

Hour TraxxTM

● USER MANUAL ●



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Introduction

On July 1, 2003 the Accreditation Council for Graduate Medical Education (ACGME) issued new resident hours requirements for all residency programs in the United States. In the ensuing months, residency programs across the country began their attempts to comply. These attempts evolved into outright scrambling when a few prominent institutions were placed on probation for violations with the threat of losing accreditation.

A summary of the ACGME provisions is as follows:

- Residents are limited to a maximum of 80 duty hours per week, averaged over four weeks. This includes in-house call.
- Residents must be given one day out of seven free from all clinical and educational duties. Again, this averaged out over four weeks.
- Resident call schedules cannot be more frequent than 1-in-3 nights, averaged over four weeks.
- Duty hours cannot last for more than 24 hours at a time, except for a post-call allowance of 6 additional hours for educational activities, continuity of care, and patient transfers.
- In-house moonlighting counts towards the weekly limit.

Many institutions have begun seeking their own methods of tracking resident duty hours. Some have left it up to individual residents to tally their hours however they wish and to report it to a designated secretary or residency staff person. Others have started their own hour cards for residents to total up their hours for a random week at the residency program's discretion. And still others have set up hotlines for their residents to call if they believe that they are in violation.

Profundus Technologies brings you Hour Traxx...a series of products aimed at tracking and analyzing resident duty hours. Hour Traxx can be tailored to a specific institution's needs, or can be used as an "out-of-the-box" application. Choose from Hour Traxx cards for manual entry, web forms, or handheld applications for Palm OS, Pocket PC, and Blackberry devices.

While many institutions have begun tracking resident duty hours on their own, they are all doing so in isolation. And as noted above, Hour Traxx can assist the individual institution in tracking its duty hours...but this is only a small piece of the potential. As more and more institutions subscribe to Profundus' Hour Traxx Web Application, resident duty hours from across the nation will be compiled centrally. A central database would allow for individuals and individual residency programs to see how their duty hours match up to the rest of the nation. In addition, residency programs, if brought up for probation, could cite Hour Traxx data as proof of improvement and attempts to comply with ACGME requirements.

Thank you for purchasing Hour Traxx stand-alone Palm OS application. If you have questions, concerns, or comments simply email us at info@PoweredByProfundus.com. 

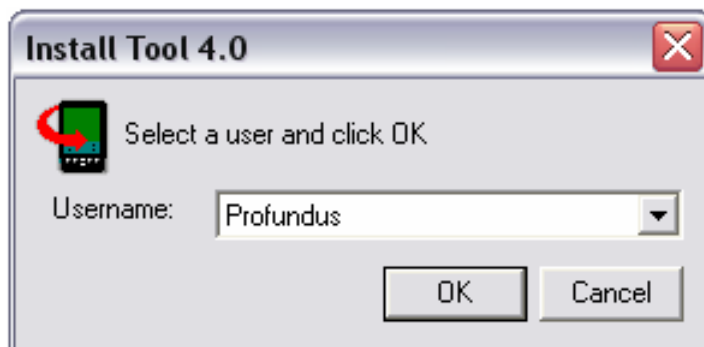
Installation

Hour Traxx installation is quite simple. Simply locate the prc icon on your desktop. It looks like the image seen to the right. The prc file may be found on the Hour Traxx CD ROM or in a specific file on your desktop, depending on how you purchased Hour Traxx. If you downloaded the application, look in the file to which you downloaded the application and accompanying documentation.



Hour Traxx

Once you have found the prc file, double-click it. A window will then pop up which allows you to install the application onto your handheld device.



Simply choose which handheld device on which you would like Hour Traxx installed. Then click "OK".

The application will then be installed at your next HotSync operation. 🧐

To Begin

Once Hour Traxx is installed on your handheld device, simply locate it in your "Programs" or "Home" menu. Look for the Hour Traxx logo as seen at the left. Tap on it to begin.

Once opened, you arrive at the "Home" screen as seen below.



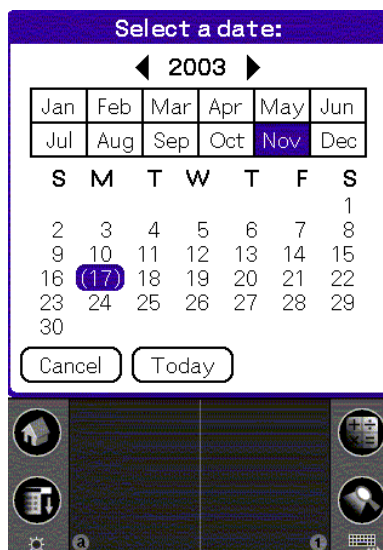
The Hour Traxx "Home" screen is pretty self-explanatory. If using Hour Traxx as a stand-alone application for your handheld device, then you can tap on the button labeled "Enter Hours" to begin. 🧐



Entering Hours

Notice that the tab at the top of this screen is labeled “Today’s Hours”. You are able to add hours to your personal Hour Traxx database any day of the week. The screen is labeled “Today’s Hours” because many find it easiest to enter the start time at the beginning of the day and the end time at the end of that same day. It is often difficult to go back days later and remember your hours worked. However, you can enter any date’s hours at anytime.

To start, simply tap on the “Today’s Date” field. When you do this a calendar screen pops up.



Navigating through the calendar screen is simple. If you would like to enter today’s date, you have two options: (1) Tap on the “Today” button, or (2) Tap on today’s date on the calendar screen provided. In this example, the day is November 17, 2003. It is conveniently highlighted. In this case you could either tap the highlighted date or the “Today” button.

If you need another day, simply tap on that date.

Once the date is chosen, it appears as text as seen at the right. Then to choose a start time, simply tap on the “Time Started” field. A scrollable clock window pops up. The default time is the actual time. This is why it is easiest to enter your hours as you start and as you end. To adjust the time, tap on whichever number you wish to adjust and then tap the appropriate arrow. You must select “AM” or “PM” as is appropriate, or else the calculation will be incorrect. 🕒

Today's Hours

Today's Date:

Time Started:

Time Finished:

Hours Worked:

New All < >

Exit Home Delete Entry

Today's Hours

Today's Date: 11/17/03

Time Started:

Time Finished:

Select a time:

9 : 36 AM PM

OK Cancel

Viewing All Hours & Calculating the Average

Once you have entered in the date and times for a particular entry, tap on the “Hours Worked” field. Your total hours worked will be calculated for you.

In subsequent versions of Hour Traxx there will be a feature for calculating hours worked while on over-night call. For now, however, you must enter in each separate date worked. If you are on call from 11/17 to 11/18, then put your hours in for 11/17 as ending on midnight, and your hours starting for 11/18 as starting at midnight.

Date	Hours
11/16/03	13.25
11/17/03	13

Average hrs/day

Home New Exit About

To calculate your average hours worked per day, simply tap on the “Average hrs/day” field.

Keep in mind that this does not account for days *not* worked and therefore does not represent a true average unless you enter zeros for the days not worked. In future versions of Hour Traxx and in the web data associated with Hour Traxx application, there is no need to add in days not worked. 🐼

Today's Hours ⓘ

Today's Date: 11/17/03

Time Started: 9:30 am

Time Finished: 10:30 pm

Hours Worked: ↑

New All < > Exit Home Delete Entry

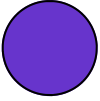
From the “Today’s Hours” screen you can tap on the “All” button to view all of your entries. In this example to the left, you can see that there are two entries, one for 13 and one for 13.25 hours. All of your entries will be listed by date and total hours. To view a particular entry, you can tap on it in the “All” listing and go back to the “Today’s Hours” screen for that entry.

Date	Hours
11/16/03	13.25
11/17/03	13

Average hrs/day 13.125

Home New Exit About

Uploading to the Internet



This user manual is specific for Hour Traxx for the Palm OS platform and as a stand-alone program only. If you would like to see the User Manual for the Hour Traxx Web Application, it is available on the Profundus website in PDF format.

ON THE WEB AT:
POWEREDBYPROFUNDUS.COM

If using Hour Traxx as a handheld-to-web application, then you must first enter your registration information. There are two ways to enter your registration and identification information:

- From the Instructions page, you can tap on the ID info button.
- From the About page, you can tap on the ID information button.

Once on the ID Information page, simply enter your information into the appropriate fields just as you would enter text in any other application (via keyboard or Graffiti).

Again, to view the Hour Traxx Web Application User Manual go to PoweredByProfundus.com. 📄

Other Hour Traxx Options

At Profundus Technologies, we recognize that though the ACGME requirements are the same for all residents and fellows, the circumstances differ. Some programs have four residents, while others have forty. Some residents do not have handheld devices. And some institutions do not have internet access available throughout the hospital campus.

Hour Traxx offers products for multiple different settings and circumstances. One such example is a product Profundus offers for free. Online PDF files of Hour Traxx cards are available for free download. These cards allow residents to carry pocket-sized cards and record their hours by hand. For a fee, Hour Traxx cards can be customized with hospital/program logos or tailored to a specific institution's needs.

These cards can also be used with the Hour Traxx web form. (See below)

Day/Date	Time In	Time Out	Total hours
Sun			
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			

Name: _____
Dept: _____
Rotation: _____

Available at www.foundedbyprofundus.com

A stand-alone Hour Traxx handheld application is available for keeping track of hours on Palm-OS, Pocket PC, and Blackberry devices. This User Manual is dedicated to this service.

A web-based approach is also available. There is a web-based form for entering hours worked along with other useful information, such as rotation, etc. Once the information is entered, it is available in a database format which allows institutions to graph individual residents' hours against other residents in their program. It allows for easy graphing of hours worked based on day of the week, rotation, and numerous other filters. One of the benefits of this application is that institutions can see the effects of policy changes on resident hours. This allows programs to track their ACGME compliance before the ACGME does. Perhaps, Hour Traxx could even be used as proof that an institution is progressing toward compliance, thus possibly preventing disciplinary action.

The final product, and the one most in demand, is the handheld-to-web version of Hour Traxx. This application essentially combines elements of all of the above. Tracking hours on the handheld device allows the data to be uploaded to our database where the data can be graphed, filtered and viewed as noted above. 🐼

Frequently Asked Questions



Q1. Why do the graphics appear so blurry?

A. Some handheld devices (in particular, those with larger screens) perform automatic adjustment of graphics for their screen size. To allow for clearer graphics, simply click on the "Preferences" icon on your "Home" screen. In the drop-down menu in the upper right-hand corner, choose "Hi Res". Click on the appropriate check box.

Q2. How do I enter hours for a night on call?

A. For now, unfortunately, the hours must be entered in for each date. This means that when someone is on call one day into the next, he/she must enter the first day's hours ending at midnight, and start the next day's hours at midnight. Future versions of Hour Traxx are currently being tested which will solve this problem.

Q3. If I enter the data incorrectly, can I go back and change an entry without deleting it and starting from scratch?

A. Yes. There are a couple of ways to change the data you entered. All of these involve getting back to the screen where you entered the data in the first place (The "Today's Hours" screen). You can get there from the "View All" screen by tapping onto which entry you wish to change. Your other option is to tap the "carrot" buttons (< >) to scroll through each entry while on the "Today's Hours" screen. Once you reach the entry you wish to change, simply tap on the fields you wish to change, and change them.

Q4. Is Hour Traxx available for Pocket PC devices?

A. Yes. The estimated date of release is January 1, 2004.

Q5. Is Hour Traxx available for Blackberry devices?

A. Not just yet, but it is in the works.

Q6. When upgrading Hour Traxx from one version to another, will I lose the data I have entered so far?

A. No. When you HotSync your Palm OS device to your desktop, the database is saved as a db file separate from your Hour Traxx application. Overwriting your Hour Traxx application does not overwrite the database.

FAQ Contact

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About Profundus

Profundus Technologies was founded in September 2003 when three friends and acquaintances came together with some ideas for handheld, desktop, and web applications. Each with different backgrounds and different skills, they formed Profundus.

Not just another software development company, Profundus is deeply committed to education, ethics, and society's general wellbeing. That being the case, before any revenue was involved, these three individuals agreed to donate a chunk of the proceeds to education. They started a newsletter, *Depth Perceptions*, through which they could raise important ethical questions and concerns with regards to technology and its related fields.

Profundus is a Latin word often used in anatomy and physiology to indicate something which is deeper than the indicated reference point.

In this case it is derived from a nickname given to one of the founders of Profundus Technologies. While in medical school, he was known to be concerned with "deep" subjects, tending to find profound meaning in apparently simple things. He came to be known as Profundus for his thinking of things "on a whole other level".

Profundus Technologies, too, asks the deep questions. Rather than simply working on technology for technology's sake, the right questions are asked... What are the ramifications of this new development? Who will benefit? Is there any harm in it? Is it appropriate?

The question you should ask it: *Is it Powered by Profundus?* 🧠



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