Rotation

VENTIS
Academic & Clinical Management Tools for Schools of Medicine and Teaching Hospitals

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Faculty of Medicine

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Rotation
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Things You Need to Know

1. FPGME Office (FPGME Help Desk/Superuser in VENTIS) needs to review & approve a rotation first before a rotation becomes active and before a Program Administrator can complete setting up a rotation.

2. Definition:
   - **Home Program:**
     Is the Training Program in which a postgraduate medical trainee is registered in.
   - **Off-Service Program:**
     Is the Training Program in which a postgraduate medical trainee is going to that is not the training program the trainee is registered in.
   - **Home Program Rotation/Parent Rotation:**
     A rotation in the home program in which a trainee is registered in.
   - **Off-Service Rotation/Child Rotation:**
     A rotation other than the home program in which a trainee is registered in.

3. **Goals & Objectives document:**
   - Each home program and off-service rotation must have a Goals & Objectives document attached independent of each other.
   - The document must be in a **pdf format** to upload it into VENTIS.
Process of Creating a Rotation

“Parent Rotation” Program Administrator

Create a Rotation by entering Rotation Name & Abbreviation

FPGME Office (FPGME Help Desk/Super user)

Review, Make any necessary modifications & Approve the Rotation

Receive the Approved Rotation back from the FPGME Office to complete Setting up the Rotation:
- Enter Rotation Data,
- Upload Goals & Objectives document,
- Assign Junior & Senior Numbers,
- Add Off-Service Program(s),
- Allocate Junior & Senior for Home & Off-Service Trainees in each block.

“Parent Rotation” Program Administrator

Receive the Rotation from the “Parent Rotation” PA to complete Editing/Setting Up the Rotation to correlate with the program training requirements:
- Enter Rotation Data,
- Upload Goals & Objectives document.

“Child Rotation” Program Administrator

Program Administrator = PA

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First Steps of Creating a Home Program Rotation/Parent Rotation

“Parent Rotation” Program Administrator Access
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. Click on “SetUp” (on the top bar menu). The SetUp Page will open.
6. On the left hand side, Click on “Rotations”. A below screen will open. **If there are Rotations already created, they will appear in this screen. If you have not created any rotation, you will see the screen below (no rotation appears).**
7. Click on the button on the top right corner. Then Select “Add Rotation”.

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8. A new screen will open where you:
   - enter the Rotation Name,
   - Department will auto populate,
   - select the Specialty/Subspecialty /Stream & Category (from the drop down menu),
   - enter the Abbreviation.
9. Once the fields have been entered, Click on the button (on the top right corner) & Click “Saves Changes”.

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10. A message will appear on the top bar indicating “The Rotation has been saved. It must be approved by the Help Desk before it can be used in the scheduler. A notification has been sent to the Help Desk for approval”. It also takes you to the List of created rotations.

The Program Administrator can only view the rotation information. Click on “View”.

When there is no pdf icon next to the rotation, that means there is no Goals & Objectives document attached to the rotation yet.
11. Because the rotation has NOT been approved, you are able to see the information but NOT able to edit anything. You will also see the new boxes Junior Senior & Off-Service Scheduling.
FPGME’s Approval of a Rotation

FPGME Help Desk/Superuser Access ONLY
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. In “Notifications” blue box, there will be a message informing that a rotation was created.
6. Click on the icon, the created rotation information page will open for reviewing.
7. FPGME Help Desk/Superuser will review the data, make any necessary modifications. Click on the “Not Approved” button in red & Change it to “Approved”.
8. Once the button is changed to “Approved”, Click on the button (on the top right corner) & Click “Saves Changes”.

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9. A message will appear on the top bar indicating “The Rotation has been saved”. The Program Administrator who created the rotation will now receive a notification on their dashboard.
Complete Creating a Home Program Rotation/Parent Rotation

“Parent Rotation” Program Administrator Access
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. In “Notifications” blue box, there will be a message informing that a rotation was approved.
6. Click on the icon, the approved rotation information page will open.
7. Once FPGME approved the rotation, the Program Administrator is NOT able to edit:
- Rotation Name,
- Department,
- Specialty/Subspecialty/Stream,
- Abbreviation.
8. The Program Administrator can edit **Category** (from the drop down menu).
9. Click on the “Color” box, the Program Administrator can choose the Color (from the list). The chosen color will be the text color of the rotation abbreviation on the rotational schedule.
10. The Program Administrator will:
- enter the **Vacation** value (i.e. 0.5 or 0.75)
- select YES/NO for “**Makeup**” button – *When the button is selected, it will become grey.*
  - NO = trainees will NOT need to take this rotation in the next period
  - YES = trainees will need to take this rotation in the next period
11. The Program Administrator will **select YES/NO** for: *(When the button is selected, it will become grey).*

- **“Active”**:  
  - YES = this rotation is active & can be used for rotational scheduling. When the rotation is approved by FPGME Office, it will default to Yes.  
  - NO = this rotation is inactive & cannot be used for rotational scheduling

- **“Public”**:  
  - YES = the rotation is viewable to everyone within the same Department  
  - NO = the rotation is NOT viewable to anyone within the same Department

- **“Roaming” YES/NO**  
  - YES = the rotation is out of province
12. The Program Administrator will:
- select YES/NO for “**Evaluation Required**”: *(When the button is selected, it will become grey).*
  - YES = evaluation(assessment) is required for this rotation
  - NO = evaluation(assessment) is NOT required for this rotation
- select “**Type**” (from the drop down menu)
13. The Program Administrator will **upload the Goals & Objectives** document. Click on the **Upload** button.
14. The “Files” window will open for you to select the document you want to upload. Select the document from the drive/file it is stored on your computer & **Click “Open”**. The document will be saved within VENTIS.
15. The Goals & Objectives document is uploaded in VENTIS & is attached to this rotation.

- Click “Delete” if you want to Delete the document.
- Click “Replace” if you want to Replace the document.
16. If you **Click “Replace”**, the “Files” window will open for you to select the document you want to upload. Select the document from the drive/file it is stored on your computer & **Click “Open”**. The document will be saved within VENTIS.
17. Enter the Minimum & Maximum values for the Junior & Senior for each block (period) 1 to 13. The Junior & Senior Number is the Global number including your **Home Trainees** & **Off-Service Trainees** for this rotation.
18. To add an Off-Service Program as a “Child Rotation” to the current rotation (parent rotation), Click on "Add Program".
19. A window pops up. Select the Department & Specialty/Subspecialty (from the drop down menu) & Click “Save”
20. An Off-Service Program as a “child rotation” is added.

Click “X” if you want to delete the off-service program.
21. If you have document(s) for this specific rotation, you can upload the document by Clicking on the “Attach File” button.
22. Click on the button (on the top right corner) & Click “Saves Changes”.
23. A message will appear on the top bar indicating “The Rotation has been saved”.

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24. Click on the name of the Specialty/Subspecialty/Stream Program in the Off-Service Scheduling box.
25. You will be taken to the rotation information page for this “child rotation”. You can view the information but are NOT able to edit any information in this “child rotation”. Only the Program Administrator who administers the off service program will be able to edit some of the fields to correlate with the training requirements of that specialty/subspecialty/stream.
26. Click on “SetUp” (on the top bar menu) & Click on “Specialty Programs”. A below screen will open with an “Edit” button next to the program(s) you are responsible for.
27. Click on [Edit]. The information page will open.
28. In the Junior / Senior Period allocation box, Choose the Program & PGY Level (from the drop down menu) for which you will be allocating to function as a junior/senior in this specialty.

** Remember to include your home program when allocating your home trainees to function as a junior/senior.
29. In the Junior / Senior Period allocation box, Choose the **Program & PGY Level** (from the drop down menu) for which you will be allocating to function as a junior/senior in this specialty.

** Remember to do both your Home Program & ALL Off-Service Programs (who come to your program for off-service rotations) when completing the Junior & Senior and Allocation Rotations.
30. Click on the "All" button next to the periods (1-13) **once** will assign the trainees from the program & level chosen above to all periods as a Junior (J). Click on the "All" button **a second time** and it will assign the trainees from the program & level chosen as a Senior (S). *If you click the “All” button the 3rd time, it will become blank.* **After assigning, Click “Save”.

** You can also assign the Junior (J) & Senior (S) individually in each period by clicking on each period.
31. The program & level of trainee will appear in either the Juniors list or the Seniors list. To complete Allocation Rotations, Click on the icon.
32. The “Allocation Rotations” modal opens with the list of rotations (and their Abbreviations).

**Important:**
- When doing the “Allocation Rotations” for your [Home Program](#): Selecting Rotation(s) means that you allow your Home Trainees to do these rotations in the selected period(s). These selected rotation(s) will be populated to the Rotations drop down menu in the schedule for you to choose (when scheduling trainees into rotations).
- When doing the “Allocation Rotations” for the [Off-Service Programs](#): Selecting Rotation(s) means that you allow the [Off-Service Trainees](#) to do these rotations in the selected period(s). These selected rotation(s) will be populated to the Rotations drop down menu in the [Off-Service Program Administrator’s schedule](#) for them to choose (when scheduling their trainees into off-service rotations).

![Allocation Rotations](image)
33. If you want to select the rotation(s) INDIVIDUALLY, Check the box next to the rotation(s) abbreviation name.
34. If you want to select **ALL** rotations, Check the box ☑ next to the abbreviation title on the top. All rotations will be selected.
35. After selecting the rotations, **Click on “Save”**.
36. It will take you back to the Specialty/Subspecialty/Stream page. You will need to do the same steps of **Allocation Rotations** (step 31-35) for **all Programs** & for **all PGY Levels** (including your **Home Program** & **Off-Service Programs**).

- Click “X” if you want to delete the program
- Click if you want to edit the information
- Click if you want to edit the Allocation Rotations information
37. If you want the trainee in a PGY Level to do a Specific Rotation in specific periods, you can assign a PGY Level to a SPECIFIC Rotation for specific Period(s) you want the trainees to take. The PGY level will appear more than 1 time on the list.

i.e. If Obstetrics and Gynecology PA (Parent PA) decides that:

i. For period 1, 2, 3 = Ob & Gyn PGY1 (Junior) will do only the Obstetrics, HSC rotation.

ii. For period 4, 5, 6 = Ob & Gyn PGY1 (Junior) will do only the Obstetrics & Gynecology, HSC rotation

=> She will do the Junior/Senior and Allocation Rotations twice (one for Obstetrics, HSC rotation in period 1, 2, 3 and the other one for Obstetrics & Gynecology, HSC rotation in period 4,5,6). On the Juniors/Seniors List, the PGY 1 will appears twice (screenshot below).
38. Hover over the Program name and Level. A pop will appear that shows the periods that this program and level have been assigned.
Complete Setting Up an Off-Service Rotation/Child Rotation

“Child Rotation” Program Administrator Access
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: uofm.ventis.ca
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. Click on “SetUp” (on the top bar menu) & then Click on “Rotations” (on the left hand side). A below screen will open where you will see a list of created rotations. A rotation with this icon next to it indicates that this is a “child rotation” that was created by the “home rotation” Program Administrator. Click on the button next to the rotation with the icon.

When there is no pdf icon next to the rotation, that means there is no Goals & Objectives document attached to the rotation yet.
6. The Rotation Information Page will open. You will see the Title that indicates the Program is an Off-Service in the accepting off-service program. Due to standardization set by FPGME Office, the below fields are locked & You are NOT able to edit:
   - Rotation Name,
   - Department,
   - Specialty/Subspecialty/Stream,
   - Abbreviation.
7. You can edit **Category** (from the drop down menu), **Division**, choose the **color** (from the list. *The chosen color will be the text color of the rotation abbreviation on your rotational schedule.*). **Vacation value = 0.00** (due to PGME Policy – no vacation can be taken during off-service rotation). select YES/NO for **Makeup, Public, Evaluation Required. Active is set as Yes.**
8. You will **upload the Goals & Objectives** document to correlate with the training requirements of your specialty/subspecialty/stream. Click on the **Upload** button.
9. The “Files” window will open for you to select the document you want to upload. Select the document from the drive/file it is stored on your computer & **Click “Open”**. The document will be saved within VENTIS.
15. The Goals & Objectives document is uploaded in VENTIS & is attached to this rotation.

- Click “Delete” if you want to Delete the document.
- Click “Replace” if you want to Replace the document.
16. If you **Click “Replace”**, the “Files” window will open for you to select the document you want to upload. Select the document from the drive/file it is stored on your computer & **Click “Open”**. The document will be saved within VENTIS.
17. Click on the button (on the top right corner) & Click “Saves Changes”.

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18. A message will appear on the top bar indicating “The Rotation has been saved”.

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