Work Hours in the MedHub Mobile App

MedHub offers a free native mobile app which is available for iOS and Android devices. Search the App or Google Play Store for MedHub.

The app is designed for trainees to log their work hours, enter/verify procedures (cases) and for trainees and faculty to complete evaluations. A user may also review evaluations they previously completed, and see a Milestone sub-competency performance summary.

App Login Screen

- User selects the name of their university or institution from the pull-down menu. In this case it would be UCSF.

- User adds the username & password used to login to MedHub software which is your MyAccess login credentials, and select the Log In button.

Who May Use the Native Mobile App? Trainee and Faculty!

UCSF uses Single Sign-On, only those who use single sign-on credentials to login to MedHub will be able to use the app to access their evaluations, meaning anyone with an active UCSF Employee ID listed within their MedHub user account.

Push Notifications and Alerts
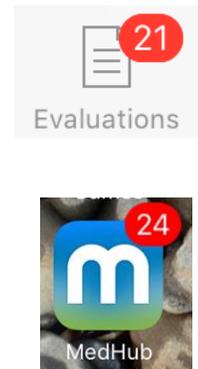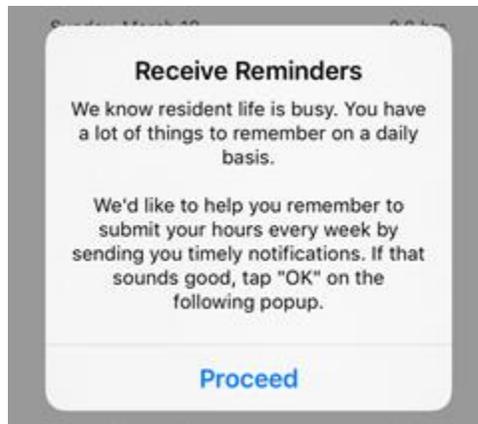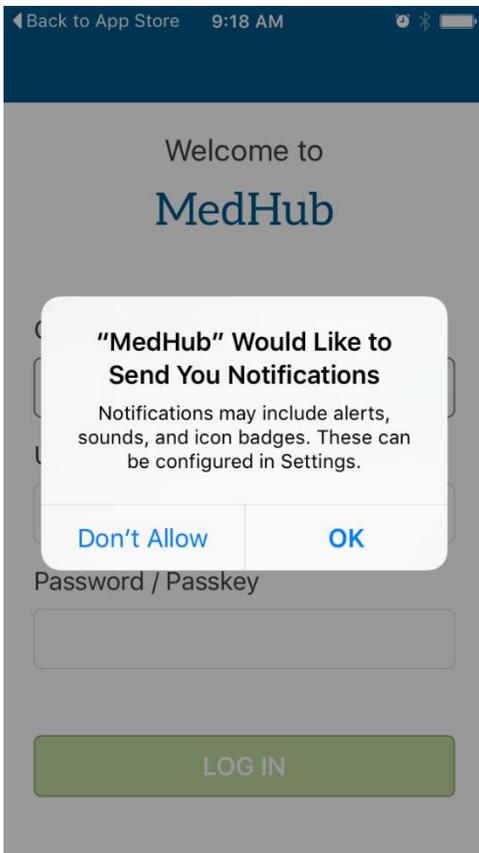
Upon login, the user has the option to allow (or prevent) notifications from the MedHub app. The circular red alert icon, with the number of pending evaluations, will show both within the native App when it is open (over the menu icon in the upper left corner of the screen), and outside the native App icon before it is opened. We will also offer actual, active push notifications which will pop-up on the screen of the user at first, with a prompt to answer whether they want notifications. These notices will tell the user if they still have Work Hours to submit, or if an evaluation has been assigned to them

Work Hours

Once the app is added, and the user is logged in, trainees may log work hours using the following steps:

1. **Time Sheet Screen to Log Hours**
   - When the app is launched, the trainee will land on the current week's logging screen.
   - The trainee selects the respective bar for the date they need to log hours for.

2. **Log Hours for the Week**
   - Choose Time Type – The trainee selects if work hours are "Standard Work Period" hours, "Moonlighting" (if enabled in the programprogram), "Home Call (called in)" (when called into the hospital from home) or "Clinical Work from Home" (designed to use when the trainee's clinical duties are fulfilled at home).
   - Add Hours – Trainee chooses the start and end times of hours worked with that type. Trainee selects the "Add # Hours" bar in order to add hours to the time sheet. This works even if the shift goes into the next day.
   - If other hours need to be added on the same day because of a different shift ("On Call / Called In"), the trainee follows the same steps (above), choosing a different type; the hours associated, and adds them.
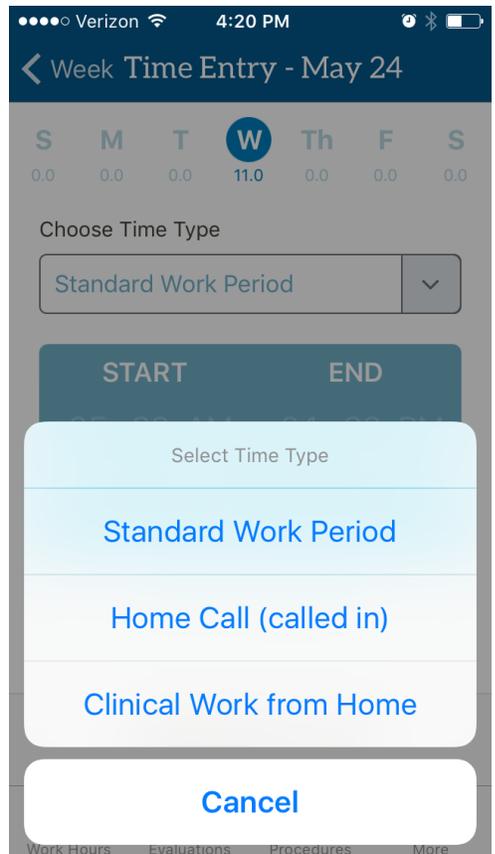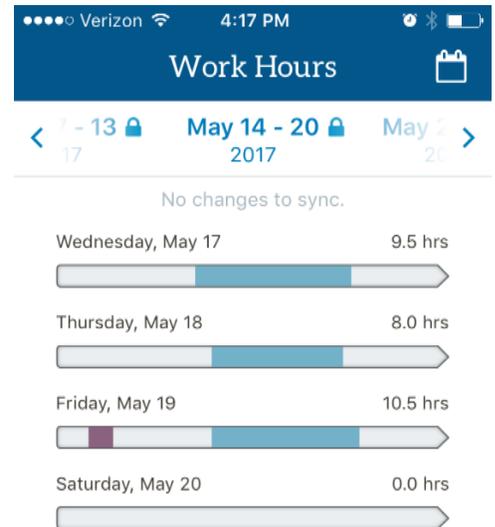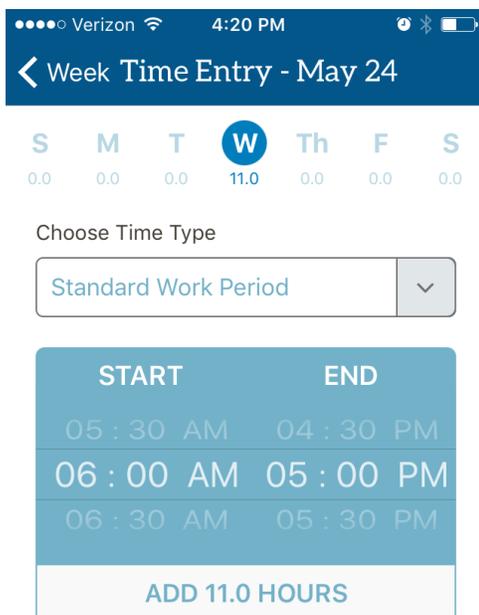
The trainee may select a day (S, M, T, W, Th, F, S) of the respective week at the top of the screen in order to log additional days or update their hours if desired, rather than return to the previous screen.

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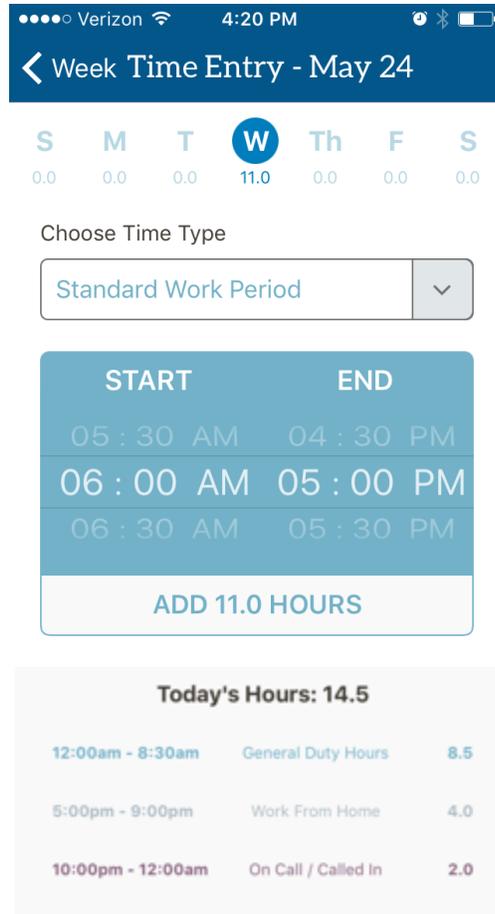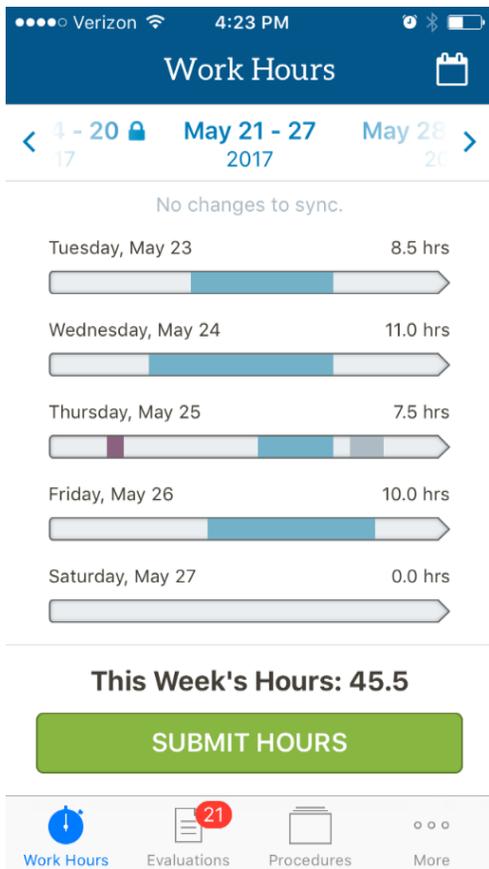
3. **Submit Weekly Timesheet**
- Return to the time sheet by selecting the term "Week" at the top left corner of the screen.
- To edit any entry made for the selected day of the current week, select the entry listed under "Today's Hours" total listed below the time selection.
- After all the week's hours have been logged accurately, the trainee selects "Submit Hours" button.

4. **After Submission**
- To bring up the weekly compliance checklist, the trainee may scroll down the submitted time sheet. This checklist will indicate how compliant the user has been with work hour rules. Compliant hours appear in green and non-compliant hours appear in red.

- If any potential violations have occurred, a screen will appear, requiring the trainee to document reasons for the potentially non-compliant hours. The trainee will select the reason for the potential issue, and provide any further explanation to the program for additional clarification.

Work Hours

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No changes to sync.

⌄ Weekly Summary ⌄

Weekly Compliance Checklist

80 Hr Max	✖
Day Off	✖
24+4 Shift Max	✔
8-Hour Breaks	✔
14 hr break after 24 hr call	✔

This Week's Hours: 85.0

RE-SUBMIT HOURS

Work Hours | Evaluations (21) | Procedures | More

Potential Break Issue

Work periods identified with less than a 10 hour break

Please help us identify the true work hours violations by specifying the reason for each break below. This step is required to submit your final work hours for the week.

Monday, May 22, 8.0 hour break

Potentially Non-Compliant Hours
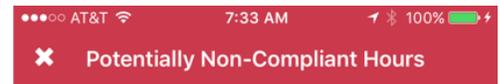
Potential Issue(s):
Days off (1 required)

Reason for Potential Issue(s)

Clinical Volume

Complex discharge planning

After documenting a potential violation such as too short of a break between shifts, the trainee will submit the reasons for the potential issue.

Once the work hour time sheet is submitted, a note will appear indicating that the submission has been successful.

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