



Freedom of Information request 229-18

Request & Response

How does the organisation record and report absence? Please list all software, systems and/or services used for absence management. Providing the information split by the following staffing groups

Please provide the above information in the below table, I have included four spaces across the staffing groups, if the organisation utilises more than four systems please add rows to detail all software, systems and/or services.

Staffing Group	Absence Management Software, Systems and/or Services	Other Notes: ie. is this specific to a speciality?
Nursing & HCA	1. Absence Management (SSTS)	
	2.	
	3.	
	4.	
Medical & Dental	1. Absence Management (SSTS)	
	2.	
	3.	
	4.	
Non-Medical Non-Clinical	1. Absence Management (SSTS)	
	2.	
	3.	
	4.	

Examples of systems/software include:

- Rostering providers (ie. Allocate, SMART, Rotamap, Software Enterprises etc)
- NHS Electronic Staff Record (ESR)
- Enterprise Resource Planning (ERP) (ie. SAP, Oracle)
- Absence Management Tools (ie. Empactis, Firstcare)

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **229-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the

Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle,
Doubledykes Road, St Andrews, Fife.