

USER MANUAL – INCOMPLETE ROTATIONS

TARGET AUDIENCE: ADMINISTRATORS

Updated July 29, 2019

INCOMPLETE ROTATIONS

Old Process:

- PGME rotations could be filled out with incomplete data (necessary for planning purposes).
- Incomplete rotations were never updated & remained incomplete during/after they have already taken place.
- Causes issues with data integration and reporting (MTD, BIU Counts, Preceptor Payments, etc).
- Caused ITERs not to send and trainees not be able to view the rotations in their schedule.

New Process:

- Rotations now have a visible indicator alerting users when any rotations are incomplete.

Rotation Schedule 2019-2020

You have incomplete rotations. Please click here to display them!

Trainees: [All](#)

Rotations: [All](#)

Buttons: Publish, Rollback

Trainee	2019							2020
	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	
	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	
Abalkhail, Yazeed Yousef S Internal Medicine-PGY2	Neuro - HGH	NIGHT FLOAT	Hem - JH	Rheum - HAMI	NIGHT CTU M	Elective	CTU SMR - SJ	Cardia
Abaya, Nael General Surgery-CF / T4,PEAP	NO Training	Clinics SMR						
Abd Allatif, Hassan Babekir Hassan Clinical Neonatology/Neonatal-Perinatal Me...	NICU-L3							
Abdali, Daniyal Internal Medicine-PGY1	Cardiology War	CTU Medicine	Amb CTU - MU	CTU Medicine	ID - HGH	Gastro - JH	CTU Medicine	Clinics

Click here

To view exactly which fields are missing from the rotation, double click on the rotation details and choose the “Alerts” tab. These alerts will display exactly what is missing that is causing this rotation to have an incomplete status.

Rotation Editor

Abalkhail, Yazeed Yousef S Published

Student Number: 400220074

Training: Internal Medicine-PGY2

Administrative Program(s): Internal Medicine

Rotation: Night Float , Period: 30-Jul-2019 / 26-Aug-2019

Rotation Supervisors Calendar Evaluations Alerts

Abalkhail, Yazeed Yousef S rotation from 30-JUL-19 to 26-AUG-19 is missing the location.

Criteria for Incomplete Rotations:

A rotation that is within 30 days of starting and has any of the following items missing:

- Trainee Program
- Rotation Name
- Service
- Rotation Format
- Primary Location
- Start/End Date

NOTE: Once all incomplete rotations are “complete”, the alert at the top of the rotation schedule will disappear. The goal is to have all rotations entered before their start date in order to have the workflows triggered.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca