



TORRENS HEALTH

Torrens Health App Instructions



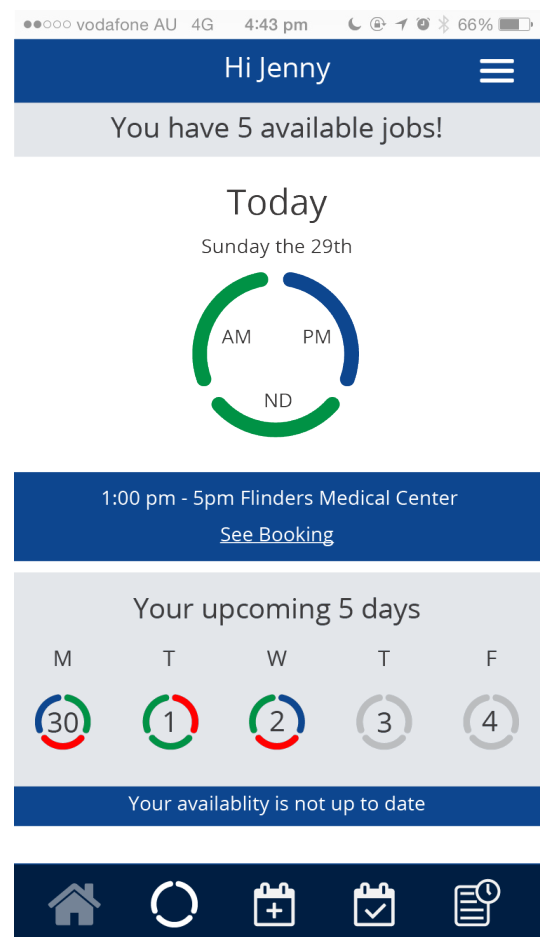
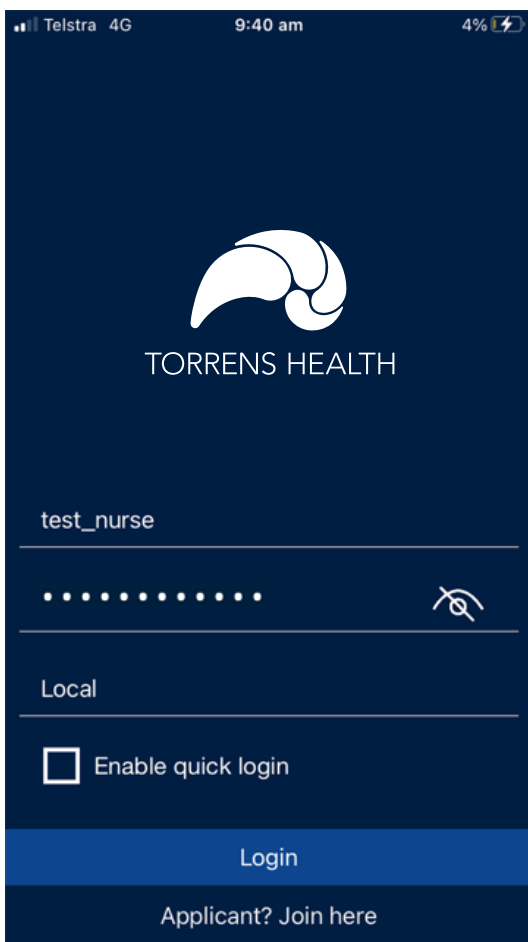


Torrens Health App

Want to log your availability, accept jobs or check timesheets while you're on the move?

Torrens Health has an App - available for both Apple and Android phone users. It is a free download from Google Play or App Store – simply search 'Torrens Health'. It's easy and only takes a few seconds!

Login via with your Torrens Health username/password. You can toggle the view of your password on and off by tapping the eye icon to the right of your password.



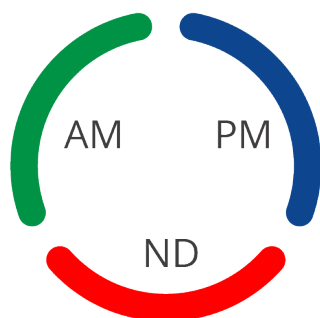
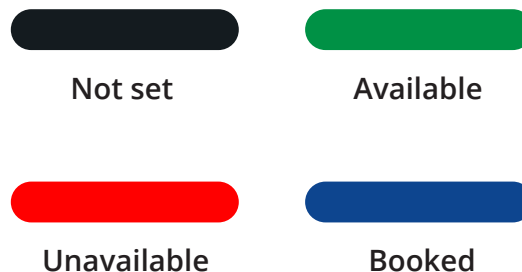
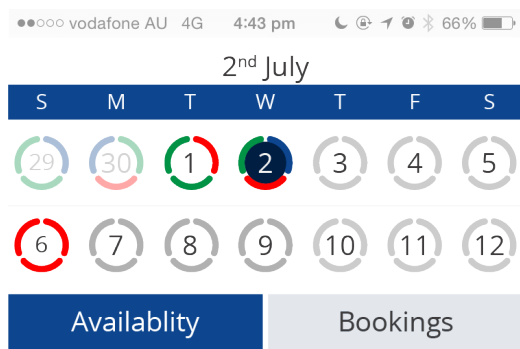
Once logged in, you will see your home screen which will quickly show you any bookings you have today and your next five days availability.

By tapping the icons at the bottom of the screen you will be able to assess your Availability, Available jobs, Bookings and Menu containing other useful features, including Timesheets.



Availability

Updating your availability is as easy as selecting a day from the calendar at the top of the screen and tapping the AM, PM or ND icons to indicate your availability. Tapping once will change the icon to green and indicate you're available to work for the selected time. Tapping twice will change the icon to red to indicate you are unavailable.



The above screen shows that for the 2nd of June the nurse is available for AM shifts, booked in a PM shift and is unavailable for ND shifts.



Available Jobs

After logging your availability, the App will find any jobs available for you. These are displayed in the available jobs screen. Tapping the job will show you the full details and allow you to request the job. Requesting a job does not automatically assign it to you. Torrens Health will confirm the job with you.

Available Jobs
Filter

< <70km
< RN
< PCW

Sunday, 29th of June

PCW

6:00 - 11:00, Disabilities SA

>

PCW

16:00 - 23:00, Disabilities SA

>

Wednesday, 2nd of October

PCW

6:00 - 11:00, Disabilities SA

>

PCW

16:00 - 23:00, Disabilities SA

>

<

Sunday the 29th of June

PCW

6:00 - 11:00, Disabilities SA

ID	418596
Facility	Disabilities SA (DISSA STF)
Facility Street Address	96 - 710 Grand Junction Road, Oakden, 5086
Location	10 Nunyah Ave, Parkholme
Location Street Address	10 Nunyah Ave Park Holme, SA 5043
Job Role	PCW
Date	Thu 29 Jun 2017
Shift Type	PM
Shift Type	6:00 - 11:00
Break	30
Distance	33km

Request Job



Bookings

The bookings screen will allow you to quickly view all of your upcoming bookings. You can also view important information about the job such as the address and your job role.

Bookings
☰

Thursday, 07th of Sep

RN

07:00 - 15:00, Aldinga

>

Friday, 08th of Sep

RN

07:00 - 15:00, Aldinga

>

Saturday, 09th of Sep

RN

07:00 - 15:00, Aldinga

>

<
Booking Detail

Thursday, 07th of Sep

RN

07:00 - 15:00 Aldinga

ID	784048
Facility	Aldinga Beach (Life Care)
Facility Address	For the placement address, please refer the location address
Location	Aldinga
Location Address	2/250, Glen Osmond Rd, Fullarton, SA, 5063



Alerts

Alert information highlighted at job level, facility level, and location level is visible in the Booking Detail section for Available Jobs.

<
Job Detail

Monday, 14th of Aug

RN

14:00 - 17:00, Aldinga

ID	782267
Facility	Aldinga Beach (Life Care)
Facility Code	ALDILC
Facility Address	For the placement address, please refer the location address
Location	Aldinga
Location Address	2/250, Glen Osmond Rd, Fullarton, SA, 5063
Distance	0.0 km
Job Role	RN
Date	Mon, 14 Aug 2023
Shift Type	PM
Shift Time	14:00 to 17:00
Break	0 Min

3 Alert(s)
▼

Request Job

<
Job Detail

Monday, 14th of Aug

RN

14:00 - 17:00, Aldinga

ID	782267
Facility	Aldinga Beach (Life Care)
Facility Code	ALDILC
Facility Address	For the placement address, please refer the location address
Location	Aldinga
Location Address	2/250, Glen Osmond Rd, Fullarton, SA, 5063
Distance	0.0 km
Job Role	RN
Date	Mon, 14 Aug 2023
Shift Type	PM
Shift Time	14:00 to 17:00
Break	0 Min

3 Alert(s)
▲

- ⚠ This is an alert from Job - 2 dogs inside the property - Start
- ⚠ Alert from Location - Female staff only - Start
- ⚠ Alert from facility - TEST Start

Request Job

Reporting Incidents and Progress Notes

You can report an incident and/or create a progress note whilst viewing the details of an allocated job during, prior to the commencement of the shift and also whilst viewing the timesheet screen of a job.

<
Booking Detail

Monday, 14th of Aug

RN
 14:00 - 17:00 Aldinga

ID	782267
Facility	Aldinga Beach (Life Care)
Facility Address	For the placement address, please refer the location address
Location	Aldinga
Location Address	2/250, Glen Osmond Rd, Fullarton, SA, 5063
Job Role	RN
Date	Mon, 14 Aug 2023
Shift Type	PM
Shift Time	14:00 to 17:00
Break	0 Min

3 Alert(s) ^

- This is an alert from Job - 2 dogs inside the property - Start
- Alert from Location - Female staff only - Start
- Alert from facility - TEST Start

Report Incident

Create Progress Note

Home
Calendar

<
My Attendance

Job ID:782269 Tue, 15th of Aug

Alert

- Example alert from IT - Start
- Alert from Location - Female staff only - Start
- Alert from facility - TEST Start

I have read and acknowledge the above alert.

Report Incident

Create Progress Note

Start Now

Not Now

Home
Calendar

<
My Attendance

Job ID:782269 Tue, 15th of Aug

Finished Work ?

Alert

- Example alert from IT - End
- Alert from Location - Female staff only - End
- Alert from facility - TEST FIN

I have read and acknowledge the above alert.

Report Incident

Create Progress Note

Finish Now

Not Now

Home
Calendar

<
Timesheet

Tuesday the 15th of Aug

ID	782269
Facility	Aldinga Beach (Life Care)
Role	RN
Start Time	11:20
End Time	17:00
Breaks	30 min
Location	Aldinga
Timesheet Photo	

More

Report Incident

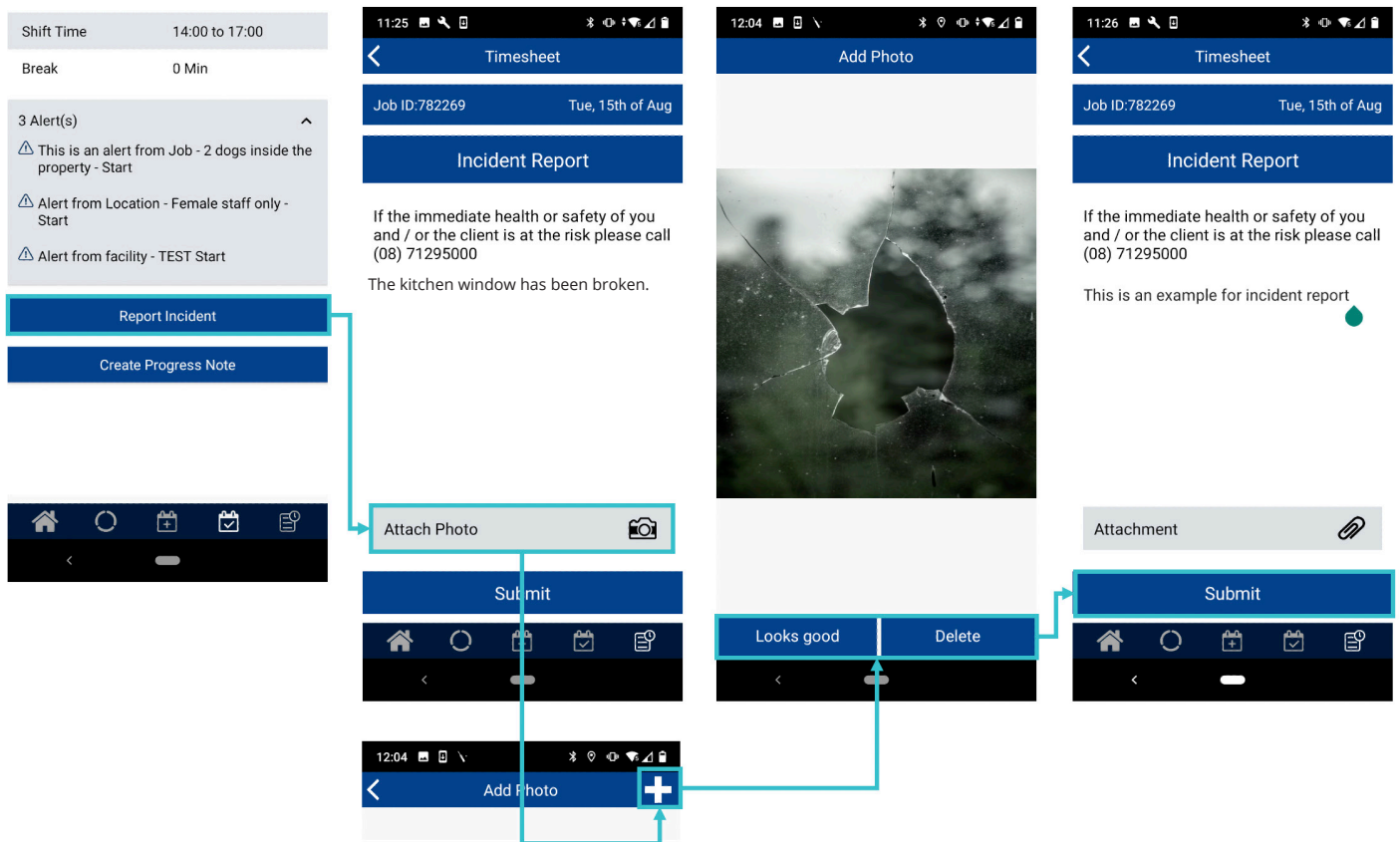
Create Progress Note

Authorise with Pin

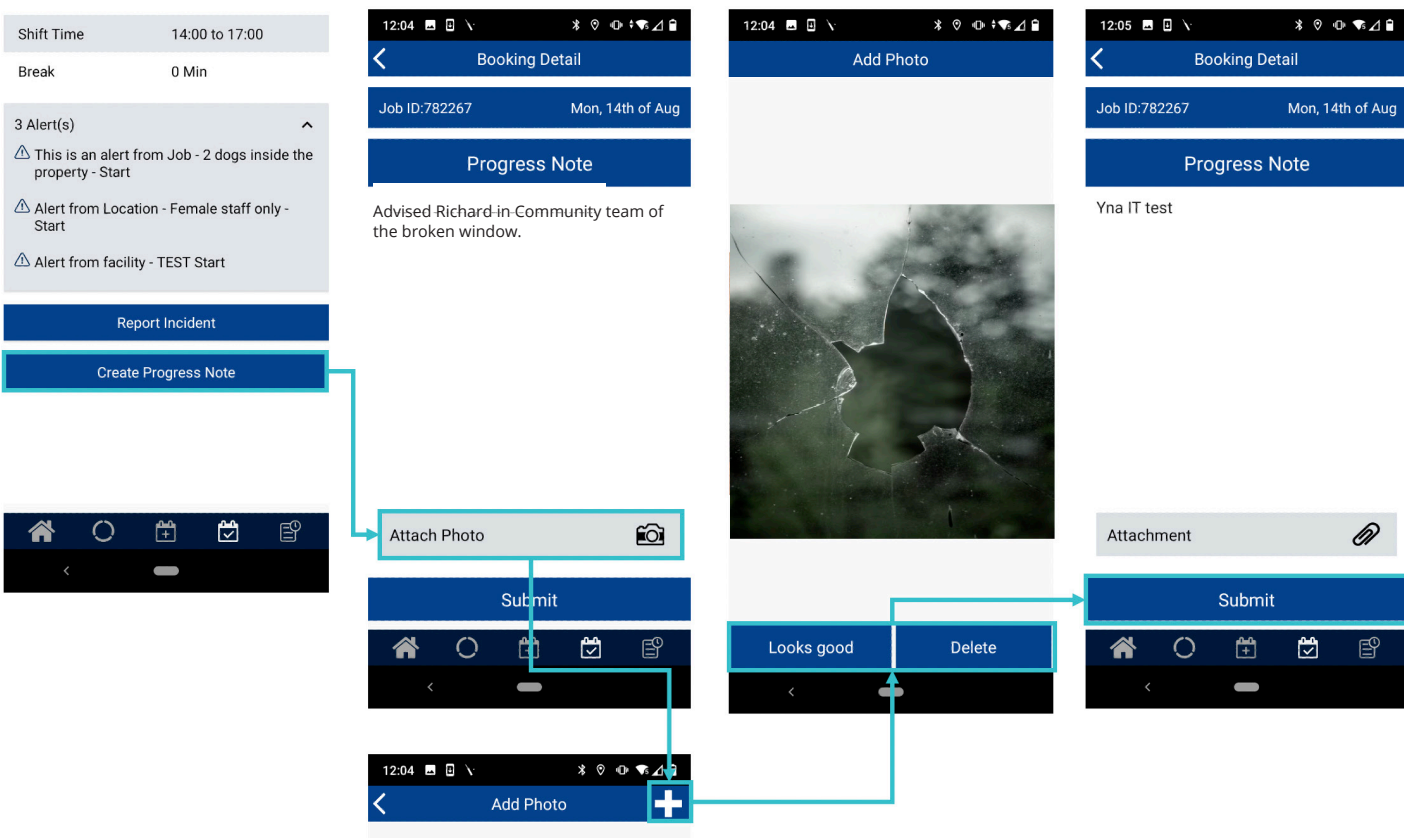
Home
Calendar

Attaching a photo to an Incident Report

You are able to attach an image from your smart device to accompany any Incident Report.



You are also able to submit a Progress Note to the same incident.







Timesheets

The Timesheet screen allows you to complete timesheets digitally. All jobs booked within the Torrens Health system will appear automatically in the timesheets window. Once you have completed your job select from the awaiting approval tab, confirm the details and add any notes.

Timesheets		
All	Awaiting Approval	Approved
Awaiting Approval	June 29 6:00 - 11:00 Disabilities SA	>
Awaiting Approval	June 29 6:00 - 11:00 Disabilities SA	>
Not Sent	June 29 6:00 - 11:00 Disabilities SA	>

< Client Review






Sunday the 29th of June






Facility	RAH	
Role	PCW	
Start Time	6:00am	
End time	11:00am	
Breaks	30min	
Location	Ward 123	
Timesheet Photo	nil	
Notes	nil	

Report Incident

Create Progress Note

Authorise with Pin

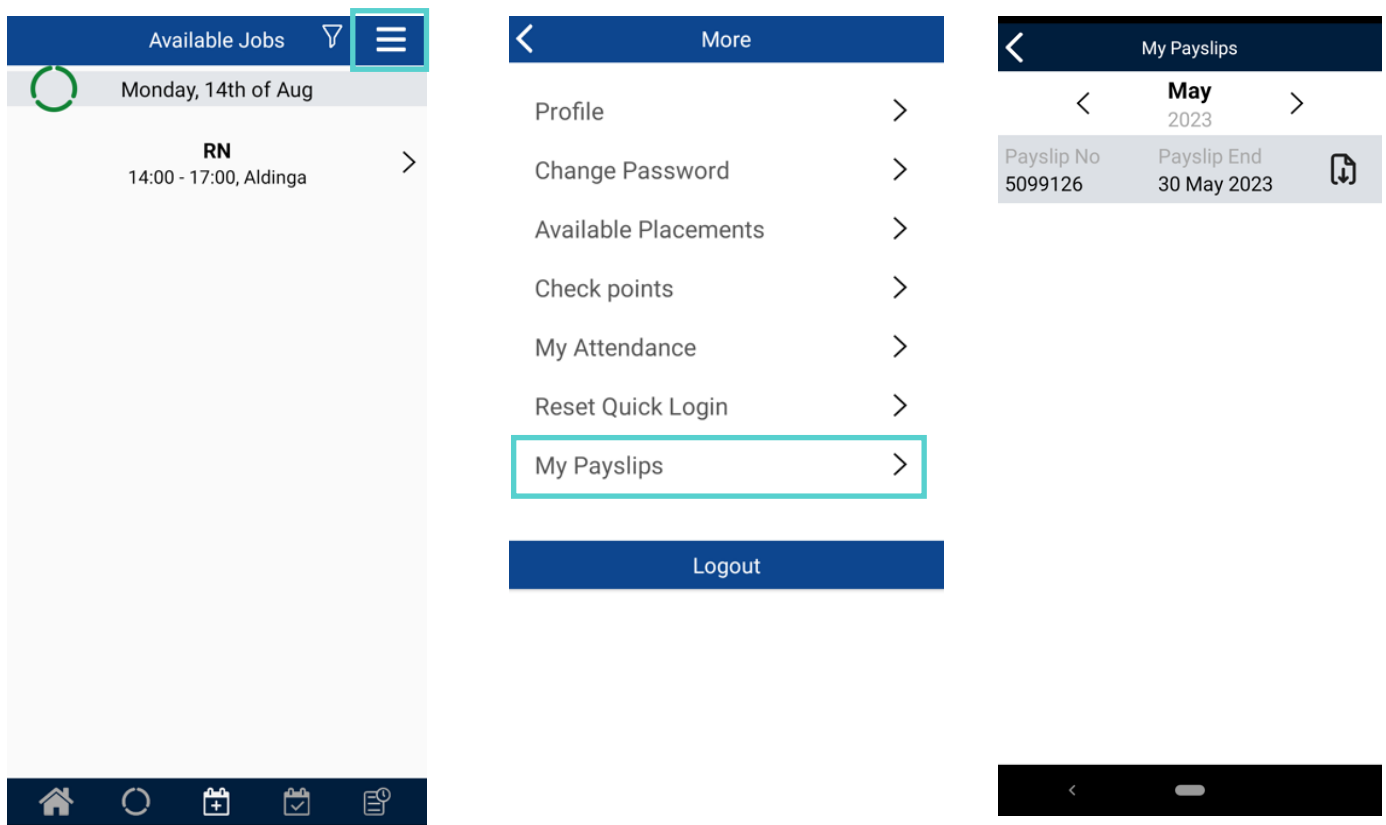






You can then hand your phone to the facility contact, so they can authorise the job. If the authoriser is a registered user of Torrens Health online they can select authorise via PIN, select their name from the list and enter their PIN. If the authoriser is not registered with Torrens Health they can choose authorise via signature and manually add their details.

You can also easily submit paper timesheets through the app if your you phone is not working at the end of your shift. Simply tap the camera icon for the desired job, take a clear photo of the signed paper timesheet and tap Submit as timesheet.

Payslips

You can view or download your payslips by selecting the menu icon and then selecting 'My Payslips'.



? Having Issues?

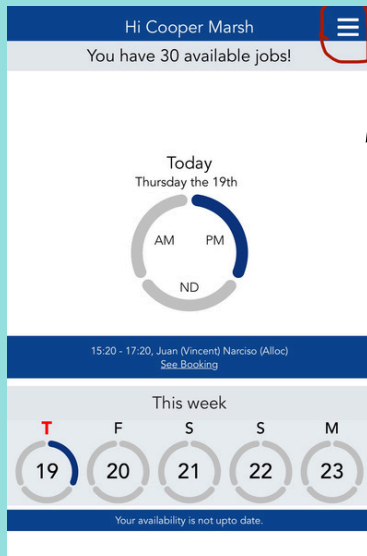
If you are experiencing any issues, please don't hesitate to contact rosters@access4u.org.au

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How to Guide: Signing In/Out Of Shifts

1

From the home screen, select the menu.



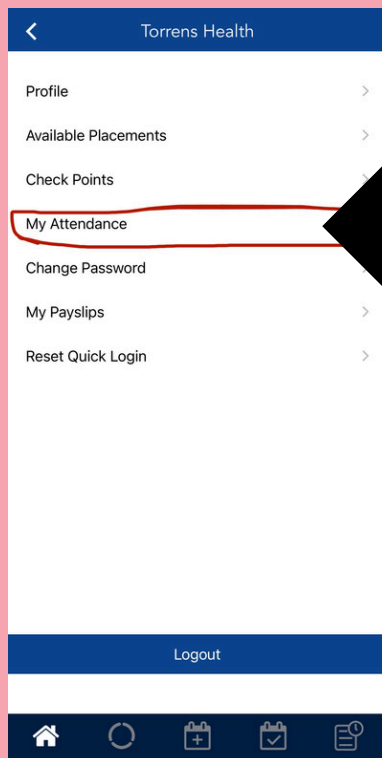
4

Click 'Start' to sign into the shift.



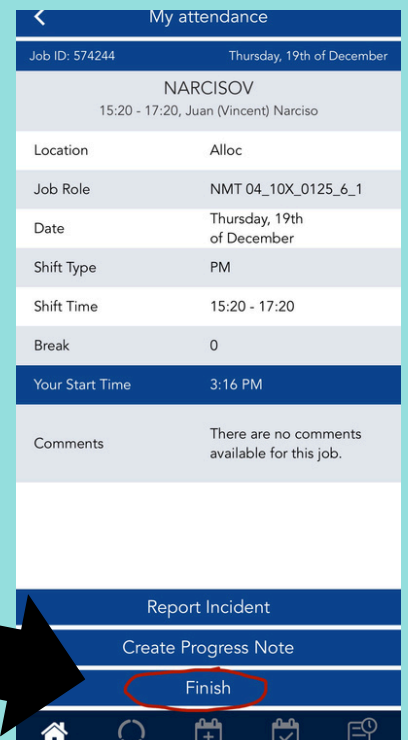
2

Select 'My Attendance'.



5

Repeat the process to click 'Finish' after the shift is completed. Don't forget to add a Progress Note!



3

Click on the shift you have arrived to.

