



USER MANUAL – ROTATION SCHEDULE FILTERS

TARGET AUDIENCE: ADMINISTRATORS

Updated July 29, 2019





ROTATION SCHEDULE

To access the rotation schedule, click on the menu item called Rotation Schedule and select the training session that you are accessing.

Home > Dashboard					
Student Registration	Letters	Requirements			
∃ Rotation Schedules					
Search:					
Name					
Rotation Schedule 2013-2014					
Rotation Schedule 2014-2015					
Rotation Schedule 2015-2016					
Rotation Schedule 2016-2017					
Rotation Schedule 2017-2018					
Rotation Schedule 2018-2019					
Rotation Schedule 2019-2020					
Showing 1 to 7 of 7 entries Show 10 • entries					

Filter Functionality

There are two main filters to utilize in order to change your view of the rotation schedule - Trainee and Rotation filter

KRotation Schedule 2017-2018				1	Perspective Tra	ainees - Rotations		¢	¢ ×
Trainees: <u>All</u> Rotations: <u>All</u>								1	Publish Rollback
	2017 20				2018				
Trainee	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 201	17	Jan 20)18
	Block1	Block2	Block3	Block4	Block5	Block6	Blo	ck7	Blo
Abdelmalak, Peter Family Medicine-PGY1	FM - BRA		GEN-IM - BCH	Hospitalist - IM	Peds	- BCH	FM - BI	RAMPT	
	FM -	EGH 🕈							
Abdin, Rawand Internal Medicine-PGY2	Nephro (Ext	Pgm) - SJH	NIGHT FLOAT	Rheum - SJH	CTU SMR - JH	CTU SMR - JH	ICU	- JH	Ele
			Research	Rheum					





Trainee Filter Options:

Trainees: /	AII	
Rotations:	▼ Filter Trainees	Show Selected
Trainee	Select Filter	~
Abalkh Internal I	Program Trainee Base Location Program Tune	
Abaya, General	Training Level	
Abd All Clinical I	Trainee Type	
Abdali, Internal I		
Abdelh Diagnost		
Abdelh Pediatric		
Abdala	🖉 Clear 🖺 Save	✓ Apply X Close

- **Program** Use this filter to see specific programs or if you are scheduling trainees for one of your programs.
- Trainee Use this filter to search a specific trainee
- **Base Location** Use this filter to see specific learners from a required base location (Hamilton, Niagara Campus, Waterloo Campus and a lot more for all FM residents).
- Program Type Option to choose INTERNAL or EXTERNAL trainees
 - INTERNAL view your internal residents
 - > EXTERNAL view off-service residents coming to your rotation
- Training Level Use this filter if you would like to look up trainees in specific levels
- **Trainee Type** option to select ELECTIVE or TRAINEE.
 - ELECTIVE to view external elective learners
 - TRAINEE to view only McMaster trainees





Rotation filter options:

< Rotation S	Schedule 2019-2020		
Trainees:	All		
Rotations:	All		
	▼ Filter Rotations		Show Selected
Trainee	Select Filter		~
Abala Abaya Genera Abaya Genera Abda A Chinica Abdal Interna Abdelh Diagnos Abdelh Pediatro	Program Rotation Format Location Supervisor Program Type Rotation Type Status Incomplete Status Alert Type Alert Severity Alert Status	•	
Abdeln Family N	🖉 Clear 🖺 Save		✓ Apply X Close

- **Program** Use this filter to view rotations within certain programs (ex: FM admins displaying all rotations scheduled for her residents in Pediatric program)
- Rotation Use this filter to view specific rotations
- Format Use this filter to view only core, elective, private practice, etc.
- Location Use this filter to view all trainees rotating through a specific location.
- Supervisor Use this filter to view all rotations that have that specific supervisor assigned to the rotation.
- Rotation Type Option of INTERNAL or EXTERNAL rotations.
 - INTERNAL Rotation Type if you want to see only your own rotations and all trainees rotating through those rotations
 - > EXTERNAL Rotation Type if you want to see all off-service rotations for your residents and their schedule
- Status Use this filter to view all published rotations, or all deleted rotations.
- **Incomplete Status** filter on rotations that are incomplete. This will auto filter when using the "incomplete rotations" alert at the top of the rotation schedule.





Click on the "Clear" button in the filter option to clear all filters:



QUESTIONS?

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