How to Setup Split Blocks
How to Set Up Split Rotation/Block

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Things You Need to Know

1. Programs need to follow the FPGME Split Blocks Process. The FPGME Office needs to review & approve the split blocks first before it can be setup and becomes active for Programs to use.

2. Allocations must be completed prior to scheduling the trainees into the Split Rotations/Blocks.

3. **Goals & Objectives document:**
   - must be attached to the split blocks/rotations.
   - must be in a **pdf format** to upload it into VENTIS.

4. 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 for a release from the previous off-service program.
After the Split Blocks/Rotations are approved by the FPGME Office, the Set up of the Split Blocks/Rotations will be initiated and then Program will receive the Split Blocks/Rotations in the list of rotation in VENTIS.

Access: Program Administrator who have Trainees do Split Rotations/Blocks & Requests the Split Rotations/Blocks from another Program
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. In the Notifications box, you will see the “Rotation Created” notification of the Split Block/Rotation. Click on the Spy Glass icon next to the notification.

If you accidentally remove the notification but have not completed the task, you can go through the long way to get to the rotation to complete the task. Click on “Setup” (on the top tab) => “Rotations” under Rotation (Left Menu) => Choose the Split Rotation with the lightning bolt icon.
5. You will be taken to the split rotation. The Title of this rotation will say “……………… - Split Rotation” with a lightning bolt symbol ⚡ i.e. Emergency Medicine – Pediatrics Off-Service in Plastic Surgery – Split Rotation).

Most Fields are populated the same as the full block rotation. There will be no Goals and Objectives (GO) attached to the split rotation. You have to attach the GO to the split rotation.

** You will only be able to edit these fields: Color (which is the text color of the rotation abbreviation on the schedule grid), Evaluation Required, Home Program Call, Category and Goals & Objectives.
6. Choose the Category Name from the drop down menu. The category field will populate and the division will autopopulate.
7. **Upload Goals and Objectives**, Click on the “Upload” button next to the Goals & Objectives.  
**The Goals & Objectives (GO) document must be in pdf format.** If there is no GO attached, you will not be able to schedule the rotation.
8. A pop up window will open. Choose the file/Goals & Objectives document & then Click on “Open”.
9. The Goals & Objectives (GO) document is attached.
** To replace the GO, Click on “Replace” button & choose another GO.
** To delete the GO, Click on “Delete” button and the GO will be deleted.
10. Once the fields have been entered, **Click on the** [button](#) (on the top right corner) & **Click “Saves Changes”**.
11. A message will appear on the top bar indicating “The Rotation has been saved.”
Follow Step 4 (page 6) -> Step 11 (page 13) in this VENTIS Manual to complete the Set Up of other Split Rotations/Blocks which are approved by the FPGME Office.

Prior to scheduling the trainee into the Split Rotation, Allocations must be completed:

- If your trainees do the split rotation within your Home Program, you (as the Home Program Administrator) completes the Allocations.

- If your trainees do the split rotation in an Off-Service Program, the Off-Service Program Administrator of that off-service split rotation completes the Allocations.

Please see the “How to Set Up Allocations for Split Blocks” VENTIS Manual for Instructions.