

HSE National AIMS System Monthly Newsletter

September 2017 (Issue 13)

Introduction

HSE AIMS has seen a number of changes over the last month, significantly that the Cavan Hospital and Community databases have now fully migrated onto the National system. In addition an increasing number of non AIMS user Hospitals are in the process of populating their facilities on the production (live) site and most of the existing AIMS facilities are in the process of cleansing their data pre-migration.

With the introduction of non AIMS users to the system and those that have recently migrated, it has become necessary to create a user guide, which is attached with this Newsletter. The intentions and details of the user guide are detailed below.

If you feel that there is any other information that should be added to future issues of this Newsletter or you are aware of somebody who has access to AIMS but is not receiving this, please contact the relevant National Administrator on one of the following emails:

Acute Hospitals: aimssupport.acute@hse.ie
Community: aimssupport.community@hse.ie

HSE AIMS User Guide

The HSE AIMS User Guide has been created to assist those users that are new to AIMS or those that have recently migrated to the National System and may not be familiar with the some of the settings agreed by the Nomenclature and Governance Sub-committees. It is intended to only advise users how they **can** populate and utilise the HSE AIMS system and is based on the Guidance documentation issued by the HSE AIMS Governance Sub-Committee. It is a Facility local management decision to identify to what extent they wish to utilise AIMS and whether they wish to adopt the processes detailed in the guide, but it should **not** be interpreted as a direction on its use. Many of the updates detailed in the Newsletters will also be incorporated into the guide.

It is a live document which will be subject to regular change/updates as and when new processes are identified or improved. To ensure that you are using the most up to date version (date detailed in footer), a copy will be sent out with the monthly Newsletter.

To assist you further, HSE AIMS is set up with cue cards so that when you right click on a field a full definition of the field name is displayed in a dialog box. In addition, the Help function on AIMS can also provide details on how many functions can be utilised.

This guide should not be used as a substitute to official training and does not cover all the functions available on the system; however, if there are any queries in relation to the processes detailed, please contact the relevant HSE AIMS Local Administrator in the first instance who can then escalate your query to the HSE AIMS National Administrator, if required.

Depending on the level of access you have been assigned by your HSE AIMS Local Administrator, you may be restricted from accessing some of the processes detailed in this user guide.

In-House Rates

Since the upload of Version 2.6.01, there is now an additional field for the rate at which the In-house labour has been applied (see below):



The screenshot shows a web-based dialog box titled 'Apply Labour -- Webpage Dialog'. It has three tabs: 'In House' (selected), 'Contract Service', and 'Non-Contract Service'. The 'In House' tab contains the following fields and controls:

- Record 1 of 1 (New) with a 'Remove' button.
- Employee: John Adlington
- Response: (empty text box)
- Action: (empty text box)
- Rate: Regular (dropdown menu)
- Hours: 0.00 (text box)
- Charge: 0.00 (text box)
- Billable: (checkbox)
- Date/Time: 21/08/2017 15:33 (dropdown and spinner)
- Buttons: Previous, Next, Undo, Apply, Cancel, OK

For all facilities this is defaulted to 'Regular' with a rate of 1.0 but 'Time & Quarter', 'Time & Half' and 'Double Time' can be selected from the drop down menus as required. In the event that any additional rates need to be added to the drop down menu, please contact the relevant National Administrator.

Version 2.6

Version 2.6 of AIMS was uploaded to the national system on Monday 7th August 2017 and to date there have been no issues reported since. However, if you have a query in relation to the updates or have identified any issues, please communicate this to the facility Local Administrator who will refer this to the relevant National Administrator if required.

National AIMS Nomenclature & UMDNS List (Revision 18)

Please find attached the latest revision of the National AIMS Nomenclature & UMDNS List. Please note as always that all changes are identified as follows:

- This is a new device that has been added to the list since its last revision
- This is a change to any of the details of the device since the last revision
- This relates to a new equipment type which is waiting for a UMDNS code to be assigned

The latest version of the UMDNS Alphabetical Concept (August 2017) has also been attached.

Mobile AIMS

It has long been identified that the most efficient way to utilise AIMS is with the use of Mobile AIMS. Currently we are in talks with National ICT to trial a number of devices to identify which will meet theirs and our requirements, but it should be noted that the delays being experienced are out of our control. Further updates will be provided in future issues of this newsletter.

National AIMS Issue/Problem Log

On a regular basis a teleconference is held between Liam Hackett, the National Administrators and Phil Starling of ECRI. A separate teleconference is held with Liam Hackett, AIMS Community Administrator and Rob Davies. An agenda item for these teleconferences is to discuss any new or outstanding issues identified which are detailed on an Issue/Problem Logs. This is an extremely useful tool to resolve any issues or queries that need to be addressed by ECRI and has proved so far to be very successful in securing any changes. Therefore, should you become aware of any issues or even recommended changes to the system, please forward these to the relevant National Administrator.

In addition, should you have any queries in relation to AIMS, please direct these to the relevant National Administrator so that they can be clarified or acted upon.

AIMS User Training

To ensure the system is utilised to its full potential, it is essential that all users are familiar with how to operate AIMS and as previously stated the information available is only as good as the data inputted. Therefore, should you feel that you require any additional training, please do not hesitate to contact the relevant National Administrator.

Next Issue of the Newsletter

The next issue of this newsletter is due to be released at the beginning of October 2017. Should you have anything that you would like to add or think should be added, please email John Adlington at john.adlington@hse.ie by Friday 29th September 2017.