

USER MANUAL

E-HOUSEMANSHIP

UNIVERSITY MALAYA MEDICAL CENTER

(VERSION 2.0)

**PREPARED BY
APPLICATION DEVELOPMENT SECTION
INFORMATION TECHNOLOGY DEPARTMENT**

 UNIVERSITY OF MALAYA UM MEDICAL CENTRE	User Manual – e-Housemanship V2
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1. Introduction

e-Housemanship V2 Application system is developed to suit the needs of a new log book issued by the Ministry of Health. The address/URL to access this system is <http://eho-v2.ummc.edu.my>.

There are 5 user type :

1. Houseman
2. Supervisor (Medical Officer)
3. Approver (Lecturer/Consultant)
4. Head of Department
5. Administration Unit

2. Login To The System

At the login screen, login using Single Sign On ID and password. Then click Login button.



The screenshot shows the login interface for the e-Housemanship system. At the top, the text 'SYSTEM e-Housemanship' is displayed in a large, bold font. Below this, there is a light blue rectangular box containing the login fields. The first field is labeled 'ID :' and the second is labeled 'Password :'. Both fields are empty text boxes. Below these fields are two buttons: 'Login' and 'Reset'. The entire login form is enclosed in a thin yellow border. In the top right corner of the login area, there is a small inset image showing a medical professional in a white coat and a patient in a hospital bed.

3. Houseman

Houseman main page displays a list of current and previous posting location.



POSTING RECORD			
Posting Location	Posting Date	Temporary Date	Extend Date
OBSTETRIC AND GYNAECOLOGY	22/8/2011 - 21/12/2011	-	-
PAEDIATRIC	22/12/2011 - 21/4/2012	-	-

[View all posting summary](#)

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On this screen, menu can be accessed via the menu on the left. Selecting the posting location in the list will show the information for the selected location.

Posting information including posting location, date of posting, date of the temporary and extension posting will be entered by the Human Resource Department.

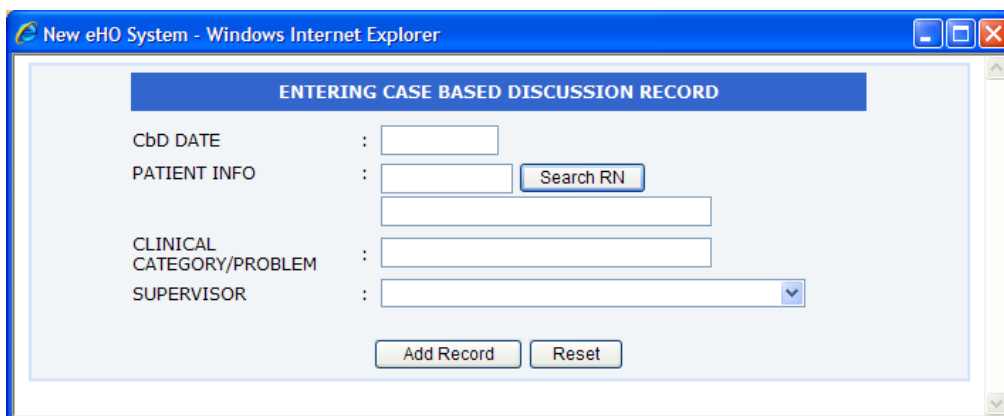
3.1. Case Based Discussion (CbD)

- a) Click Cbd Record on the left menu. The system will display all the Cbd that has been recorded before.

LOCATION : PAEDIATRIC

CASE BASED DISCUSSION (CbD) FOR HOUSE OFFICERS					
CBD NO.	PATIENT RN	PROCEDURE DATE	CLINICAL PROBLEM/CATEGORY	SUPERVISOR	ENDORSEMENT STATUS
No record.					

- b) Click Add Record button to add new Cbd record. A window will open for houseman to insert Cbd information and choose supervisor.



New eHO System - Windows Internet Explorer

ENTERING CASE BASED DISCUSSION RECORD

Cbd DATE :

PATIENT INFO :

CLINICAL CATEGORY/PROBLEM :

SUPERVISOR :

- c) Click Cbd record from the list to edit or delete that record.

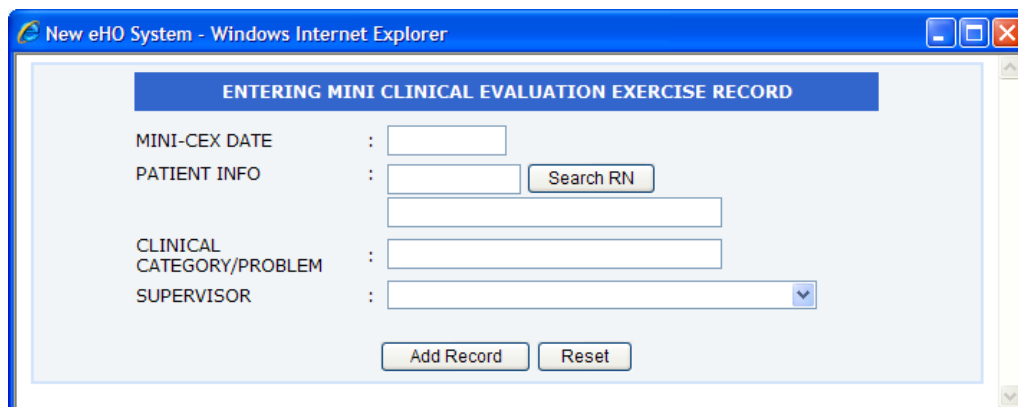
3.2. Mini Clinical Evaluation Exercise (Mini-CEX)

- a) Click Mini-CEX Record on the left menu. The system will display all the Mini-CEX that has been recorded before.

LOCATION : PAEDIATRIC

MINI CLINICAL EVALUATION EXERCISE (MINI-CEX) FOR HOUSE OFFICERS					
MINI-CEX NO.	PATIENT RN	PROCEDURE DATE	CLINICAL PROBLEM/CATEGORY	SUPERVISOR	ENDORSEMENT STATUS
1	27660249	9 January 2012	Neonatal jaundice	Dr. Tay Chee Geap	Waiting

- b) Click Add Record button to add new Mini-CEX record. A window will open for houseman to insert Mini-CEX information and choose supervisor.



New eHO System - Windows Internet Explorer

ENTERING MINI CLINICAL EVALUATION EXERCISE RECORD

MINI-CEX DATE :

PATIENT INFO :

CLINICAL CATEGORY/PROBLEM :

SUPERVISOR :

- c) Click Mini-CEX record from the list to edit or delete that record.

3.3. Procedure

- a) Click Procedure Record on the left menu. The system will display all the Procedure that has been recorded before by category.

LOCATION : PAEDIATRIC

Category : Compulsory Performed Procedures (DOPS) ▼

NO.	NAME OF PROCEDURE	NUMBER OF PROCEDURE	DETAILS	PERFORMANCE GRADE
1.	Venepuncture (Neonates)	0	Details	
2.	Venepuncture (Paediatrics)	0	Details	
3.	Intravenous Cannulation (Neonates)	0	Details	
4.	Intravenous Cannulation (Paediatrics)	0	Details	
5.	Blood Culture	0	Details	
6.	Delivery of Bronchodilators - MDI with Spacer	0	Details	

- b) Choose procedure category from the category list. Then click Details to add and view the details of the procedure. A window will open.

ENTERING VENEPUNCTURE (PAEDIATRICS) RECORD

PROSEDURE DATE :



PATIENT INFO : Search RN

SUPERVISOR : ▼

Save Record Reset

LIST OF VENEPUNCTURE (PAEDIATRICS) PROCEDURE DONE

No.	Patient RN	Procedure Date	Skills	Supervisor	Status	Grade	Action
1	27839958	14 January 2012	<input type="checkbox"/> The HO must check that the blood is being collected from the correct patient. <input type="checkbox"/> The HO must wash hands and wear gloves for this procedure. <input type="checkbox"/> The HO must clean patient's skin for the procedure. <input type="checkbox"/> The HO must successfully collect the blood samples within two attempts. <input type="checkbox"/> The patient must experience minimum discomfort. <input type="checkbox"/> The HO must ensure that there is no uncontrolled bleeding after the procedure. <input type="checkbox"/> The HO must personally dispose of the "sharps", and tidy up afterwards. <input type="checkbox"/> The HO must correctly complete the details on the sample tubes.	Dr. Lee Chee Chan	Waiting		

- c) Insert procedure information and choose supervisor. Then click Save Record button.
- d) Click  icon to edit procedure information, or click  to delete record.

3.4. Continuing Professional Development (CPD)

- a) Click CPD Record on the left menu. The system will display all the CPD that attended or presented by Houseman.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)				
Topic Category : <input type="text" value="Mandatory Topic"/> Participation Type : <input type="text" value="Participant"/>				
No.	Topic	Start Date	End Date	Supervisor
1.	Respiratory Distress of the Newborn	2/1/2012	2/1/2012	Dr. Liew Mei Yin
2.	Growth and Development and Immunisation	2/6/2012	2/6/2012	Prof. Madya Dr. Mary Joseph Marret

- b) All the CPD is recorded by Administration Unit.

3.5. Performance Appraisal

- a) Click Performance Appraisal on the left menu. The system will display Performance Appraisal to be sent to approver.

No.	COMPULSARY OBSERVED PROCEDURES	OBSERVED
1.	Umbilical Venous Catheterization	0
2.	Lumbar Puncture	0
3.	Blood Exchange Transfusion	0
4.	Chest Tube Insertion	0
5.	Intraosseous Line	0
6.	Bladder Catheterization	0
7.	Bone Marrow Aspiration	0
8.	Arterial Sampling / Puncture and Arterial Blood Gas	0

Approver :

- b) Choose approver and click Submit for Approval button.

4. Supervisor (Medical Officer)

Role of supervisor is to assess procedure made by houseman. The main page of supervisor will display list of procedures and the number of new and assessed procedures, also total number of the procedures.

ASSESSMENT STATISTIC			
Procedures	New	Assessed	Total
Venepuncture (Neonates)	0	0	0
Venepuncture (Paediatrics)	1	0	1
Intravenous Cannulation (Neonates)	0	0	0
Intravenous Cannulation (Paediatrics)	0	0	0
Blood Culture	0	0	0
Delivery of Bronchodilators - MDI with Spacer	0	0	0
Neonatal Resuscitation (Need to indicate whether includes intubation)	0	0	0
Participate in Resuscitation of Children	0	0	0
Nasogastric Tube Insertion	0	0	0
Heel Prick / Dextrostix	0	0	0
ECG Record and Interpretation	0	0	0
Oxygen Therapy (Methods of Oxygen Delivery)	0	0	0
Application of Pulse Oximeter	0	0	0
Nebulisation	0	0	0
Measurement of Peak Flow	0	0	0
Umbilical Venous Catheterization	0	0	0
Lumbar Puncture	0	0	0
Blood Exchange Transfusion	0	0	0
Chest Tube Insertion	0	0	0
Intraosseous Line	0	0	0
Bladder Catheterization	0	0	0
Bone Marrow Aspiration	0	0	0
Arterial Sampling / Puncture and Arterial Blood Gas	0	0	0

Click at the number of new procedure will open the procedures that have been made by the houseman.

PROCEDURE ASSESSMENT LIST

Category : Compulsory Performed Procedures (DOPS) ▼ Choose : New Assessment List ▼

No.	Nric	Staff No.	Name	No. of Procedure
1.	840125105407	H0747	RUBAN A/L ARUMUGAM	1

Then click at the houseman name to view the list of procedure that has been made by that houseman. Click at the procedure name to make assessment.

VENEPUNCTURE (PAEDIATRICS)	
PROCEDURE DATE	14 January 2012
VENEPUNCTURE	The purpose of this assessment is to ensure that the HO can safely take a venous blood sample and provide advise on how to improve his (or her) technique.
PATIENT	The patient must be haemo-dynamically stable, well perfused, and have a readily identifiable vein suitable for venepuncture and need to have blood samples taken. Patient RN : 27839958 Patient Name : Hanna Zahra binti Mohd Hilman
HYGIENE	The HO must have clean hands and wear gloves for this procedure. The patient's akin must be cleaned.
EQUIPMENT AND VEIN	The HO must demonstrate familiarity with appropriate syringe and needle for paediatric cases and appropriate tubes and select a suitable vein for venepuncture.
PROCEDURE (Please tick boxes to ensure the procedure has been completed correctly before completing the DOPS assessment form)	The HO must perform the following skills <input type="checkbox"/> The HO must check that the blood is being collected from the correct patient. <input type="checkbox"/> The HO must wash hands and wear gloves for this procedure. <input type="checkbox"/> The HO must clean patient's skin for the procedure. <input type="checkbox"/> The HO must successfully collect the blood samples within two attempts. <input type="checkbox"/> The patient must experience minimum discomfort. <input type="checkbox"/> The HO must ensure that there is no uncontrolled bleeding after the procedure. <input type="checkbox"/> The HO must personally dispose of the "sharps", and tidy up afterwards. <input type="checkbox"/> The HO must correctly complete the details on the sample tubes.
Overall Performance : <input type="radio"/> Grade A (Good) <input type="radio"/> Grade B (Satisfactory) <input type="radio"/> Grade C (Poor)	
Feedback :	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <div style="text-align: right;"> <input type="button" value="Up"/> <input type="button" value="Down"/> </div>

Fill in the checkbox where appropriate, give grade and write some feedback if any. Click Save button to save but it can be changed later. Click Confirm Assessment to save and confirm assessment. After that no changes are allowed.

5. Approver (Lecturer/Consultant)

Approver role is to assess Work Based Assessments, overall performance and multisource feedback of the house officer.

The main screen for approver will display assessment statistic.

ASSESSMENT STATISTIC			
	New	Assessed	Total
Case Based Discussion (CbD)	1	6	7
Mini Clinical Evaluation Exercise (Mini-CEX)	0	5	5
Multisource Feedback (MSF) For House Officers	2	2	4
	New	Approved	Total
Performance Appraisal Submission	0	2	2

This statistics display the number of new and assessed job that the approver had made.

5.1. CbD Assessment

- a) Click CbD Assessment on the left menu. It will display the list of CbD that need to be assessed.

Choose : New Assessment List ▼

No.	Nric	Staff No.	Name	No. of Procedure
1.	840125105407	H0747	RUBAN A/L ARUMUGAM	1

- b) Then click at the name of a houseman. The system will display information of the houseman and the list of CbD that the houseman made as the default display.

WORK BASED ASSESSMENT	PERFORMANCE APPRAISAL	CPD	FORM A	MULTISOURCE FEEDBACK
WORK BASED ASSESSMENT				
Choose : Case Based Discussion (CbD) ▼				
NO.	CLINICAL PROBLEM/CATEGORY	CbD DATE	PATIENT RN	STATUS
1	Newly diagnosed ALL	4 January 2012	27660249	Waiting

- c) Click on the clinical problem/category on the list to make assessment.

WORK BASED ASSESSMENT - Cbd

CBD NUMBER : 1		CBD DATE : 4 January 2012	
CLINICAL CATEGORY/PROBLEM : Newly diagnosed ALL			
RN : 27660249			
Patient Name : Siti Zaharah Binti Sapuan			

Please grade the following areas using the scales	Good	Satisfactory	Poor	Not Applicable
	A	B	C	
1. History Taking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Examination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OVERALL GRADE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Focus of Clinical Encounter	
<input type="checkbox"/> Documentation	<input type="checkbox"/> Clinical Assessment
<input type="checkbox"/> Management	<input type="checkbox"/> Professionalism

Anything specially good?	Suggestion for development
<div></div>	<div></div>

Agreed Action :
<div></div>

- d) Give grade for the listed areas, choose focus of clinical encounter and comment where appropriate.
- e) Save Assessment to store the assessment information and this assessment can be changed later.
- f) Click Approve Assessment to confirm the assessment that has been made. No changes are allowed after that.

5.2. Mini-CEX Assessment

- a) Click Mini-CEX Assessment on the left menu. It will display list of Mini-CEX need to be assess.

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Choose : New Assessment List

No.	Nric	Staff No.	Name	No. of Procedure
1.	840125105407	H0747	RUBAN A/L ARUMUGAM	1

- b) Then click at the name of a houseman. The system will display information of the houseman and the list of Mini-CEX that the houseman made as the default display.

WORK BASED ASSESSMENT	PERFORMANCE APPRAISAL	CPD	FORM A	MULTISOURCE FEEDBACK
WORK BASED ASSESSMENT				

Choose : Mini Clinical Evaluation Exercise (Mini-CEX)

NO.	CLINICAL PROBLEM/CATEGORY	CbD DATE	PATIENT RN	STATUS
1	Neonatal jaundice	9 January 2012	27660249	Waiting

- c) Click on the clinical problem/category on the list to make assessment.

WORK BASED ASSESSMENT - MINI-CEX				
MINI-CEX NUMBER : 1		MINI-CEX DATE : 9 January 2012		
CLINICAL CATEGORY/PROBLEM : Neonatal jaundice				
RN : 27660249				
Patient Name : Siti Zaharah Binti Sapuan				
Please grade the following areas using the scales		Good A	Satisfactory B	Poor C
1. History Taking		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Examination		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Clinical Judgement		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Management		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Communication Skills		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OVERALL GRADE		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Focus of Clinical Encounter				
<input type="checkbox"/> History		<input type="checkbox"/> Diagnosis		
<input type="checkbox"/> Management		<input type="checkbox"/> Explanation		
Anything specially good?		Suggestion for development		
<div></div>		<div></div>		
Agreed Action :				
<div></div>				
<div>Save Assessment</div>		<div>Approve Assessment</div>		<div>Reset</div>

- d) Give grade for the listed areas, choose focus of clinical encounter and comment where appropriate.
- e) Save Assessment to store the assessment information and this assessment can be changed later.
- f) Click Approve Assessment to confirm the assessment that has been made. No change allowed after that.

5.3. Performance Appraisal

- a) Click Performance Appraisal on the left menu. It will display the list of houseman need appraisal and approval to end their posting.

PERFORMANCE APPRAISAL LIST			
Choose List : New Approval List			
No.	Nric	Staff No.	Name
1.	840125105407	H0747	RUBAN A/L ARUMUGAM

- b) Then click at the list of houseman to continue the process.
- c) Give grade for all procedure and click Save button.

No.	COMPULSARY OBSERVED PROCEDURES	DETAILS	NUMBER OF PROCEDURES OBSERVED
1.	Umbilical Venous Catheterization	Details	0
2.	Lumbar Puncture	Details	0
3.	Blood Exchange Transfusion	Details	0
4.	Chest Tube Insertion	Details	0
5.	Intraosseous Line	Details	0
6.	Bladder Catheterization	Details	0
7.	Bone Marrow Aspiration	Details	0
8.	Arterial Sampling / Puncture and Arterial Blood Gas	Details	0

Comment	:	<input type="text"/>
Approver Name	:	Dr. Liew Mei Yin
Designation	:	Pensyarah
Date	:	26 March 2012
<input type="button" value="Submit Appraisal"/>		

- d) Then give comment and click Submit Appraisal.

5.4. Multisource Feedback (MSF)

- a) Click Multisource Feedback on the left menu. System will display the list of houseman that needed multisource feedback.

MULTISOURCE FEEDBACK (MSF) LIST			
Choose List : New Assessment List			
No.	Nric	Staff No.	Name
1.	850309146077	H0690	FIRDAUS BIN MORTADZA
2.	880612085737	H0755	HARKEERAT SINGH A/L SUKHDARSHAN SINGH

- b) Choose and click the name from the list to give feedback for the selected houseman.

MULTISOURCE FEEDBACK (MSF) FOR HOUSE OFFICERS				
DATE OF START PAEDIATRIC POSTING : 3 OCTOBER 2011				
Attribute and / or Behaviour	No Concern	You have some concern	You have major concern	COMMENT: Anything especially good? Or any concerns? Please comment on behaviour over time-not just a single incident
Maintaining trust/professional relationship with patients • Listens • Is polite and caring • Shows respect for patients' opinions, privacy, dignity, and is unprejudiced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Verbal communication skills • Gives understandable information • Speaks clearly, at the appropriate level for the patient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Team-working/working with colleagues • Respects others' roles, and works constructively in the team • Hands over effectively, and communicates well • Is unprejudiced, supportive and fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accessibility • Accessible • Takes proper responsibility • Does not shirk duty • Response when called • Arranges cover for absence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Please use the comments boxes to comment good behaviour and to describe any behaviour which is causing you concern. Give specific examples. This form will be sent to the head of department / HO supervisor who may require additional information. Feedback will be given to the doctor as necessary if there are any concerns. The House Officer will receive private feedback but you will not be identified in person.				
Assessor : Dr. Liew Mei Yin Date : 27 March 2012				
Save Assessment				

- c) Fill in where appropriate and click Save Assessment button.

5.5. Form A

- a) Click Form A at the menu below houseman's basic information.

WORK BASED ASSESSMENT	PERFORMANCE APPRAISAL	CPD	FORM A	MULTISOURCE FEEDBACK
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TRAINING COMPLETION CERTIFICATE

CERTIFICATE OF COMPLETION OF TRAINING

This is to certify that Dr. Harkeerat Singh a/l Sukhdarshan Singh has satisfactorily completed training in Paediatric as a House Officer in this Hospital University Malaya Medical Centre from 3 October 2011 to 2 February 2012 (including extension of housemanship period, where applicable).

During that period he / she was engaged in employment in a resident Paediatric post as required under Section 13(2) of Medical Act, 1971 to my satisfaction.

- b) Then click Print button to print the Training Completion Certificate for that houseman.

6. Head of Department (HOD) / Administration Unit

HOD and Administration Unit only view all the information for the house officers in the department. The main page displays the statistic as below.

STATISTIC	
Multisource Feedback (MSF) For House Officers	Submitted 0
Number of House Officers	Current 3
Previous Posted House Officers	89

6.1. Multisource Feedback

- a) From the left menu, click Multisource Feedback to view all the MSF that has been submitted and assessed for the house officer that currently in the department.

MULTISOURCE FEEDBACK (MSF) LIST			
No.	Nric	Staff No.	Name
1.	840125105407	H0747	RUBAN A/L ARUMUGAM

- b) Then click the name of houseman from the list to view the MSF.


6.2. House Officer List

- a) Click House Officer List on the left menu. System will display the list of house officers that are currently in the department.

HOUSE OFFICERS LIST					
No.	Staff No.	Name	Posting Period	Extend Period	Temporary Period
1.	H0747	RUBAN A/L ARUMUGAM	22/12/2011-21/04/2012	-	-
2.	H0702	MUHAMMAD YUSUF BIN ABDURRAHMAN	11/12/2011-10/04/2012	-	-
3.	H0701	MOHAMMAD AIZUDDIN BIN AZIZAH ARIFFIN	11/12/2011-10/04/2012	-	-

- b) Then click on the name in the list to view posting details like Work Based Assessment, Procedures, CPD, Form A and MSF.

HOUSEMAN INFORMATION	
STAFF NO.	: H0747
IC NO.	: 840125105407
NAME	: RUBAN A/L ARUMUGAM
CURRENT LOCATION	: PAEDIATRIC



WORK BASED ASSESSMENT	PERFORMANCE APPRAISAL	CPD	FORM A	MULTISOURCE FEEDBACK
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WORK BASED ASSESSMENT

Choose :

NO.	CLINICAL PROBLEM/CATEGORY	CbD DATE	PATIENT RN	STATUS
1	Autoimmune neutropenia	18 January 2012	27839958	Waiting
2	Newly diagnosed ALL	4 January 2012	27660249	Assessed

6.3. Previous Posted House Officer

- a) Click Previous Posted House Officer on the left menu. System will display the list of house officer who have posted in the department.

HOUSE OFFICERS LIST	
Staff No.	<input type="text"/>
Name	<input type="text"/>
<input type="button" value="Search Record"/> <input type="button" value="Reset"/>	

89 record(s)

No.	Staff No.	Name	Posting Period	Extend Period	Temporary Period
1.	H0561	ANNA MASRUROH BINTI OSMAN	23/06/2009-22/10/2009	-	-
2.	H0554	AWATEF BINTI AMER NORDIN	22/09/2009-21/01/2010	-	-
3.	H0584	MOHD HAFIZY BIN ZAINODDIN	04/10/2009-03/02/2010	-	-
4.	H0573	LIM SHIN BOON	22/12/2009-21/04/2010	-	-
5.	H0608	SITI RAIHANA BINTI HASHIM	25/12/2009-24/04/2010	-	-
6.	H0583	BIBIANA CHING PEI-JUN	04/02/2010-03/06/2010	-	-
7.	H0560	WEE LEE SHIA	23/02/2010-22/06/2010	-	-
8.	H0607	RITA AKMAR BINTI BAHARI	25/04/2010-24/08/2010	-	-
9.	H0606	DARUL IHSAN BIN ABD RAHIM	25/04/2010-24/08/2010	-	-
10.	H0609	NOOR SHAHIRA BINTI ABDULLAH	25/04/2010-24/08/2010	-	-

1 2 3 4 5 6 7 8 9 Next > Last >>

- b) Click on any house officer in the list to view posting details in the department.

7. Logout

Click the Logout link on the left menu to sign out from the system.

Thank You.