links



Here you can find email and mobile to contact the candidate to get them to verify



Pulling Billing Information



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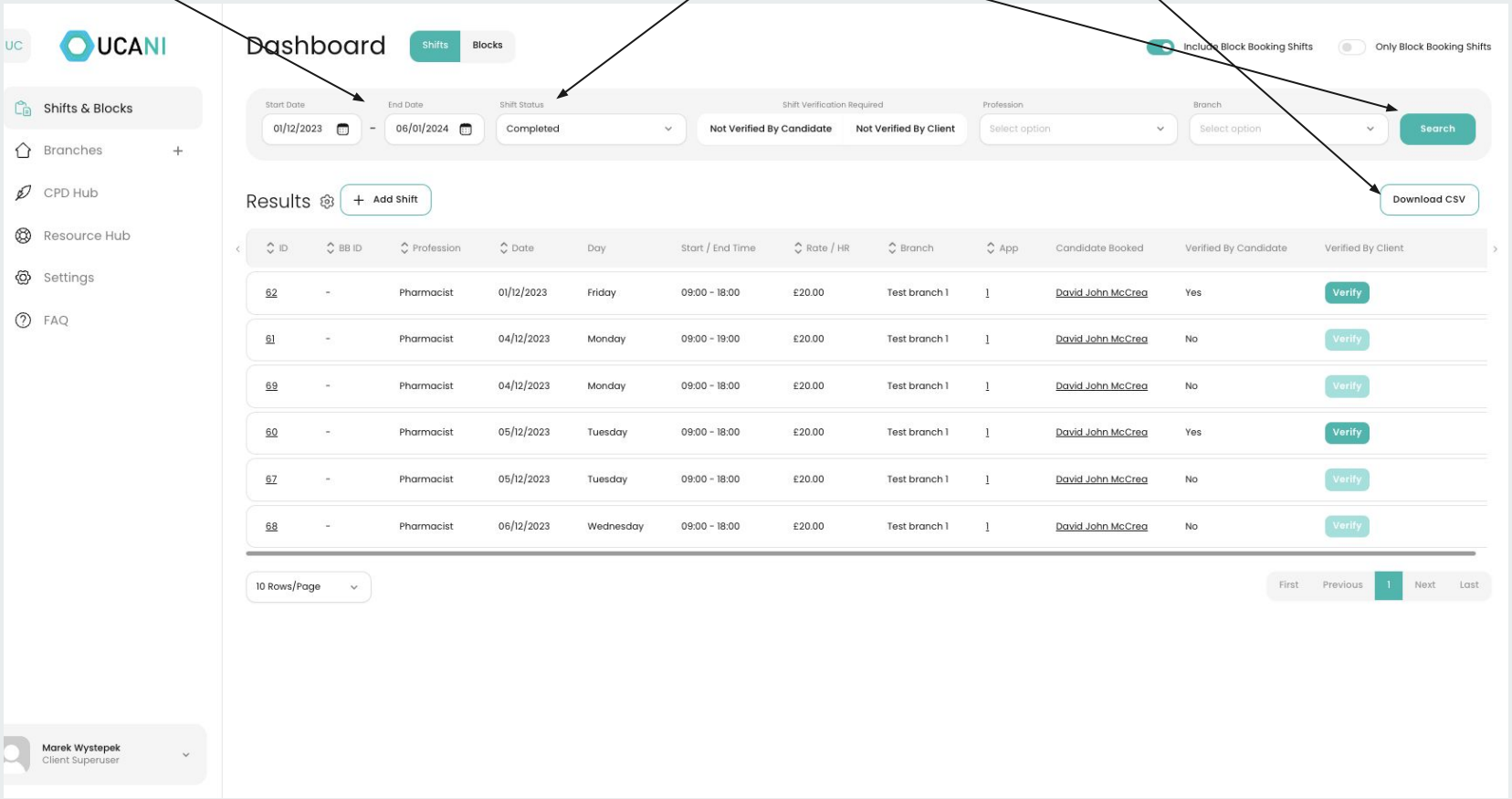
Set dates for pulling payroll info, change shift status to Complete, hit Search. Then Download CSV

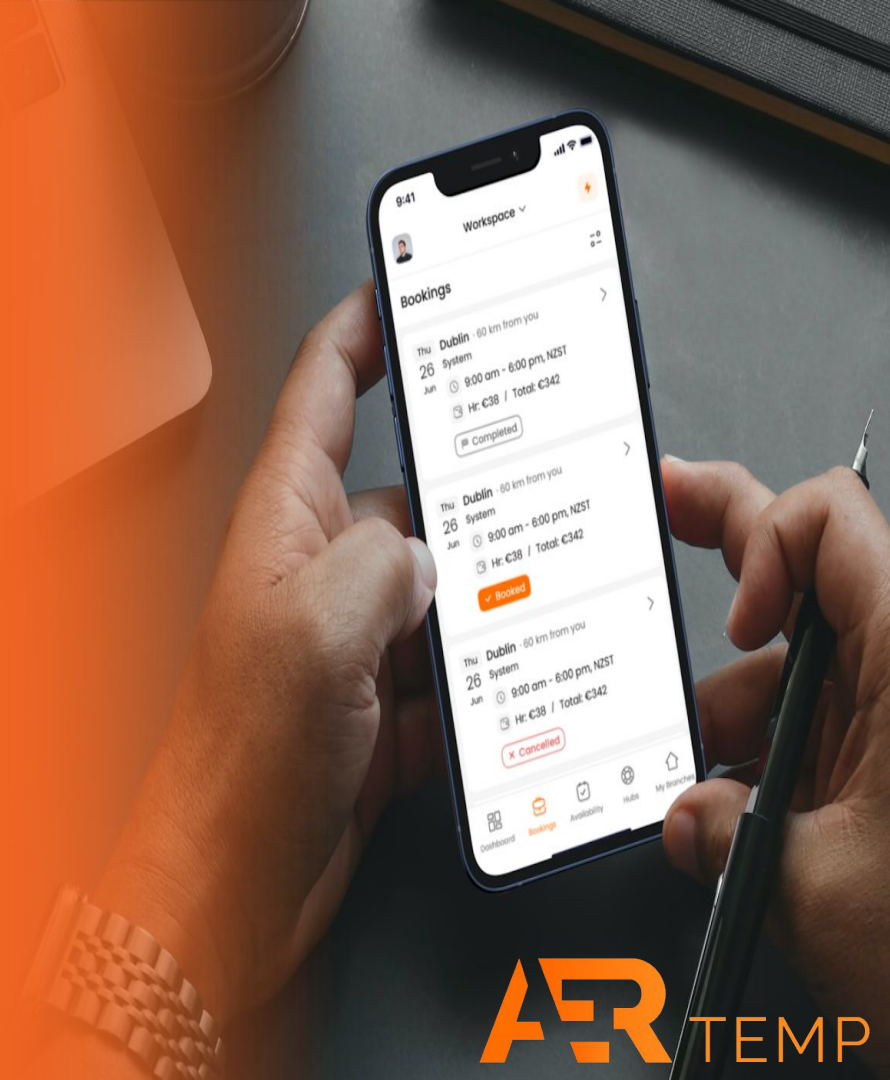


This will create a CSV of all the shifts completed and costs to pay and Candidate details. This is only available to Client Superuser and Rota Coordinators

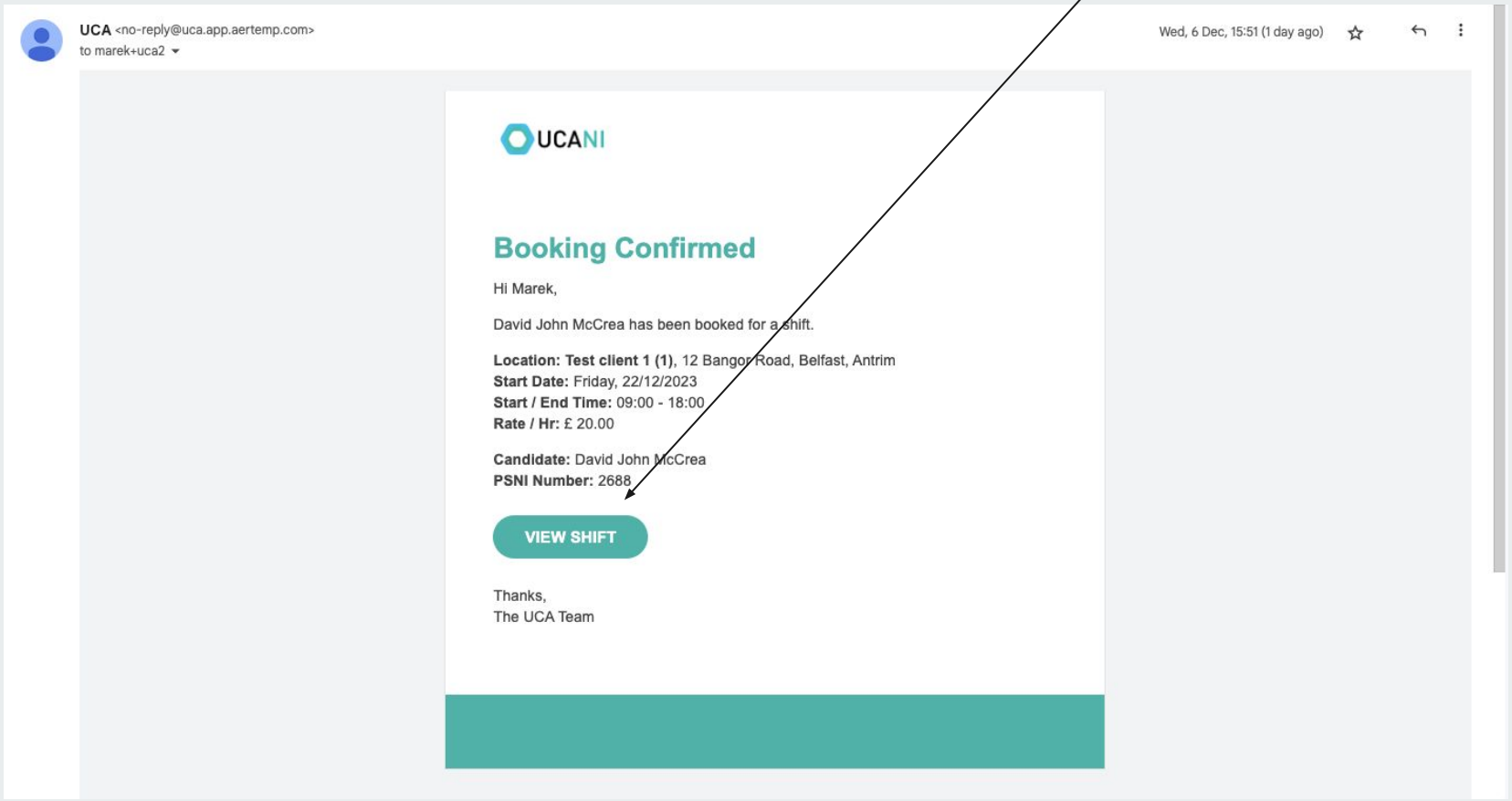
dashboard_export_2023_12_07_155503

ID	Profession	Role	Day	Date	Start Time	End Time	Lunch (Unpaid)	Hours Worked	Candidate Rate	Total Shift Cost	Client	Branch Region	Branch	Local Area	County	Booked Date to Start Time (days)	Verified By Candidate	Verification Date	Sales Total	Verified By Client	Candidate Name
62	Pharmacist		Friday	2023-12-01	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim	5	Yes	2023-12-06 15:53:03		No	David John McCrea
61	Pharmacist		Monday	2023-12-04	09:00	19:00	0	10	20	200	Test client 1		Test branch 1	Belfast	Antrim	2	No				David John McCrea
69	Pharmacist		Monday	2023-12-04	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim	3	No				David John McCrea
60	Pharmacist		Tuesday	2023-12-05	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim	1	Yes	2023-12-06 16:19:38		No	David John McCrea
67	Pharmacist		Tuesday	2023-12-05	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim	2	No				David John McCrea
68	Pharmacist		Wednesday	2023-12-06	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim	1	No				David John McCrea

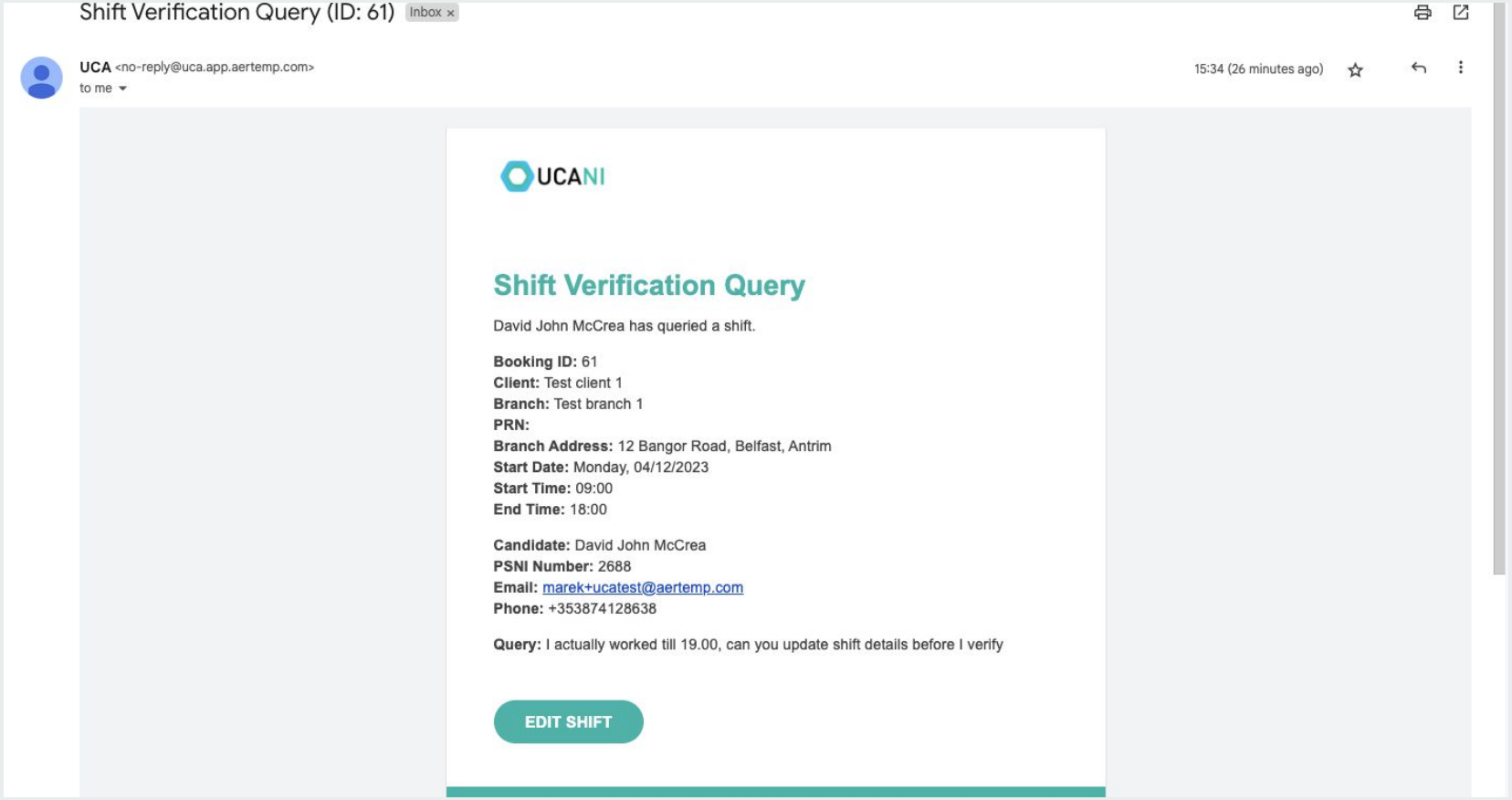
Notifications



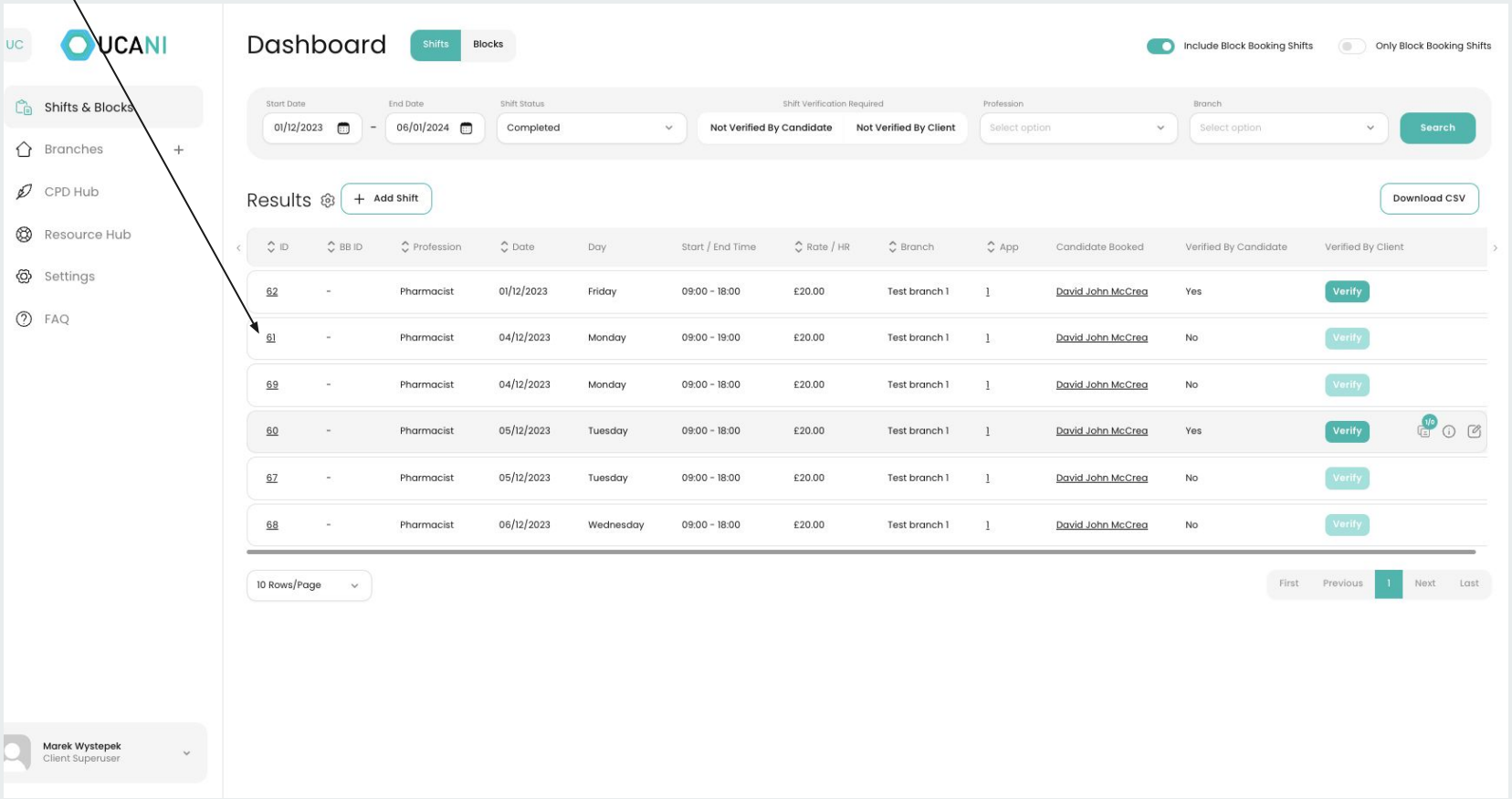
You will receive notifications on all key aspects around candidates and bookings. Just click on the link in the email to resolve



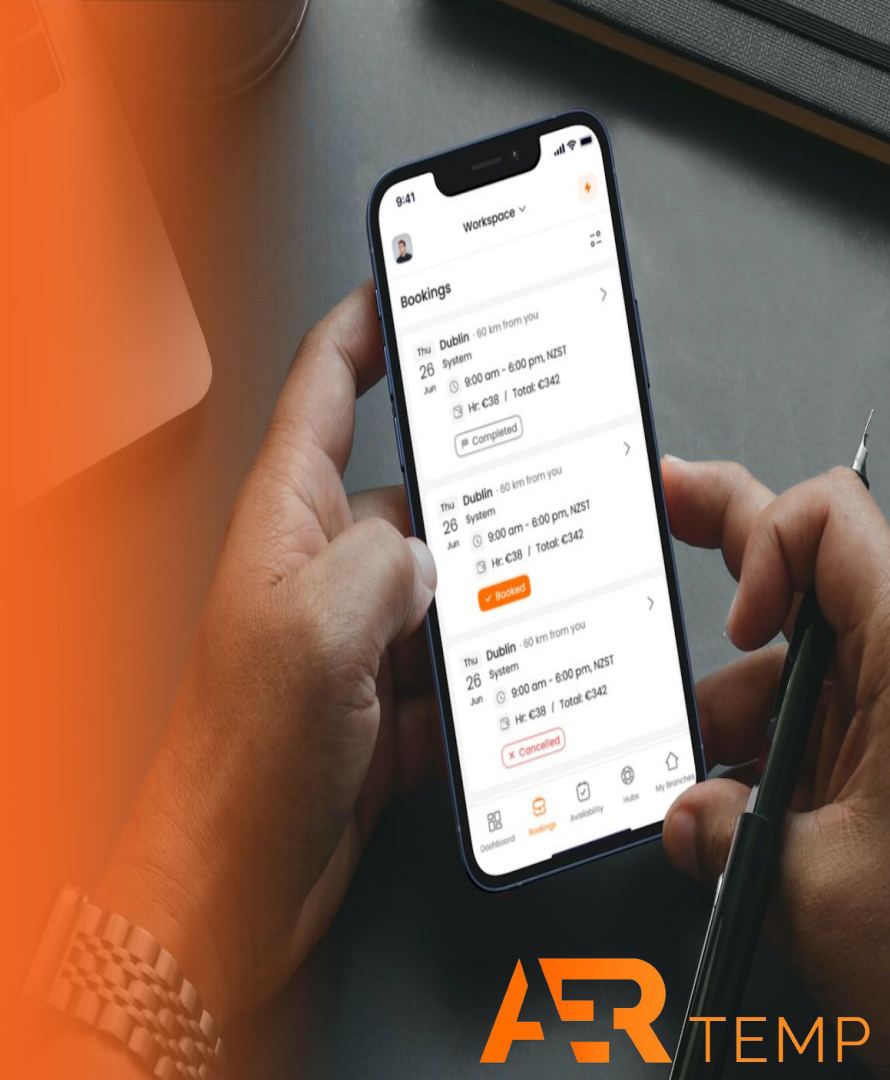
Some notifications will include the shift ID in the subject to help identify within the dashboard



Shift ID in dashboard



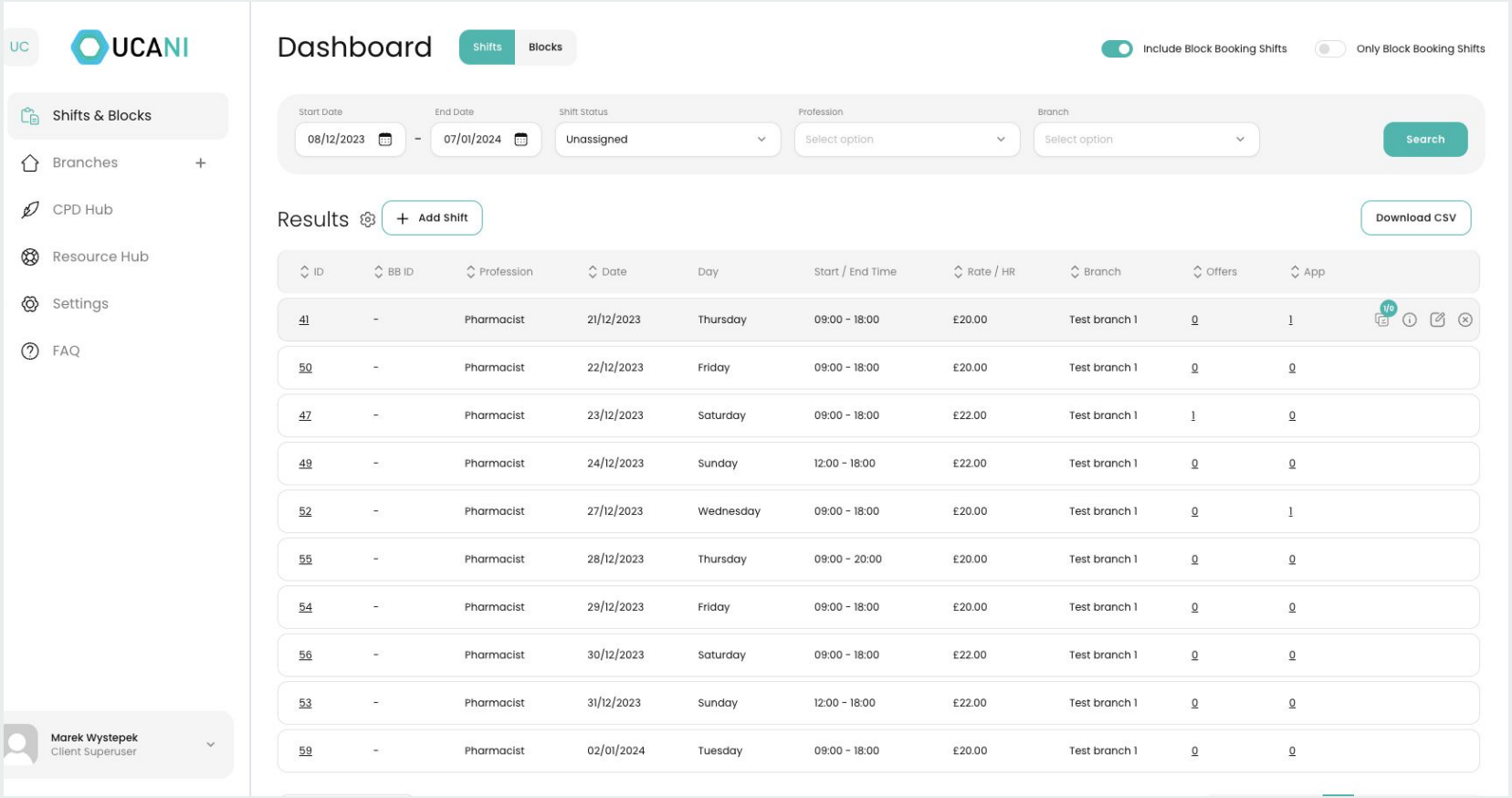
CPD & Resource Hub



UCANI

ARTEMP

CPD & Resource Hub is accessible by both Client Super User and Store Manager



CPD Hub has content specific for Professional Development added by UCA for all candidates

UC UCANI

- Shifts & Blocks
- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

Marek Wystepek
Client Superuser

CPD Hub

Date Created From 08/11/2023 - Date Created To 08/12/2023

Menopause: A Guide To Managing Symptoms, Pharmacy In Focus Edition 4,...

Article Highlighting The Impact Of Menopause On Female Health & Wellbeing And How Pharmacists Can Offer Advice And Support.

24/11/2023

Widening Protection Against Shingles, Pharmacy In Focus Edition 4, 2023

Article Focussing On The PHA Singles Vaccine Campaign Sept 2023

24/11/2023

A Clear Vision: Optimal Eye Health, Pharmacy In Focus Edition 4, 2023

Article Exploring The Importance Of Eye Health, Shedding Light On Common Eye Conditions, Preventative Measures, And The Crucial Role Pharmacists Play In...

24/11/2023

10 Rows/Page

First Previous 1 Next Last

https://app.aertemp.com/app/cpd-hub/details/2023/11/24/a-clear-vision-optimal-eye-health-pharmacy-in-focus-edition-4-2023

Resource Hub is content added by UCA that is relevant to all pharmacies

UC UCANI

- Shifts & Blocks
- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

Marek Wystepek
Client Superuser

Resource Hub

Project ECHO For Community Pharmacy

Information On The Community Of Practice For Community Pharmacy Hosted By SPPG. Monthly Zoom Meetings Providing Information On New Or Amended Services + Live Q&A

24/11/2023

Pharmacy Forum NI

Link To Pharmacy Forum NI Website Including Good Practice Guidance Documents, CPD Support And PASS (Pharmacists' Advice & Support Service):Https://Www.Pfni.Org.Uk/

24/11/2023

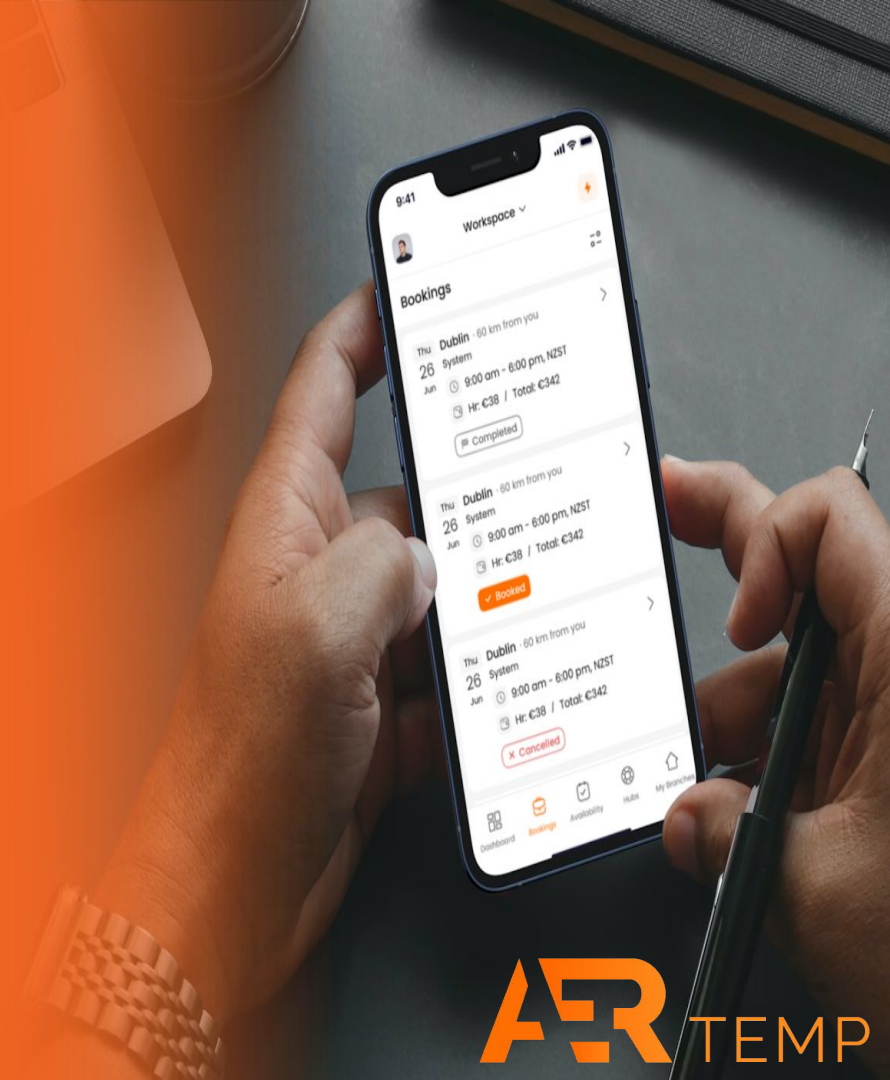
NI Formulary

Link To NI Formulary Website Including Medicines Management Newsletter Archive:Https://Niformulary.Hscni.Net/

24/11/2023

://app.aertemp.com/app/resource-hub/details/44e5c315-cadc-4621-914a-338e9717ed55

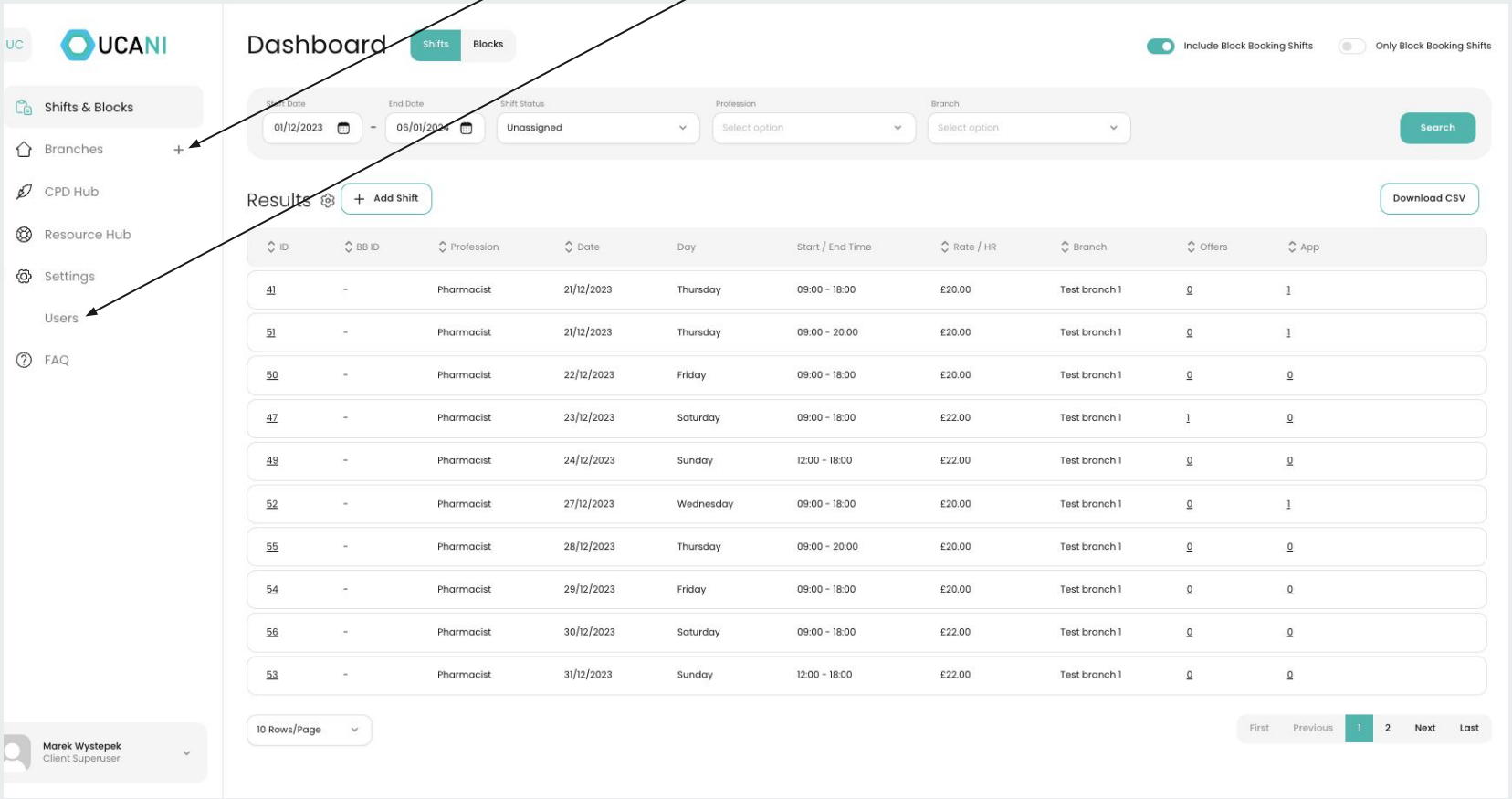
Client Superuser additional access



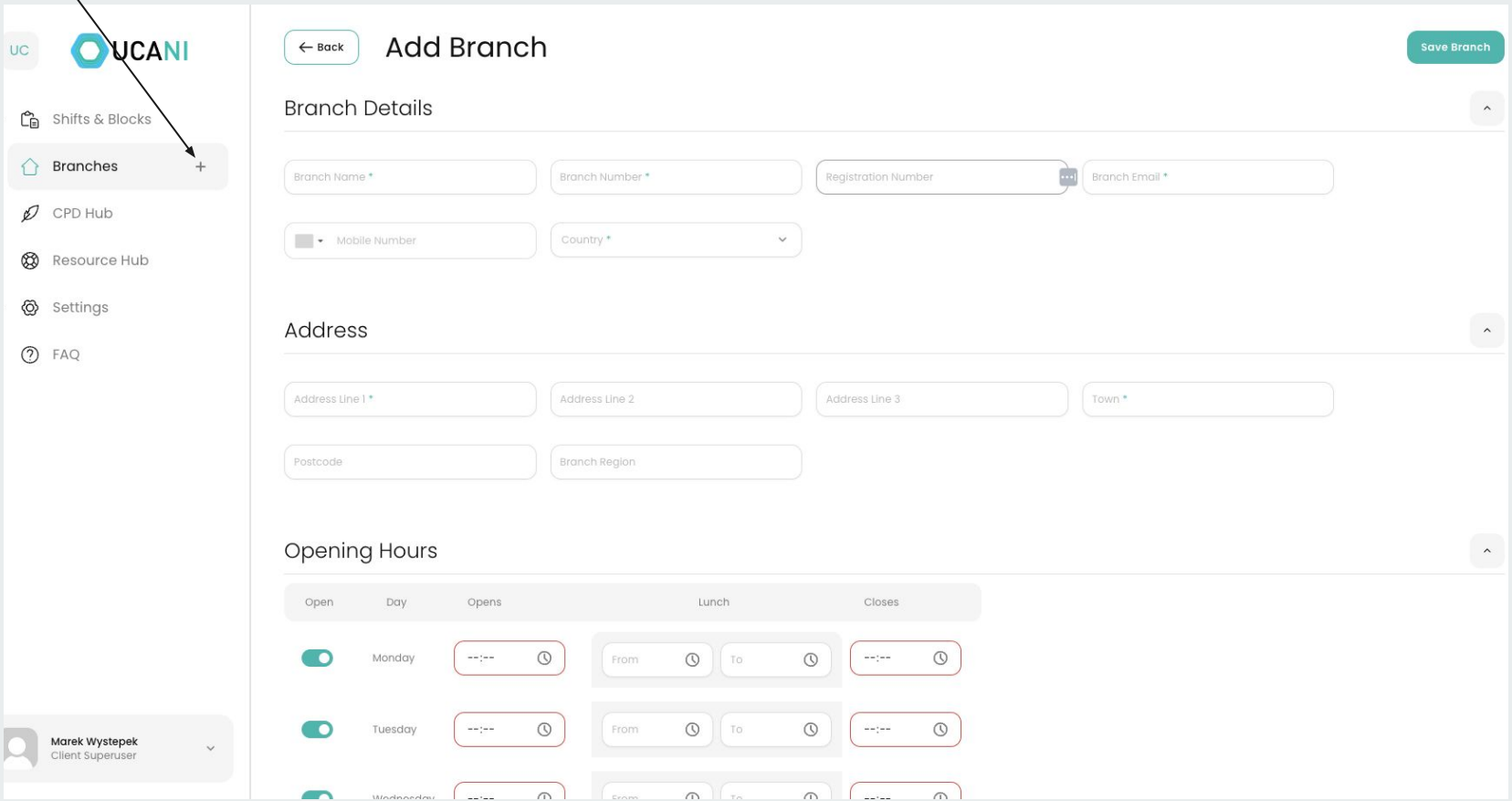
UCANI

ARTEMP

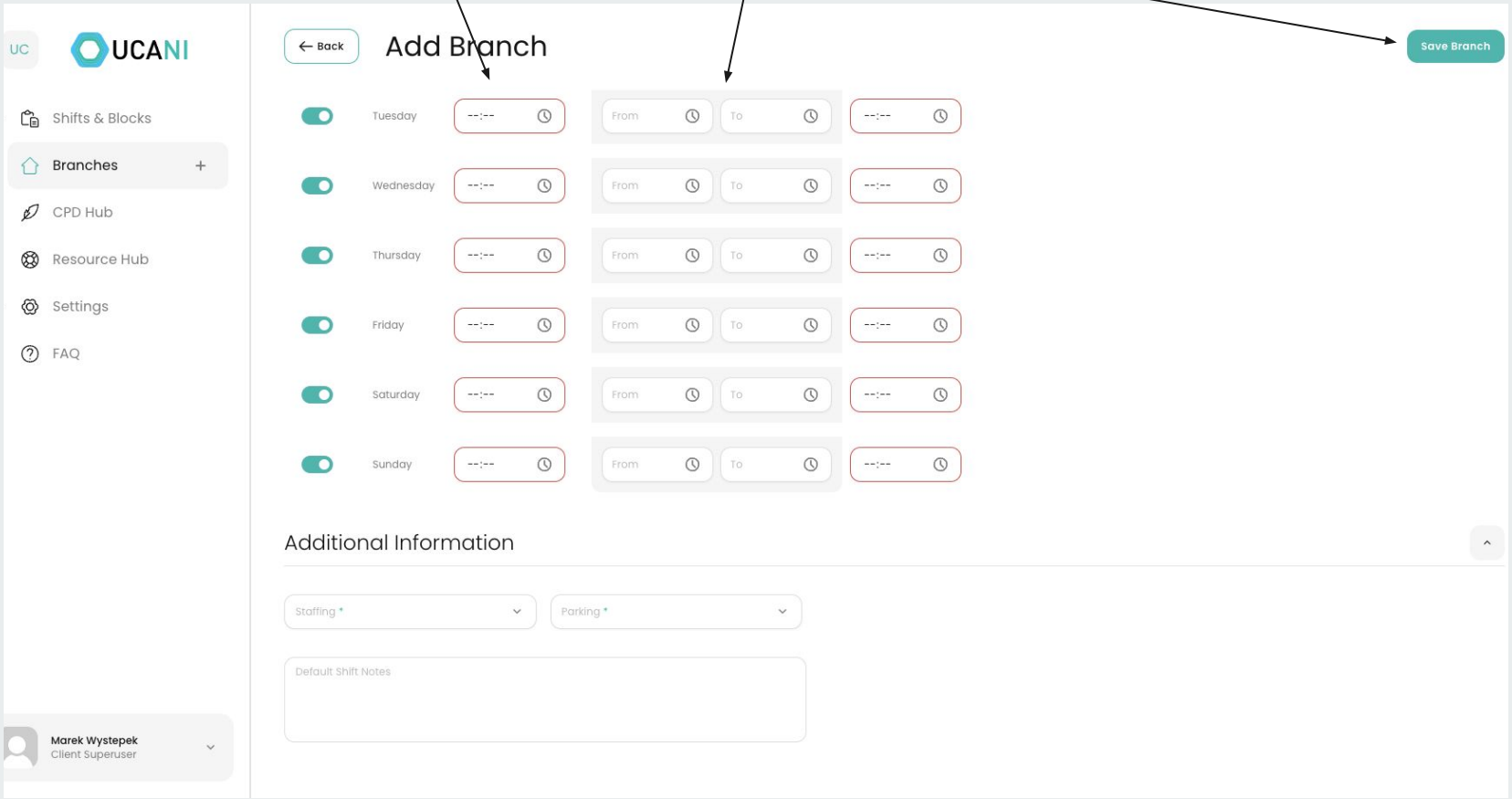
Client Superuser has the ability to add Branches and additional users



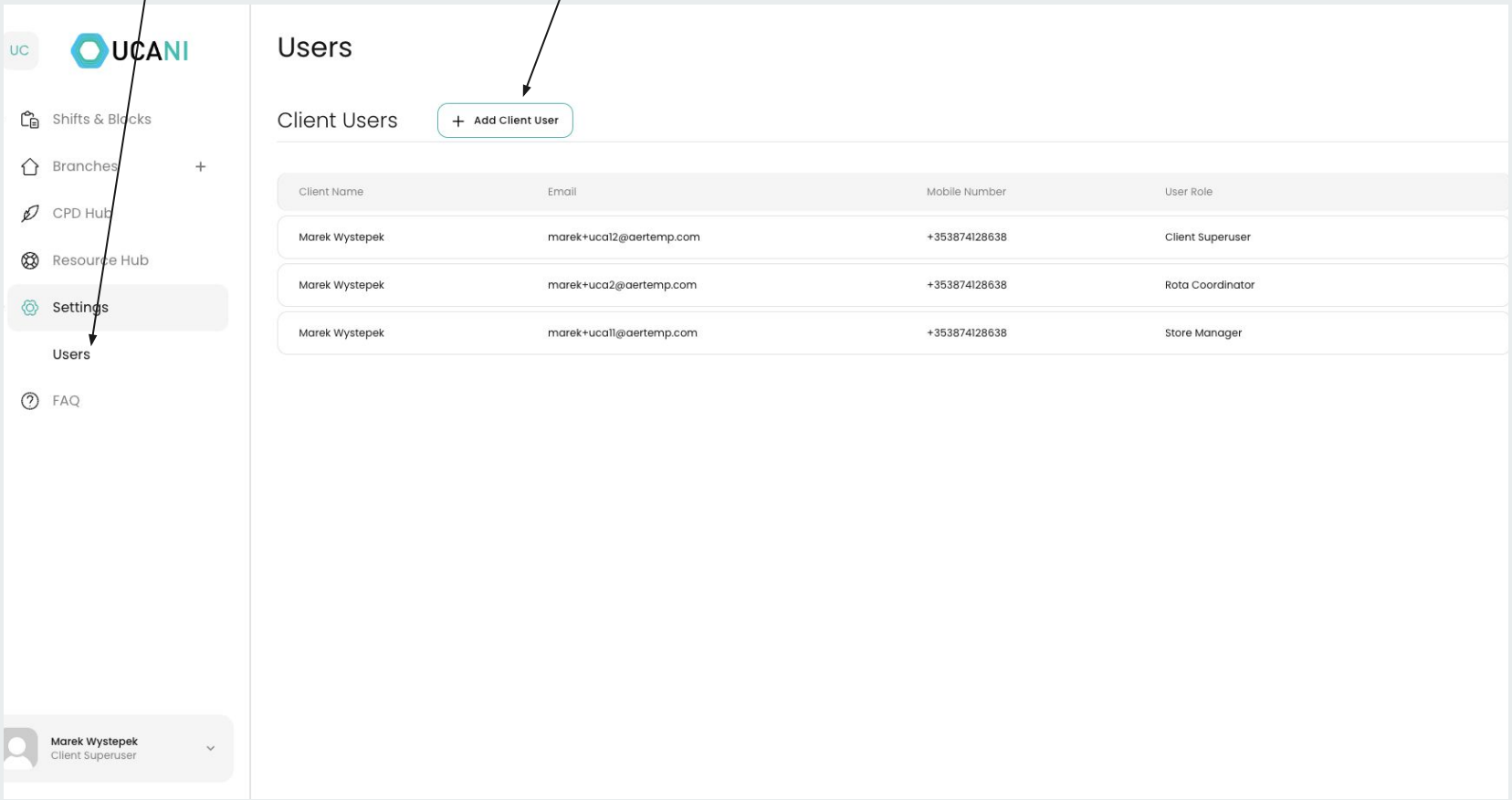
Click + and complete all details to add a new branch/location



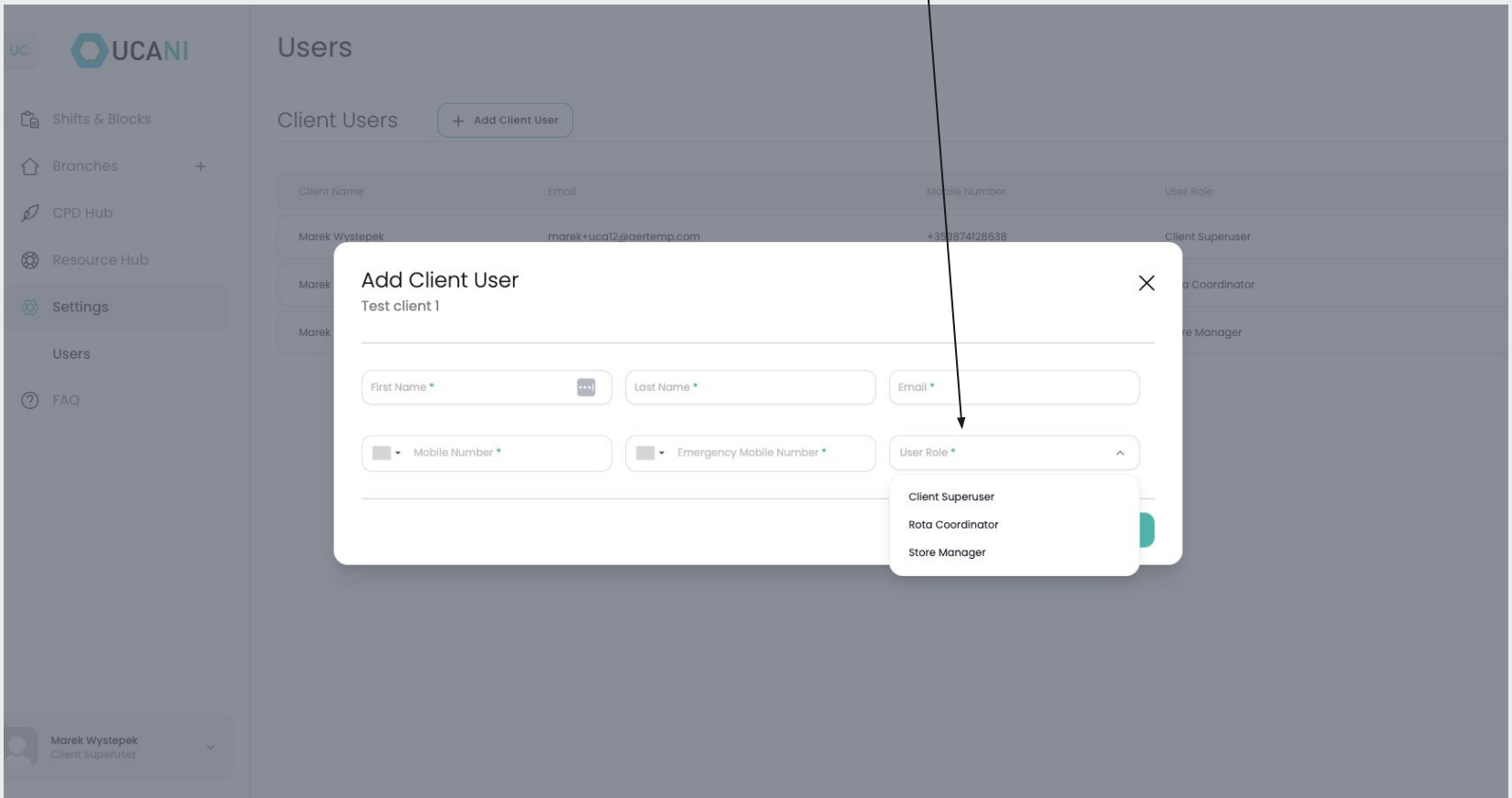
Fill out all sections including opening hours and if branch is closed for lunch and Save Branch



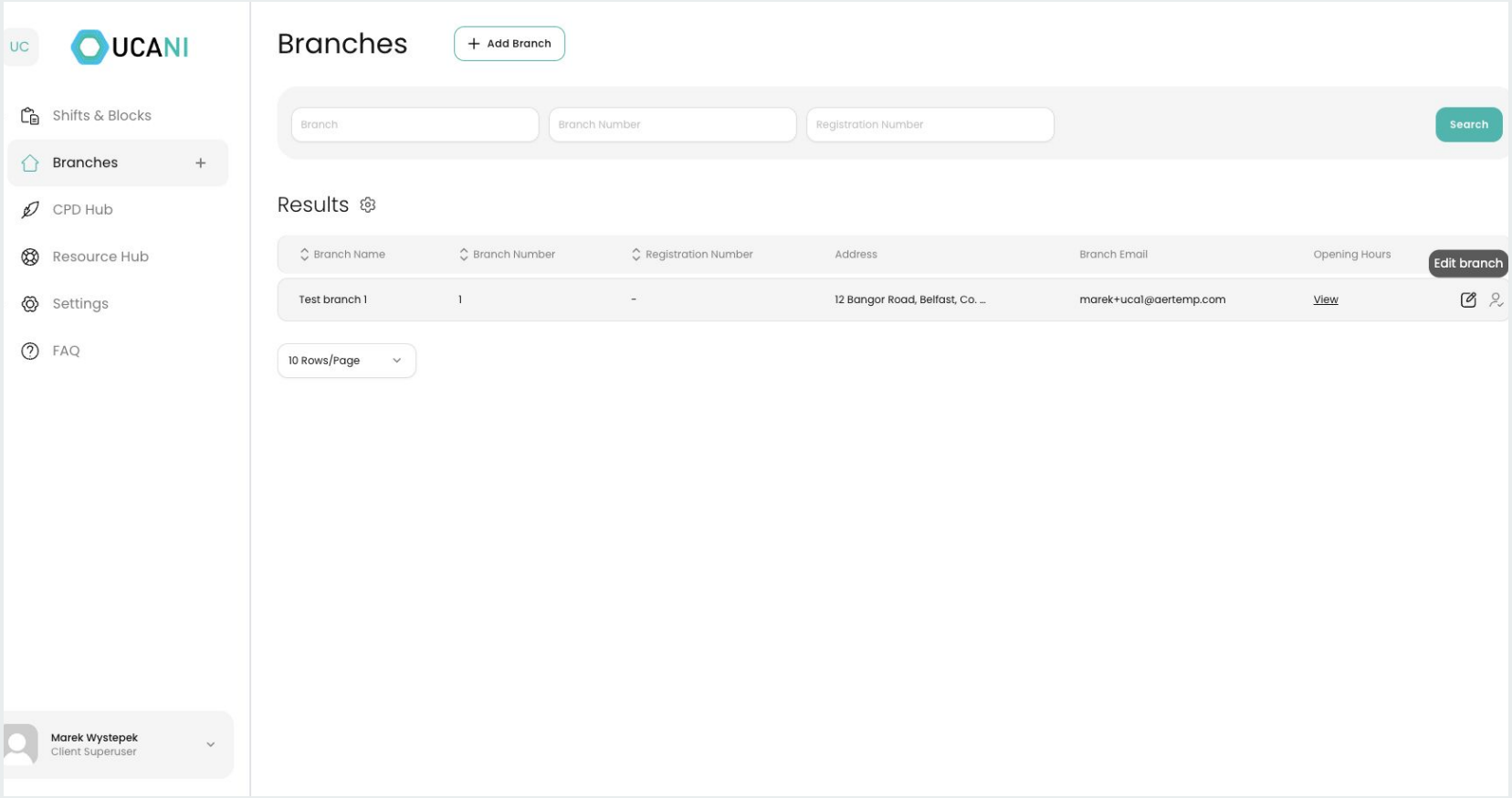
Then click users under Settings to add new client users



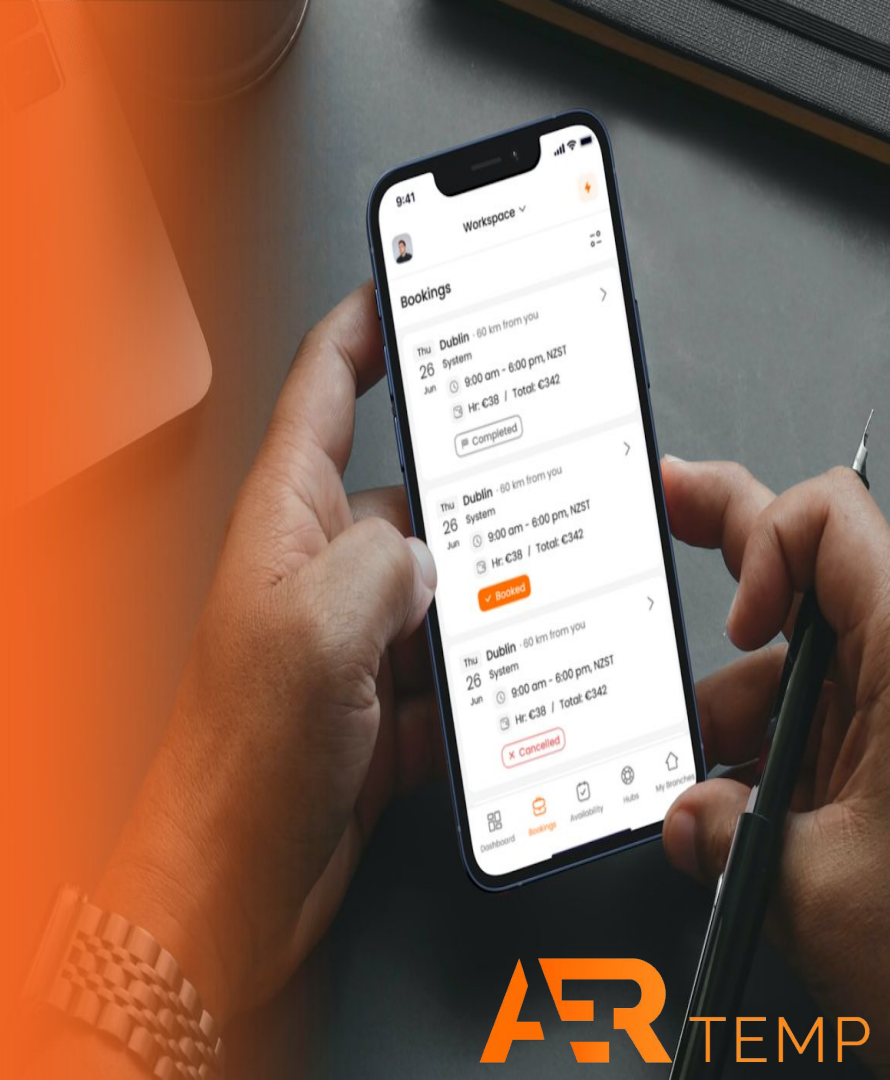
Fill out the details and choose the User Role. Client Superuser has the complete access, Rota coordinator can add shifts to multiple branches, store manager can only add shifts to specified branches. Then click save



If a Branch has changed ownership or closes, please inform UCA (Adrienne Clugston) who can amend the details for you



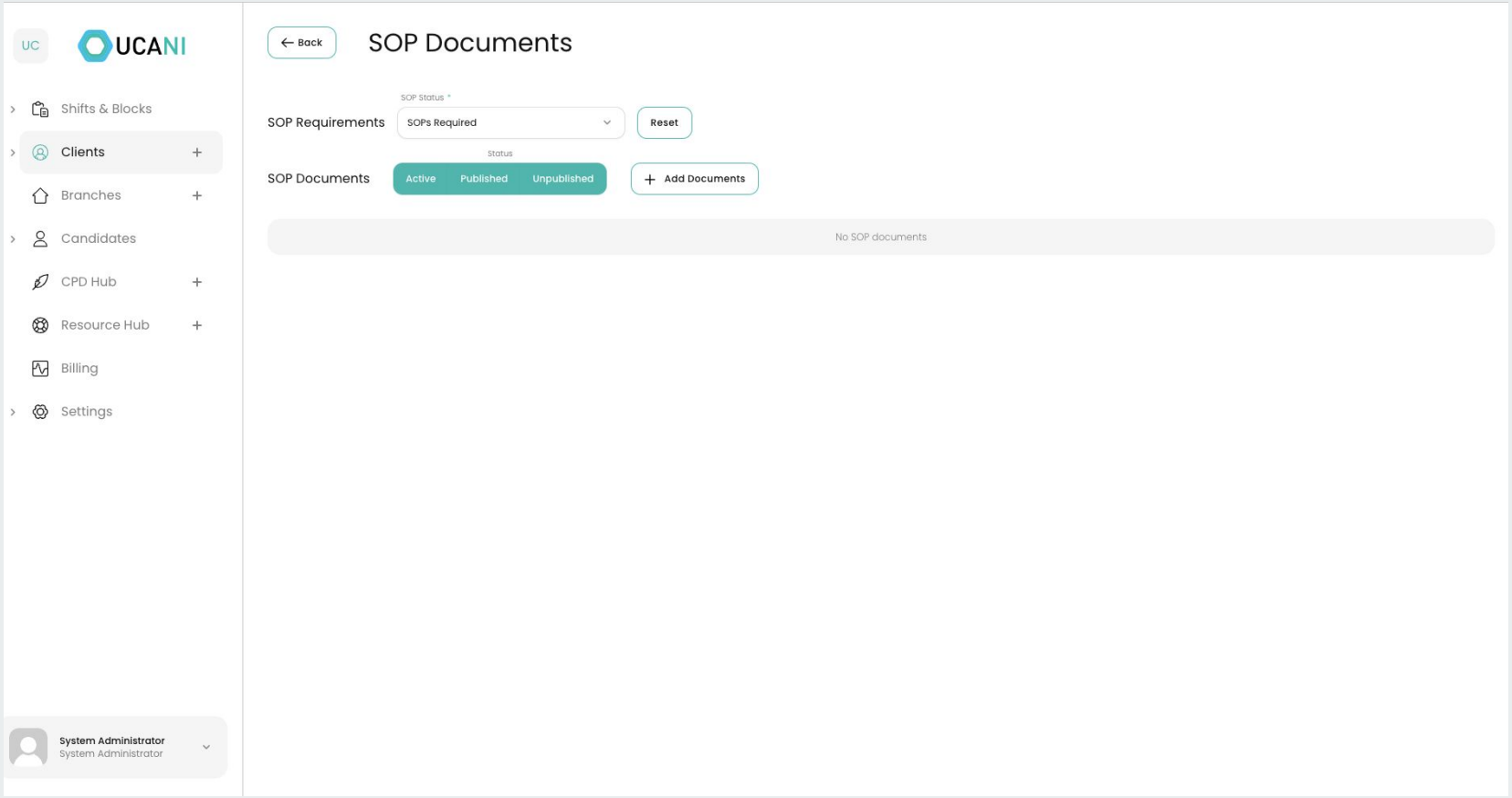
Adding an SOP (via UCA)



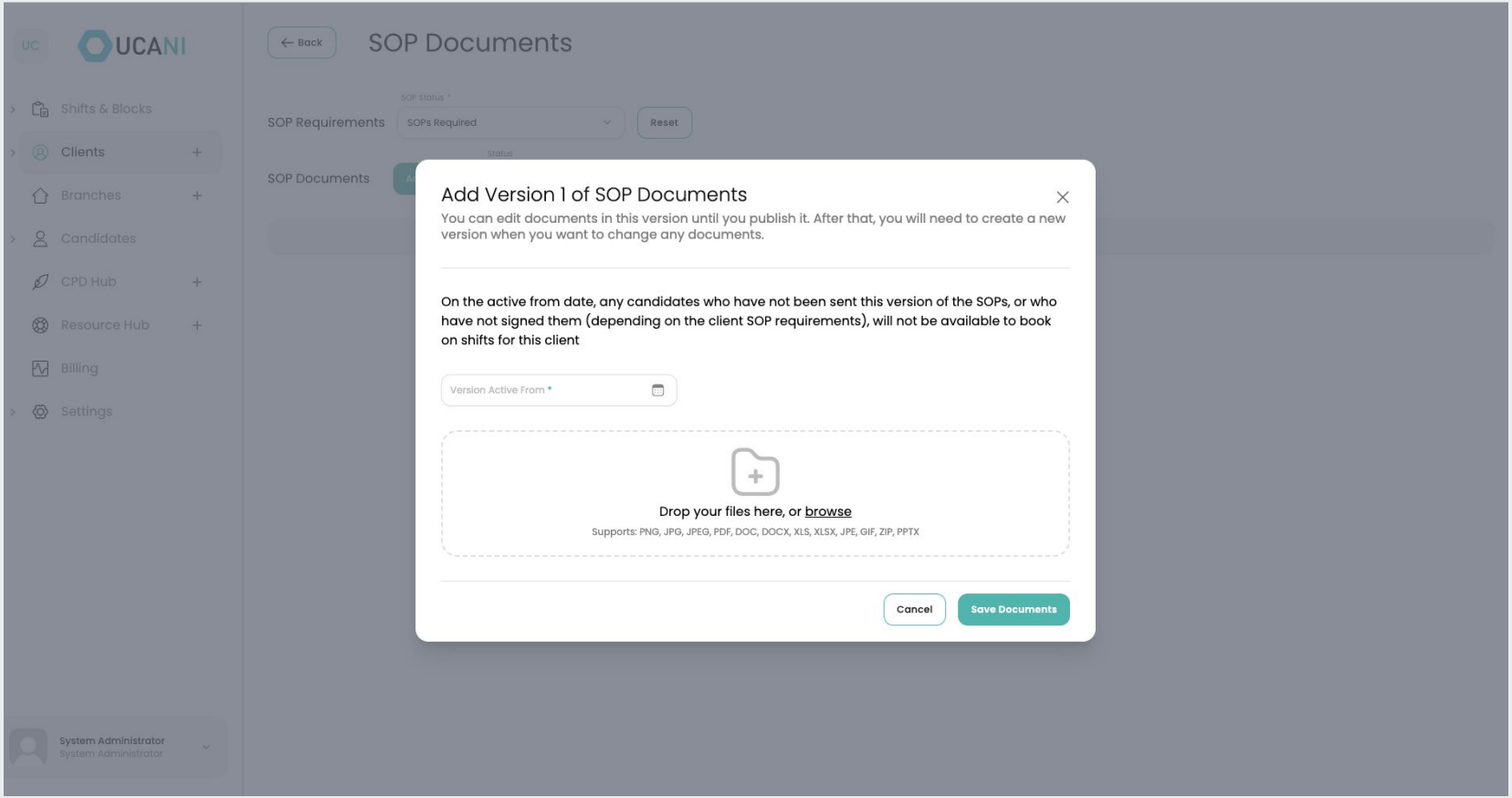
UCANI

ARTEMP

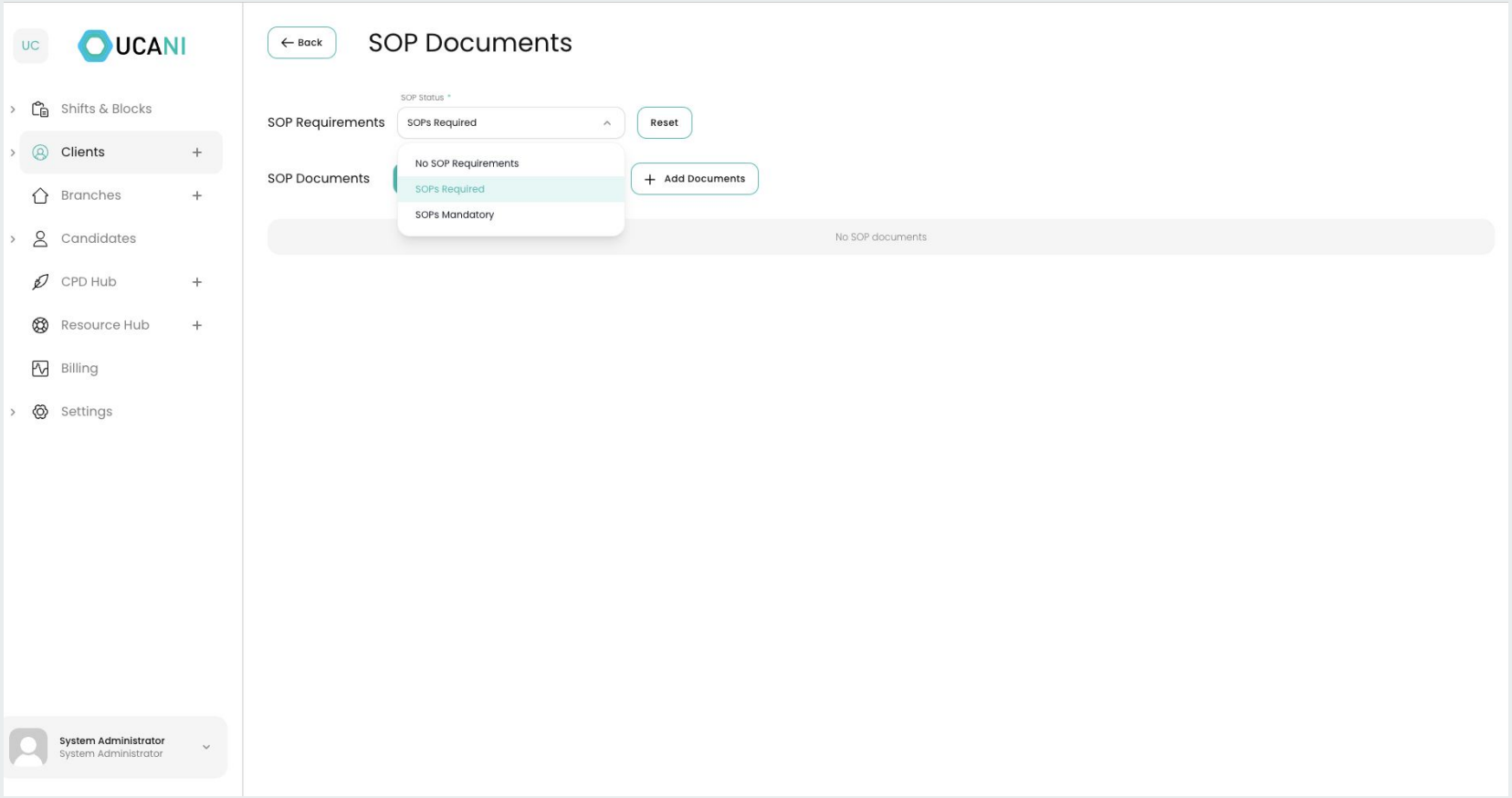
SOP's can be added by UCA (Adrienne Clugston) if required



Please send all documents required (formats below) and the date the SOP needs to be active from



The SOP can be set to just be sent to all new applicants (SOP's required), or can include a confirmation that they have been read (SOP's Mandatory). Please confirm which option



Videos:

Getting Access
Shifts & Blocks
Assigning Candidates + negotiation
Adding Approved Users
Verifying Shifts
Pulling Billing Information
Notifications
CPD & Resource Hub
Client Superuser additional rights