Scheduling Trainees into Split OFF-SERVICE Rotations/Blocks
Things You Need to Know

1. If there was an off-service rotation previously scheduled in a full block for a resident but now Program wants to make the change to schedule the resident into a split block/rotation, Program must do a Rotation Release Request to ask the previous off-service program to release the resident before the resident can be scheduled into split rotations.

2. Prior to scheduling the trainees into rotation, all required setup must be completed:
   - Attach Goals and Objective (GO) in pdf format to rotations.
   - Allocations (Assigning the PGY Level to the Periods & Allocation Rotations) are completed.

3. 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.

2. Time-Off (i.e. Vacation): If there was a time-off approved previously but now the trainee is scheduled into a split rotation, Program will need to review the time-off request and take action on it (either approve/decline) prior to scheduling the trainee into the split rotation/block.
1. From an internet browser URL (Internet Explorer 9 or higher, Google Chrome, Safari or Firefox) 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. Click on “Rotation” (on the top tab)
5. The schedule page will appear.
**If a Program Administrator is responsible for more than one Program, Click on the “4-colorful diamond” icon to select the program they want to work on.**
6. Determine a trainee & a period you want to schedule. **Click in the cell for that trainee in that period.** A modal will open noting the **trainee name & the Period.**

Click on the “Split” button.
7. After you click on the “Split” button, a message will appear indicating that the period has been split. If there is a previously scheduled home program rotation, it will be cleared from the cell on the schedule grid. **3 tabs will appear: 1st Half, 2nd Half & Full Block.** The button will default to 1st Half. Information fields about Time Off Requests will also appear.
8. For the 1st Half, in the rotation drop down menu, choose a rotation.
9. After choosing the rotation, the rotation will populate in the upper portion of the field/cell. Information about the Off-Service Approval will also appear.

Click on the 2\textsuperscript{nd} Half.
10. You will see the information changes to read 2\textsuperscript{nd} Half.
In the rotation drop down menu, choose a rotation.
11. After choosing the rotation, the rotation will populate in the lower portion of the field/cell. Information about the Off-Service Approval will also appear.
12. **Click on the “X” button** (on the top right corner). The modal will close. You will be back to the rotational schedule grid.

The cell for the trainee for the period will have 2 split rotations populated.
12. Turn off all the Yield Signs for all trainees & for all periods.
13. After all the yields are turned off, **Click on “Submit Off-Service Requests”**.

14. **The cell of the rotations you have just requested will turn blue.** The Off-Service Programs will now receive the rotation requests.
If the Trainee is scheduled in an Off-Service Rotation either in the 1st Half or the 2nd Half in the Split Block, you are required to Click on the Submit Off-Service Requests button to send your rotation request to the Off-Service Program for approval.