

**CWS can also be used for creating nursing rosters.**

# CWS

## Change Work Style Hospital Staff Management System

Work style reform-related laws are now starting to be enforced in medical institutions.

The CWS employment management system supports the prevention of job turnover and helps secure personnel by maintaining an environment where medical professionals, such as doctors and nurses, can work safely and healthily.



**Do you have such kind of problems?**

- You do not know the working hours of doctors
- You want to prepare for a Health and Welfare Bureau investigation
- You have already received guidance from regulatory agency.
- You want to reduce the effort of monthly procedures such as overtime applications and notifications
- You want to verify the appropriateness of reported work performance

**Revision of labor standards act, compliance with agreement under Article 36**

**Enhanced guidance and audits by government bodies**

**Promotion of workstyle reform at hospitals**

### CWS provides a solution

- CWS takes care of creating of nurse's shift schedules and receipt registration (Form 9). It can also deal with various working arrangements such as night duty, night shift, on-call and share terminals or link with electronic clinical records and ordering systems.
- CWS provides a better understand of working hours through the digitization of attendance records with attendance stamps obtained from IC card readers, including compliance checks on self-assessment such as overtime work, understanding overtime hours. It also enables checks on the frequency of day/night shifts.
- Reforming work time management is also needed in medical institutions, and rectifying long working hours requires an understanding of the employment situation in real time. Overtime hours are totaled in real time, and a long working hours alert function raises awareness and prompts early countermeasures.
- Because CWS supports all types of occupation at medical institutions, it can integrate every system and greatly reduce their construction cost and running cost. It can also link to the payroll system, and calculate any additional rate according to work results or notifications.

# Scalability

## • Build employee information databases

Manage basic information such as addresses, names, and transportation methods, as well as licenses, qualifications, and in-hospital transfer histories.

Data can be searched and aggregated based on the information entered.



## • Training support for nursing departments

Based on profiles, record and utilize in-hospital and out-of-hospital training histories, various evaluations such as clinical ladder and technical checks, nursing activities (achievements), goal setting, committee activities, etc. as part of a portfolio.



# System linkage

## • Electronic clinical records

Send shift information for the nurse log system

## • Payroll system

Create data for overtime premium rates and various other benefits

## • Time clock device

Import time clock data

## • Emergency Call® (BCP measures)

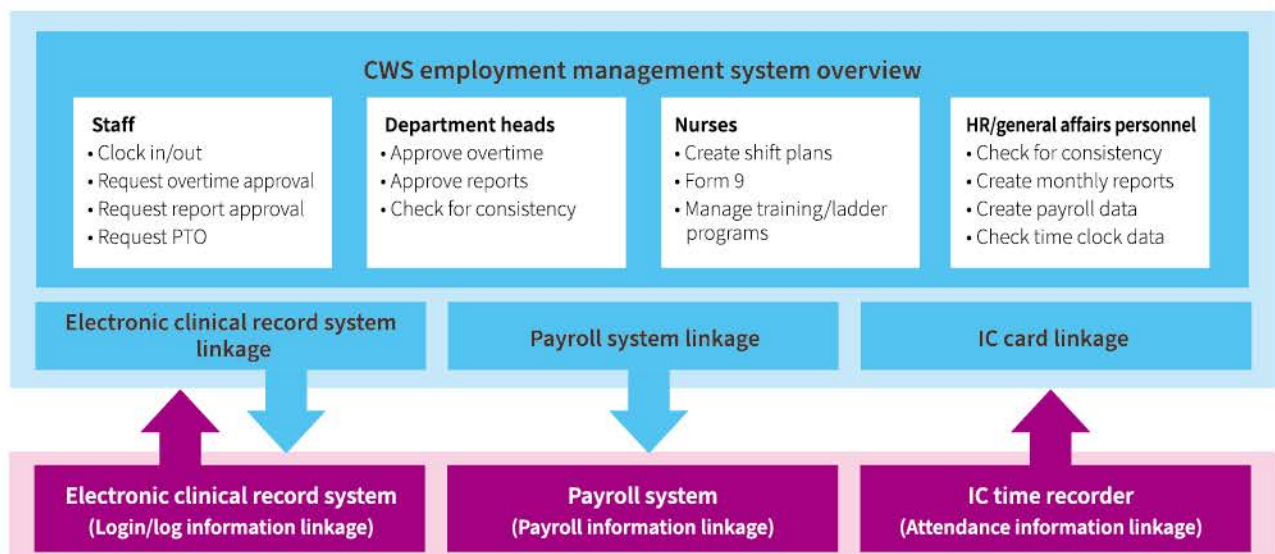
Emergency contact & safety confirmation system linkage

## • Groupware

Send schedule information for committees and meetings

## • Shift assignment system for external nurses

Import shift plan information of nurses

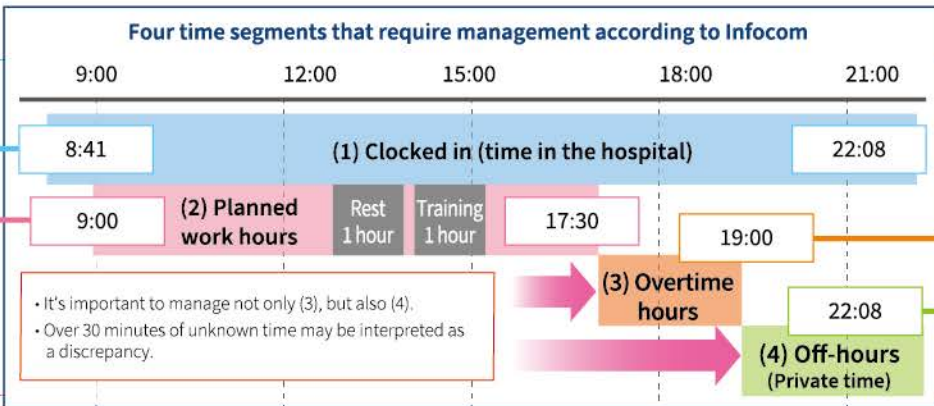
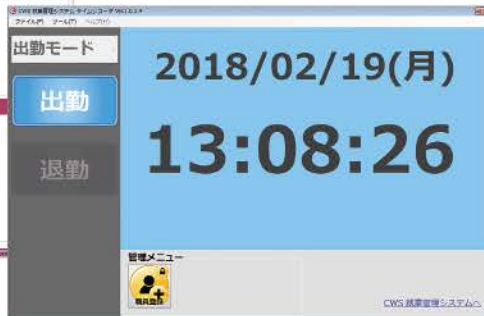




# In order to properly manage working hours, the cooperation of all employees is needed.

## Clock in and out (capture time in the hospital)—without the confusion or the wait

Clock in and out to keep records of working hours of all employees. CWS supports various use cases, such as systems using IC cards and clocking in and out on a PC screen.



## Proper planning (with adequate staff numbers)—made easy

The system supports the creation of work schedules to ensure adequate staffing.



It can also handle shift work systems that are specific to each medical institution, such as mixed double and triple shifts and daily shift schedules. Schedules can be created while checking the status of acquired annual holidays.



It can perform checks based on the Japanese Nursing Association's "Guidelines on Night Shifts and Shift Work for Nurses." The list of duties outside of the ward that are deducted together with Form 9 can be output, providing strong support for the work related to the creation of reports subject to facility standards.

# In order to encourage cooperation, the system environment needs to be stress-free.

## Handle requests and approvals (capture overtime and annual holidays)—from anywhere, at any time

Use free pockets of time to handle requests and approvals using nearby terminals.  
 Employees can register annual holidays, as well as overtime work and off-hours.  
 The four types of overtime management for doctors (A, B, C1, and C2 standards) are supported!



## Get a view of everything—all in one place

- The system checks four different time segments, and notifies individuals and their supervisors if any inconsistencies are detected.
- Totals of employees' overtime hours and the number of annual holidays taken can be confirmed at a glance.
- The system can also calculate night shift hours, consecutive weekend holidays, and acceptance rates of desired shifts.

所属	職員氏名	打刻			エラー内容
		日付	時刻	区分	
5東病棟	看護 あつこ	2016/05/09	07:54	出勤	対応する勤務がありません。
5東病棟	看護 あつこ	2016/05/09	07:55	出勤	打刻が連続しています。
5東病棟	看護 あつこ	2016/05/11	15:00	退勤	勤務時間中の退勤打刻です。
5東病棟	看護 あつこ	2016/05/12	16:55	退勤	時間外勤務中の退勤打刻です。
5東病棟	看護 あつこ	2016/05/17	16:55	退勤	打刻が連続しています。
5東病棟	看護 あつこ	2016/05/17?	-	-	05/17の勤務の出勤打刻が
5東病棟	看護 たかこ	2016/05/02	08:55	出勤	勤務時間中の出勤打刻で
5東病棟	看護 まなみ	2016/05/13	10:00	退勤	勤務の終了時間と退勤打刻が
5東病棟	看護 みり	2016/05/18	08:55	出勤	勤務時間中の出勤打刻で

氏名	合計	平日				休日		60時間超	
		100/100	125/100	150/100	175/100	150/100	175/100	日数	時間数
1 職員 まさ	4:30	0:00	4:30	0:00	0:00	0:00	0:00	0:00	
2 職員 ゆき	3:15	0:00	3:15	0:00	0:00	0:00	0:00	0:00	
3 職員 あり	2:00	0:00	2:00	0:00	0:00	0:00	0:00	0:00	
4 職員 みちこ	1:45	0:00	1:45	0:00	0:00	0:00	0:00	0:00	
5 職員 ゆいゆ	1:30	0:00	1:30	0:00	0:00	0:00	0:00	0:00	

職員番号	氏名	採用日	雇用条件	休暇分類	付与		繰越		合計		取得済		残			
					年度	開始月	日数	時間数	日数	時間数	日数	時間数	日数	時間数		
1	3000001	看護 みずほ	2014/04/01	正職員	年次休暇	2016	2016/01	20	5.0	0:00	25.0	0:00	1.0	0:00	24.0	0:00
2	3000001	看護 みずほ	2014/04/01	正職員	夏季休暇	2016	2016/01	3	0.0	0:00	3.0	0:00	0.0	0:00	3.0	0:00