



# USER MANUAL – INCOMPLETE ROTATIONS

**TARGET AUDIENCE: ADMINISTRATORS** 

Updated July 29, 2019





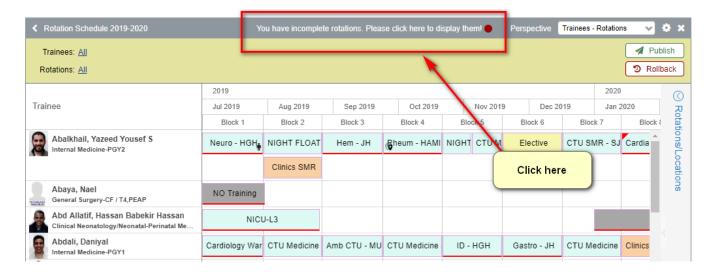
## **INCOMPLETE ROTATIONS**

#### **Old Process:**

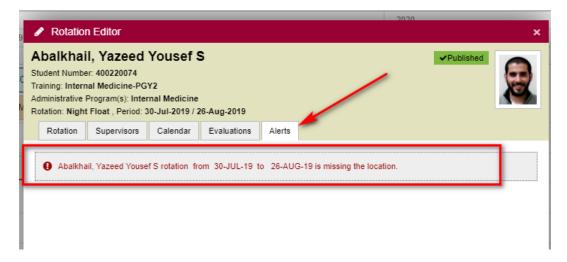
- PGME rotations could be filled out with incomplete data (necessary for planning purposes).
- Incomplete rotations were never updated & remained incomplete during/after they have already taken place.
- Causes issues with data integration and reporting (MTD, BIU Counts, Preceptor Payments, etc).
- Caused 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.



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.







### **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

<u>NOTE</u>: 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 <a href="medsis@mcmaster.ca">medsis@mcmaster.ca</a>