

How to Exception Report



Starting Early or Finishing Late?



Missing Breaks?



Lack of Support?



Missed Education?

Log in:



- 1 Log in via: <https://www.healthmedics.allocatehealthsuite.com>
- 2 Select "report standard exception"
- 3 Choose exception type and date
- 4 Select rota and shift
- 5 **Add evidence** (e.g. EPIC timestamp for hours-based ERs at time of staying late, including name/date/time)
- 6 State preference of Payment or TOIL
- 7 Provide additional information
- 8 Tick declaration and submit

- *ERs < 2 hours are administered in a confidential manner by the GOSW team*
- *Any additional information provided helps to identify and respond to significant pressures on service and training*

Quick Tips:

- ✓ Tick "report another exception for the selected date" if applicable
- ✓ **Submit** ER within 28 days
- ✓ **ERs > 2 hours** are not subject to information breaches
- ✓ **TOIL** is mandated for additional hours breaching safety requirements
- ✓ **Unable to access?** Contact: cuh.guardian@nhs.net