STANDARD OPERATING PROCEDURE – ONE45 ROTATION NAMING

1. INTRODUCTION

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1.1 PURPOSE

This standard operating procedure (SOP) describes the process for creating new and adapting existing rotations in one45 to ensure that they are consistently managed across programs. Building and ensuring that rotation names are consistent has broad implications for not only managing and comparing rotation information across programs, but also for gathering data for reporting purposes. When rotation names are accurate – and are embedded with site and/or service information – they are of significant utility for gathering rotation data for individual clinical learners.

Having standard rotation names in one45 is of significant benefit for all programs for a number of reasons:

- Clarification of ambiguities related to program-specific rotations (e.g., what is the "Blue Team", where is the "Cardiology" rotation; are these rotations the same as what my program has residents enrolled in, but under a different name?);
- Easier, more complete, and more accurate data reporting – particularly for funding data that requires information about hospital rotations, including service and site;
- Enables centralized clinical learner data capturing, which will eliminate significant work for program administrators during reporting processes, including MTD;
- Makes it significantly easier to gather schedule derived data from across programs;
- Standardizes rotation nomenclature across *all* programs;
- Makes navigating the front-end set-up tab of one45 more user friendly; and,
- Reduces rotation-related clutter in drop-down lists

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1.2. SCOPE

All rotation names in one45 program groups for both PGME and UME should conform to the standard *format* presented in this document. Each program has the ability to generate new rotations on an as-needed basis but these should conform to the protocols described in section 1.5, and 1.6.

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1.3. TRAINING AND INFORMATION

Please review one45's help article titled **"Manage Rotations"** available within one45's online support portal for procedural information on creating, editing, and/or deleting rotations. Schulich School of Medicine & Dentistry also offers arms-length support for troubleshooting issues with one45. Please contact helpdesk@schulich.uwo.ca for troubleshooting assistance.

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1.4. DEFINITIONS

PGME – Postgraduate Medical Education
Service – medical or surgical services and the supporting laboratories, equipment and personnel that comprise the medical or surgical mission(s) of a hospital (e.g., Vascular Surgery, Cardiology, Gastroenterology)
Site – the location of the rotation service (commonly hospital name, but also community)
UME – Undergraduate Medical Education

1.5. GUIDELINES

- Rotation names should be descriptive, acting as a reference that enables program administrators anywhere in the Schulich or London hospital system to understand to which service and site/community the rotation name is referring
- Shared rotations names should be universally applied across all programs – these should be applicable to any department and/or program.
- Unique, program-specific rotation names should be specific enough that they can be understood Schulich-wide.
- Common abbreviations are fine, as these conform to medical school (e.g., CTU) and/or hospital (ACE) nomenclature.
- Sites should be captured when possible using abbreviations (e.g., VH, UH, SJHC, WRH, HDGH). This reduces the length of the total rotation name, de-cluttering one45 schedules and drop-down lists as well as any future rotation report files.
- ALL rotation names must identify site(s) where rotation occurs.

1.6. EXAMPLES

Full Rotation Name:
> *Name | Description | - Site*

Example: Ambulatory GIM – Junior – VH
ACE CTU – UH
Geriatrics – SJHC
Cardiology Ward – WRH
Emergency Medicine – Adult – LHSC
Elective – Research
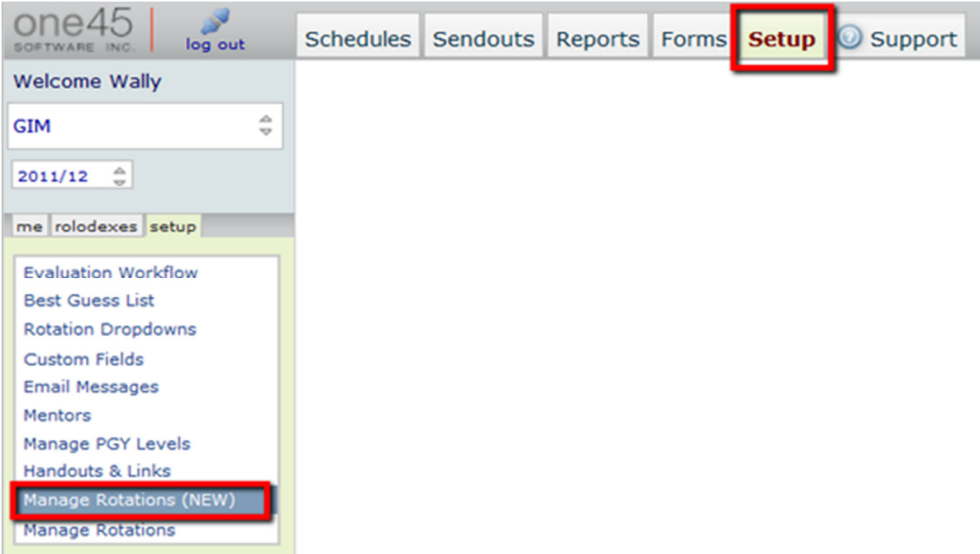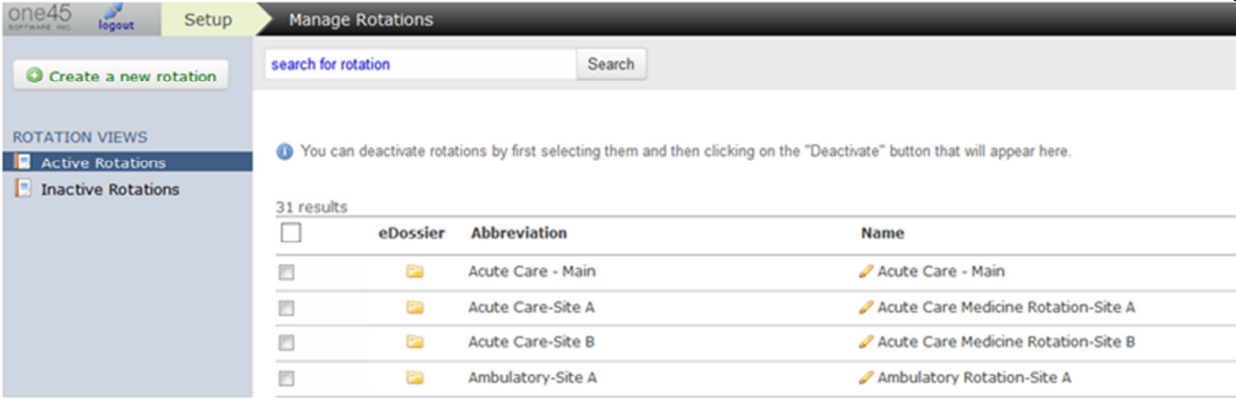Family Medicine – Hanover

Rotation Abbreviation:
> *Abbreviated Name | Description | - Site*

Example: Amb GIM – Jr – VH
ACE CTU – Jr – UH
Geriatrics – SJHC
Card Ward – WRH
ER – LHSC
Elect – Research
Fam Med - Hanover

2. PROCEDURE

It is your responsibility to understand this procedure before performing the following task. If you do not understand the processes described in this section of this document please refer to one45's internal support documents (through their Support Portal). If it is still not clear then contact Schulich one45 support.
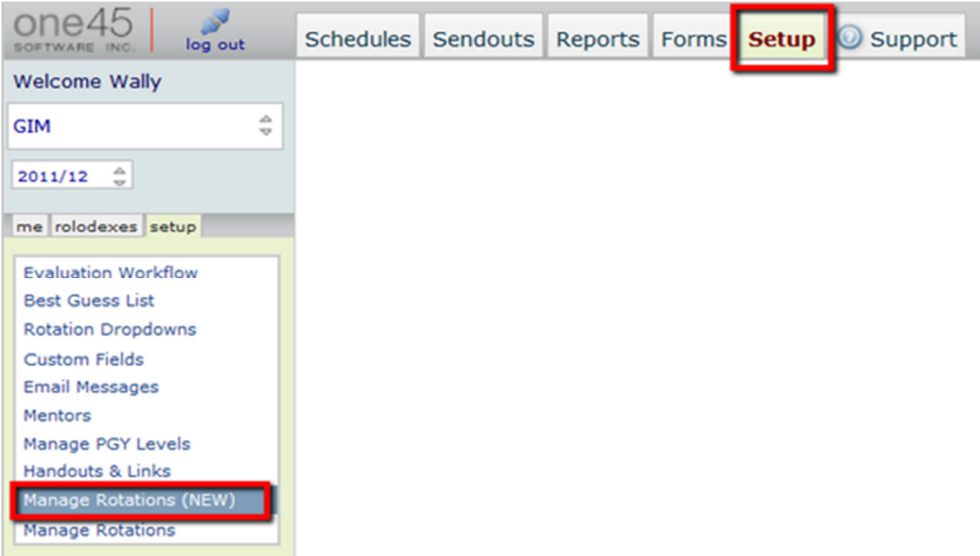
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2.1. CREATE A NEW ROTATION
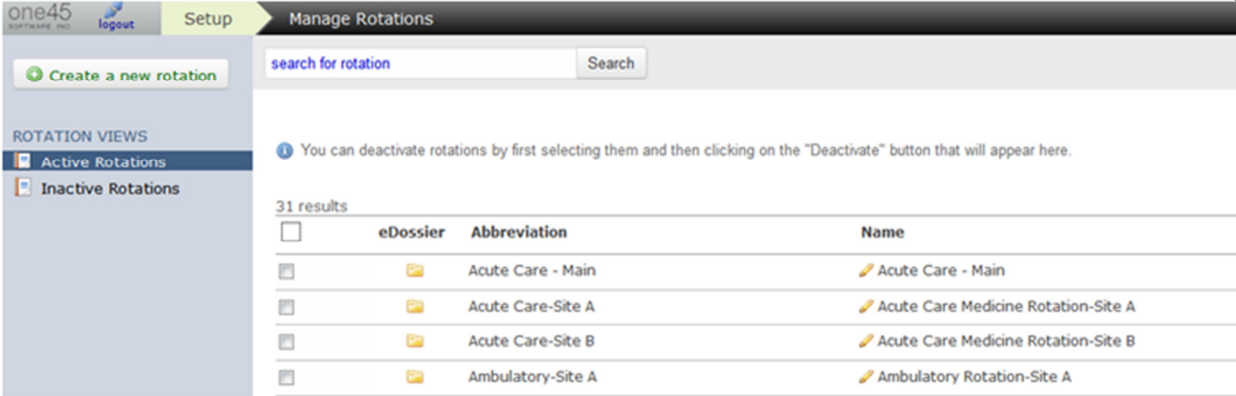
Step	Action
1.	Click the **Setup** tab. Click **Manage Rotations (NEW)**. A new page will open with the list of your existing rotations. Click the **Create a new rotation button**.

2.	one45 logout **Setup** **Manage Rotations** ⊕ Create a new rotation search for rotation	
3.	In the Create new rotation window that appears, enter the appropriate information for the rotation and any mandatory field and click **Submit** at the bottom. The rotation will appear in the **Active Rotations** list. Create new rotation ✕ ＊ **Name** ＊ **Abbreviation** Site Service Course Code Tags	
4.	Enter rotation information, including: Full Rotation Name (e.g., Emergency Medicine – Adult – LHSC Rotation Abbreviation (e.g., ER – LHSC) Fill in Site Information from drop-down list Fill in Service Information from drop-down list	
5.	After creating the new rotation, you **may also need to edit** your Evaluation Workflow to attach any forms you need to send out with the rotation.	

2.2. EDIT AN EXISTING ROTATION

NOTE: Please be aware that any edits will change the name for this rotation <u>back to the beginning history of your program</u>. Only make edits for simple typing errors or to standardize the name. If a rotation is new, you must make a new one, rather than editing an existing entry.

Step	Action
1.	Click the **Setup** tab. Click **Manage Rotations (NEW)**. A new page will open with the list of your existing rotations.
2.	Ensure that the **Active Rotation** view is selected on the left hand menu bar.
3.	Locate the rotation name in the list and click the "Edit" icon (pencil) situated to the left of the rotation name.

4.	Click into the abbreviation and/or full name field. Edit rotation name and/or abbreviation.
5.	Click **Submit** at the bottom of the edit page to save your changes.