DOCUMENT GUIDE

DOCUMENT NAME: VENTIS RoRP

DESCRIPTION: NOTE: The VENTIS RoRP replaces the pre-existing site-specific Family Medicine RoRP documents.

This document is created by compiling information from Family Medicine documents, e.g., Field Notes, End of Shift Reports, Resident Progress Sub-Committee Report, ITAR, etc. The Resident Progress Sub-Committee Report will be the primary source of information. The VENTIS RoRP is auto-generated based on a preset date, however, PAs/PDs can also generate an ad hoc RoRP by going to “Assessments” at the top, “Assessments” on the left menu, and the green “Action” button on the top right. It may then be delegated, if necessary, using the delegate button.

The VENTIS RoRP can be updated as information is available. Click on the ‘Save’ button each time information is updated. **Do not click on the ‘Submit’ button until all information has been entered and the document is complete**, as doing so prior to that time will forward the document to PGME, and no additional information can be added once received by PGME. The final information will be entered after discussion at the Resident Progress Sub-Committee meeting. Once Resident Progress Sub-Committee has discussed the Resident’s progress and a decision has been made, and all information has been entered into VENTIS, the ‘Submit’ button must then be clicked to complete the process and forward the information to PGME.

ACCESS TO DOCUMENT

- Document is available in VENTIS

AUTHORITY/RESPONSIBILITY:

- Program Assistant
- Site Medical Lead
- Site Education Director
- Primary Preceptor
- Alternate/Secondary Preceptor
- Faculty Lead
- Resident
- Postgraduate Director
- Associate Director, Enhanced Skills Program
- Assistant Director, Enhanced Skills
- Postgraduate Program Office

SCHEDULE:

<table>
<thead>
<tr>
<th>UPDATE/COMELETE</th>
<th>SUBMIT/PRESENT</th>
<th>ENTER IN VENTIS (yes/no)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete every 6 months, as mandated by PGME</td>
<td>Every 6 months</td>
<td>Yes</td>
<td>Do not ‘Submit’ until complete and approved by the Resident Progress Sub-Committee. Once complete, ‘Submit’ form to complete process and forward to PGME. No changes can be made after form has been submitted.</td>
</tr>
<tr>
<td>Program Assistant prints and collects VENTIS RoRPS and files in Resident Portfolio Binder</td>
<td></td>
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<td></td>
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</tbody>
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V. 2017/09.1