PAS Manager Functions - Adding a new date to an Irregular Clinic

Adding a new date to an Irregular Clinic

From your menu select Outpatient Managers Functions.

Select Diary Setup (or type **H D S U**).

The next screen will require you to enter the location that the clinic is set up in e.g. **T R** for Treliske.

Select option 2 - Amend existing diary.

Press Return.

Enter the appropriate clinic code e.g. **B R A D J** / **I R**.

Press Return and type Ay and press return to Accept.

The next screen will display the Diary Parameters (1)

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| CORETRAIN | | | × |
| HDSU1 | DIARY PARAMETERS (1) CACHÉ TESTUP | | |
| Date effective | [27-NOV-1999] | | |
| Organisation Member of staff in charge Sub-specialty | TR RCH TRELISKE [KUMSI] MR S. KUMAR [17] OPHTHALMOLOGY | | |
| Diary code Diary code Literal Link Diary from | [KUMSI/IR] [IRREGULAR OPHTHALMOLOGY CLINIC] [] | | |
| Shared Care ? | | | |
| Diary Available to CAB? | | | |
| | | | |
| Bank Holidays/Change/Change | Dates/Change Letters/Change Rules/Other [] | | |
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From the options at the bottom of the screen type C R for Change Rules.

Press Return.

The screen displays the date of the last Irregular clinic. Note the Start and End dates are the same, as an Irregular clinic must only run for 1 day.

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| CORETRAIN | | | × |
|---|---|--|--|
| HDSU2 | DIARY RULE (2) | CACHÉ TESTUP | |
| Diary Range | | | |
| Start date End date | [15-SEP-2020] [15-SEP-2020] | | |
| Diary Rule Set Diary Rule Set Title Weekly Frequency | [1] [IRREGULAR CLINIC [I] Irregular | C | |
| Day of Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday | Week in Month 1st 2nd 3rd 4th [] | n 5th Last [] [] [] [] [] [] [] [] [] [] | |
| Change Dates/Change Rul | es/CHange times/New Range/Other | []] | |
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Type **N R** for New Range.

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| HDSU2 | DIARY RULE (2) CACHÉ T | ESTJP | | × |
| Diary Range | | | | |
| Start date End date | | | | |
| Diary Rule Set Diary Rule Set Title Weekly Frequency | [1] [IRREGULAR CLINIC] [I] Irregular | | | |
| Day of Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday | Week in Month 1st 2nd 3rd 4th 5th Last [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] <td></td> <td></td> <td></td> | | | |
| Accept/ReJect [NR] | | | | |
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Press Return.

Enter the date the Irregular clinic will be held in the Start and End date fields (these dates MUST be the same)

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Press Return.

Then type **Ay** and press return to Accept.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=143</u>