Department of Anesthesia & Perioperative Medicine

VENTIS USER Guide

June 2018

Schulich
MEDICINE & DENTISTRY

Western

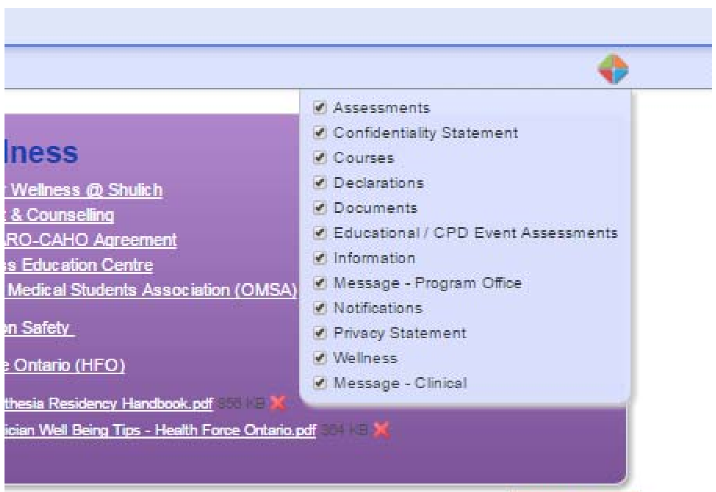
For Mobile Devices

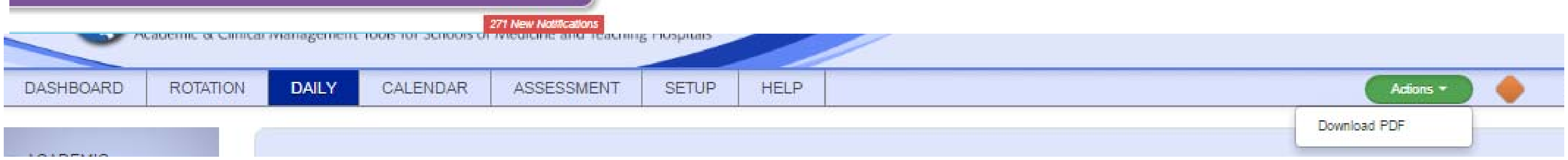
For all mobile devices, you have to log in to VENTIS and then “Request Desktop Site”.

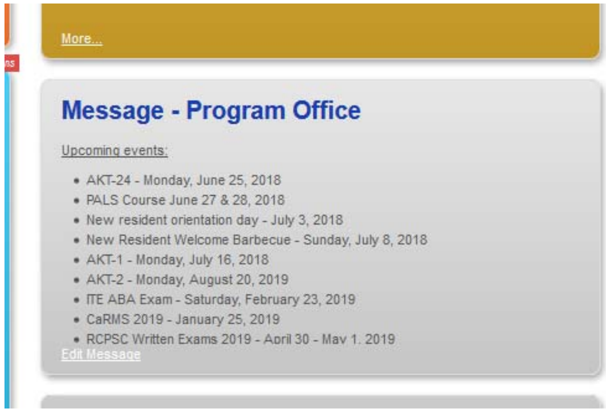
How to get help

Lori.dengler@lhsc.on.ca or Ext 34247

All windows on the Dashboard are customizable, including which ones you are able to see and size and placement. The coloured diamonds in the top right corner of every page selected contain information that you should have a look at, as it will often provide information with regard to page view and function. Green "Action" buttons will also have options for other available functions eg. .pdf download.







The Program Office Message box will contain information from Anesthesia PGE. You can have a look periodically to see upcoming events and announcements.

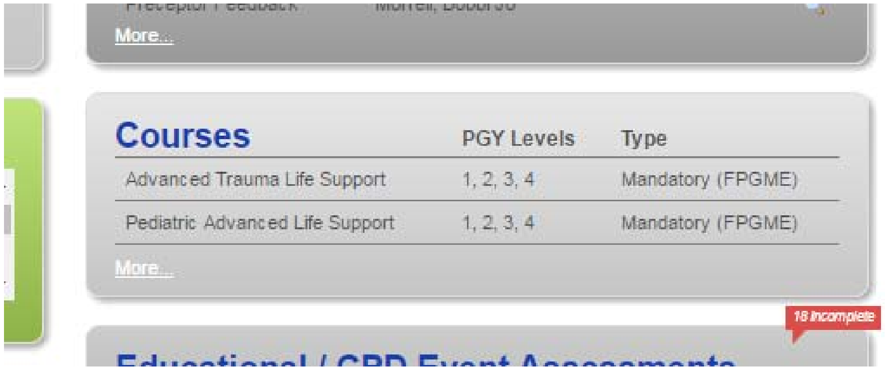
The Wellness box – links to program and external assistance, etc.

This is probably your most important information, and you should have the box located near the top of your dashboard and size it for maximum view. If you could all get rid of the 1500 or so notifications here by 'select'ing and "complete selected"

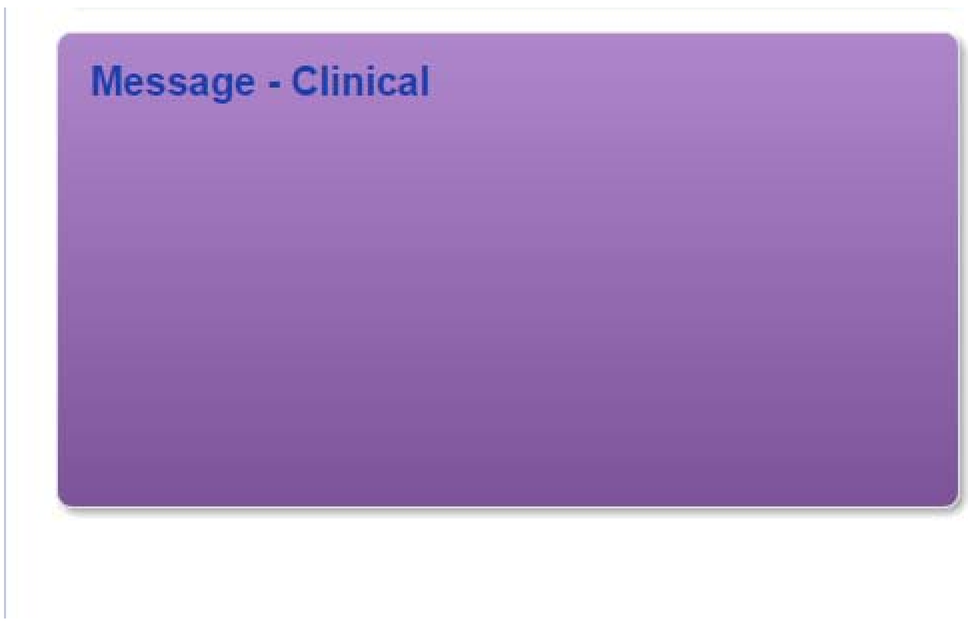
The Assessments box will contain links to assessments that you must complete as part of your rotation – generally preceptor feedback and rotation assessments.

This box contains a link to assessments for Educational event (Academic half-days and rounds) that you are required to complete. Some events will not be pertinent for your particular rotation/PGY status and can be declined using the thumb down option.

This box contains links that are associated with your rotations (ie. rotation objectives and introductory materials)



The courses box lists all mandatory and optional courses available, like ATLS, PALS, and the dates of completion.



This box contains any messages that have been sent from Kim in scheduling

Tab 2 - Rotation

This tab contains the academic year rotation schedule and your rotation information and your approved leave requests.

Resident 99	PGY	1 Jul 1, 2016 Jul 25, 2016	2 Jul 26, 2016 Aug 22, 2016	3 Aug 23, 2016 Sep 19, 2016	4 Sep 20, 2016 Oct 17, 2016	5 Oct 18, 2016 Nov 14, 2016	6 Nov 15, 2016 Dec 12, 2016	7 Dec 13, 2016 Jan 9, 2017	8 Jan 10, 2017 Feb 6, 2017	9 Feb 7, 2017 Mar 6, 2017	10 Mar 7, 2017 Apr 3, 2017	A M
Bairagi, Ranjana	4	Research	**Obs Anes VH**	Anes VH	APOOR VH	Anes UH	EP UH	Thoracic Anes V	Card Anes UH	PCCU VH	Peds Anes VH	Peds A
Behbehani, Hasan	4	Reg Anes UH	**Chronic Pain SJ**	Anes SJH	Palliative	Pain - Ottawa	POCUS	Peds Anes VH	Peds Anes VH	Peds Anes VH	PCCU VH	Anes U
Belrose, Jillian	1	MED CTU 1 - UH	**Ob/Gyn VH**	Cardiology	Peds ER	ICU UH	Gen Surg (BCT)	Intro Anes SJH	Intro Anes UH	Intro Anes UH	Intro Anes UH	Resea
Bernstein, Leonora	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Borowiec, Sebastian	2	Anes UH	**Neuro Anes UH**	CCU	Chronic Pain SJ	Obs Anes VH	Resp Windsor	ICU UH	APOOR VH	Vasc Anes VH	Anes UH	ICU U
Brown, Lukas	3	Reg Anes SJH	**Elective TBD**	Thoracic Anes V	POCUS	ICU - STEGH	Neuro Anes UH	Vasc Anes VH	EP UH	Obs Anes VH	APOOR VH	Amb M
Bulatovic, Ranko	5	Peds Anes VH	**Anes Toronto**	Consolidn SJH	Reg Anes UH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn SJH	Conso
Chong, Matthew	3	Card Anes UH	**CSRU UH**	Neuro Anes UH	Reg Anes SJH	Anes VH	Research	Anes SJH	Anes UH	CCTC VH	Thoracic Anes V	POCU
Chow, Mike	4	CSRU UH	**POCUS**	Obs Anes VH	Anes VH	Palliative	Peds Anes VH	Peds Anes VH	Anes VH	PCCU VH	Comm BC	Transp

To view only your rotations, you can use the “rotations” option on the left sidebar.
You will be able to see the Block #, number of days in the block and a link to the goals and objectives for that rotation.

Year
2017

Block			Rotation	G&O
1	Jul 1 - Jul 31, 2017	31	Adult Anesthesia, University Hospital	
2	Aug 1 - Aug 28, 2017	28	Regional Anesthesia, University Hospital	
3	Aug 29 - Sep 25, 2017	28	Elective Block (To be determined and confirmed by Program Director)	
4	Sep 26 - Oct 23, 2017	28	Palliative Medicine	
5	Oct 24 - Nov 20, 2017	28	Adult Anesthesia, Victoria Hospital	
6	Nov 21 - Dec 18, 2017	28	Intensive Care Unit, University Hospital	
7	Dec 19 - Jan 15, 2018	28	Pediatric Anesthesia, Victoria Hospital	
8	Jan 16 - Feb 12, 2018	28	Pediatric Anesthesia, Victoria Hospital	
9	Feb 13 - Mar 12, 2018	27	Pediatric Anesthesia, Victoria Hospital	

Tab 2 - Rotation

Schedule

This tab contains the academic year rotation schedule and your rotation information and your approved leave requests.

Resident 99	PGY	1 Jul 1, 2016 Jul 25, 2016	2 Jul 26, 2016 Aug 22, 2016	3 Aug 23, 2016 Sep 19, 2016	4 Sep 20, 2016 Oct 17, 2016	5 Oct 18, 2016 Nov 14, 2016	6 Nov 15, 2016 Dec 12, 2016	7 Dec 13, 2016 Jan 9, 2017	8 Jan 10, 2017 Feb 6, 2017	9 Feb 7, 2017 Mar 6, 2017	10 Mar 7, 2017 Apr 3, 2017	A M
Bairagi, Ranjana	4	Research	Obs Anes VH	Anes VH	APOOR VH	Anes UH	EP UH	Thoracic Anes V	Card Anes UH	PCCU VH	Peds Anes VH	Peds A
Behbehani, Hasan	4	Reg Anes UH	Chronic Pain SJ	Anes SJH	Palliative	Pain - Ottawa	POCUS	Peds Anes VH	Peds Anes VH	Peds Anes VH	PCCU VH	Anes U
Belrose, Jillian	1	MED CTU 1 - UH	Ob/Gyn VH	Cardiology	Peds ER	ICU UH	Gen Surg (BCT)	Intro Anes SJH	Intro Anes UH	Intro Anes UH	Intro Anes UH	Resea
Bernstein, Leonora	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Borowiec, Sebastian	2	Anes UH	Neuro Anes UH	CCU	Chronic Pain SJ	Obs Anes VH	Resp Windsor	ICU UH	APOOR VH	Vasc Anes VH	Anes UH	ICU U
Brown, Lukas	3	Reg Anes SJH	Elective TBD	Thoracic Anes V	POCUS	ICU - STEGH	Neuro Anes UH	Vasc Anes VH	EP UH	Obs Anes VH	APOOR VH	Amb M
Bulatovic, Ranko	5	Peds Anes VH	Anes Toronto	Consolidn SJH	Reg Anes UH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn VH	Consolidn SJH	Conso
Chong, Matthew	3	Card Anes UH	CSRU UH	Neuro Anes UH	Reg Anes SJH	Anes VH	Research	Anes SJH	Anes UH	CCTC VH	Thoracic Anes V	POCU
Chow, Mike	4	CSRU UH	POCUS	Obs Anes VH	Anes VH	Palliative	Peds Anes VH	Peds Anes VH	Anes VH	PCCU VH	Comm BC	Transp

To view only your rotations, you can use the "rotations" option on the left sidebar.
You will be able to see the Block #, number of days in the block and a link to the goals and objectives for that rotation.

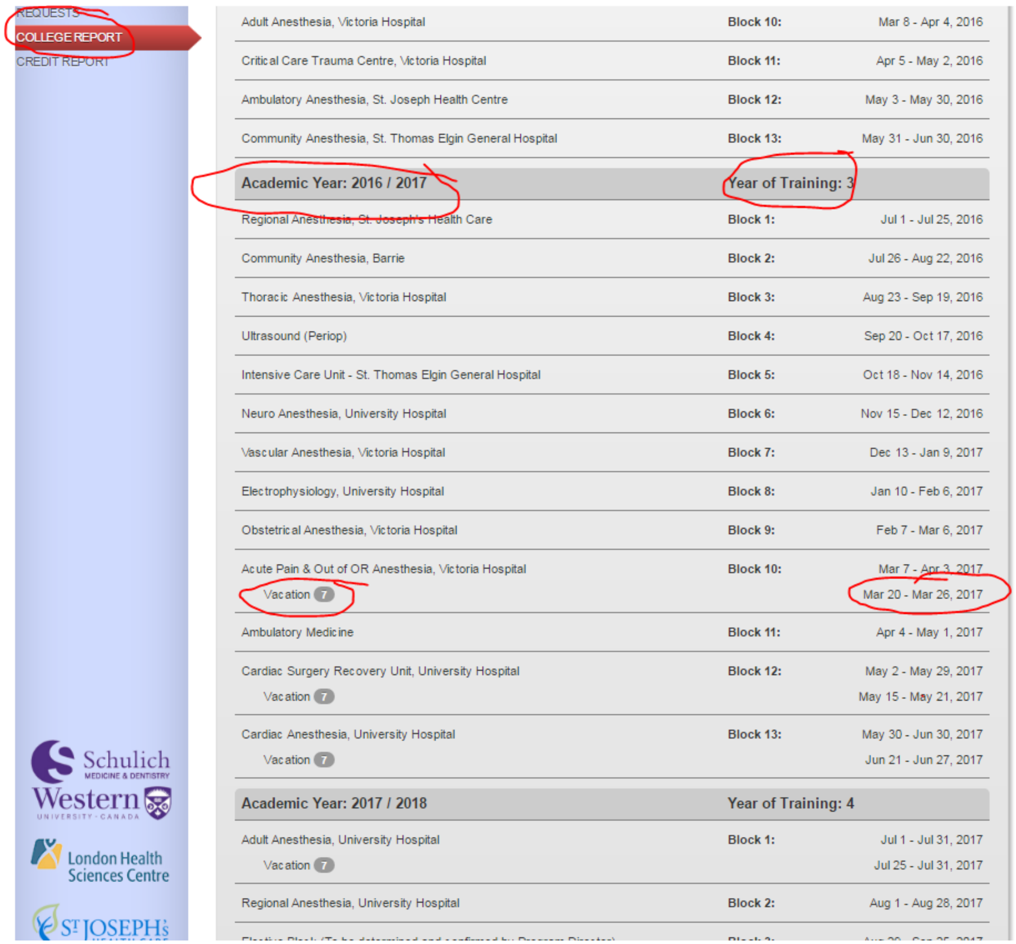
Year
2017

Block			Rotation	G&O
1	Jul 1 - Jul 31, 2017	31	Adult Anesthesia, University Hospital	
2	Aug 1 - Aug 28, 2017	28	Regional Anesthesia, University Hospital	
3	Aug 29 - Sep 25, 2017	28	Elective Block (To be determined and confirmed by Program Director)	
4	Sep 26 - Oct 23, 2017	28	Palliative Medicine	
5	Oct 24 - Nov 20, 2017	28	Adult Anesthesia, Victoria Hospital	
6	Nov 21 - Dec 18, 2017	28	Intensive Care Unit, University Hospital	
7	Dec 19 - Jan 15, 2018	28	Pediatric Anesthesia, Victoria Hospital	
8	Jan 16 - Feb 12, 2018	28	Pediatric Anesthesia, Victoria Hospital	
9	Feb 13 - Mar 12, 2018	27	Pediatric Anesthesia, Victoria Hospital	

Tab 2 - Rotation

College Report

This tab contains your training information for all years of training. This is the report you submit to the Royal College.
It also contains all leave take (vacation or LOA). You should periodically check this information for completeness and accuracy.

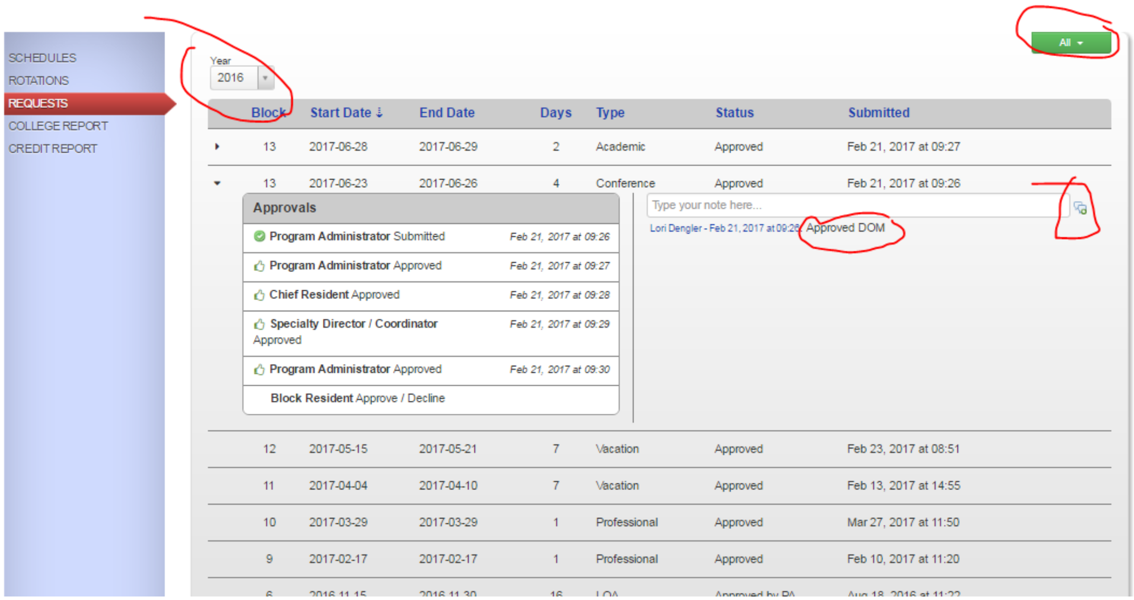

REQUESTS
COLLEGE REPORT
CREDIT REPORT

Adult Anesthesia, Victoria Hospital	**Block 10:**	Mar 8 - Apr 4, 2016
Critical Care Trauma Centre, Victoria Hospital	**Block 11:**	Apr 5 - May 2, 2016
Ambulatory Anesthesia, St. Joseph Health Centre	**Block 12:**	May 3 - May 30, 2016
Community Anesthesia, St. Thomas Elgin General Hospital	**Block 13:**	May 31 - Jun 30, 2016
Academic Year: 2016 / 2017	**Year of Training: 3**	
Regional Anesthesia, St. Joseph's Health Care	**Block 1:**	Jul 1 - Jul 25, 2016
Community Anesthesia, Barrie	**Block 2:**	Jul 26 - Aug 22, 2016
Thoracic Anesthesia, Victoria Hospital	**Block 3:**	Aug 23 - Sep 19, 2016
Ultrasound (Periop)	**Block 4:**	Sep 20 - Oct 17, 2016
Intensive Care Unit - St. Thomas Elgin General Hospital	**Block 5:**	Oct 18 - Nov 14, 2016
Neuro Anesthesia, University Hospital	**Block 6:**	Nov 15 - Dec 12, 2016
Vascular Anesthesia, Victoria Hospital	**Block 7:**	Dec 13 - Jan 9, 2017
Electrophysiology, University Hospital	**Block 8:**	Jan 10 - Feb 6, 2017
Obstetrical Anesthesia, Victoria Hospital	**Block 9:**	Feb 7 - Mar 6, 2017
Acute Pain & Out of OR Anesthesia, Victoria Hospital	**Block 10:**	Mar 7 - Apr 3, 2017
Vacation 7		Mar 20 - Mar 26, 2017
Ambulatory Medicine	**Block 11:**	Apr 4 - May 1, 2017
Cardiac Surgery Recovery Unit, University Hospital	**Block 12:**	May 2 - May 29, 2017
Vacation 7		May 15 - May 21, 2017
Cardiac Anesthesia, University Hospital	**Block 13:**	May 30 - Jun 30, 2017
Vacation 7		Jun 21 - Jun 27, 2017
Academic Year: 2017 / 2018	**Year of Training: 4**	
Adult Anesthesia, University Hospital	**Block 1:**	Jul 1 - Jul 31, 2017
Vacation 7		Jul 25 - Jul 31, 2017
Regional Anesthesia, University Hospital	**Block 2:**	Aug 1 - Aug 28, 2017

Tab 2 - Rotation REQUESTS

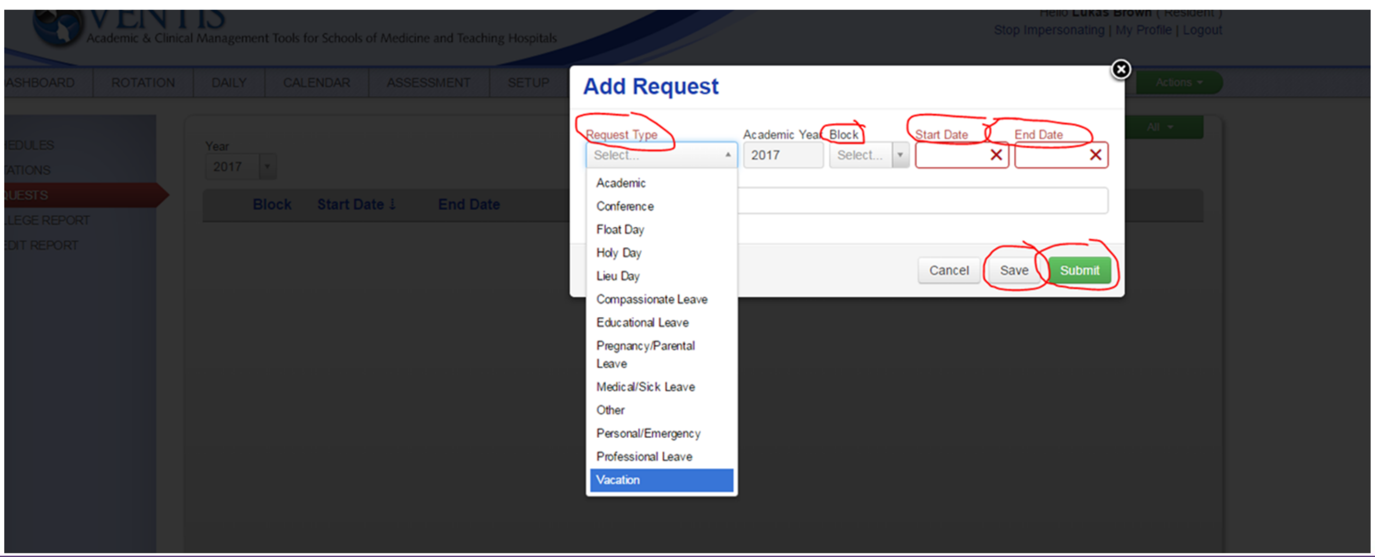
The landing page on this option will show you detail concerning your leave requests for the academic year selected and their status. Arrows to the left of any leave indicates that there is a “note” attached to the leave. If you click on the arrow, it will expand the screen so that you will be able to see it. You are also able to create your own notes using this screen. It is your responsibility to follow up on all leave requests. Until the status is “approved”, you do not have the time off and will be expected in the OR.

Please advise the program coordinator of any off service leave time as this is also entered here as a matter of housekeeping. It will show as “submitted” (will not be “approved”).

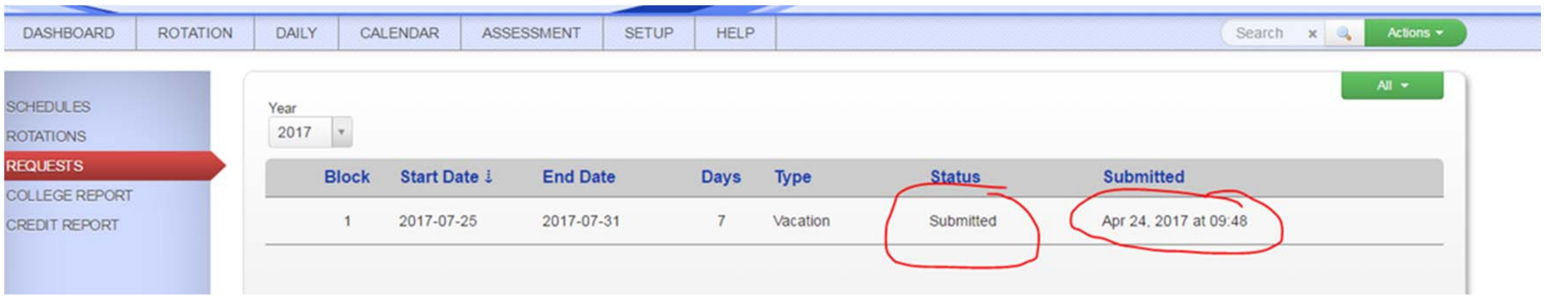


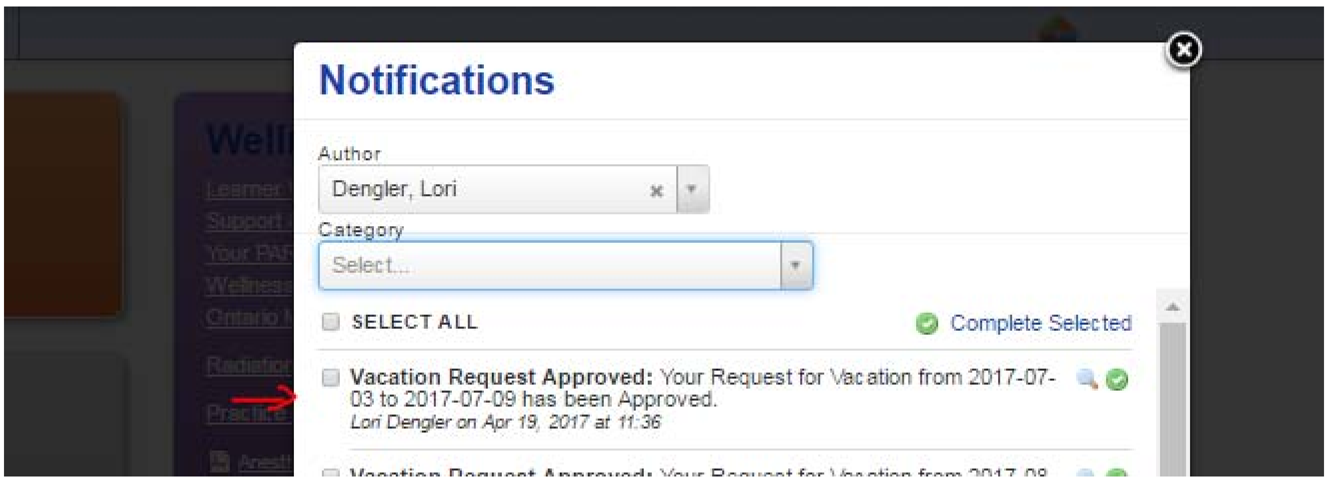
Tab 2 - Rotation REQUESTS

Very important – this is where, from now on, you will make all vacation requests



Tab 2 - Rotation REQUESTS

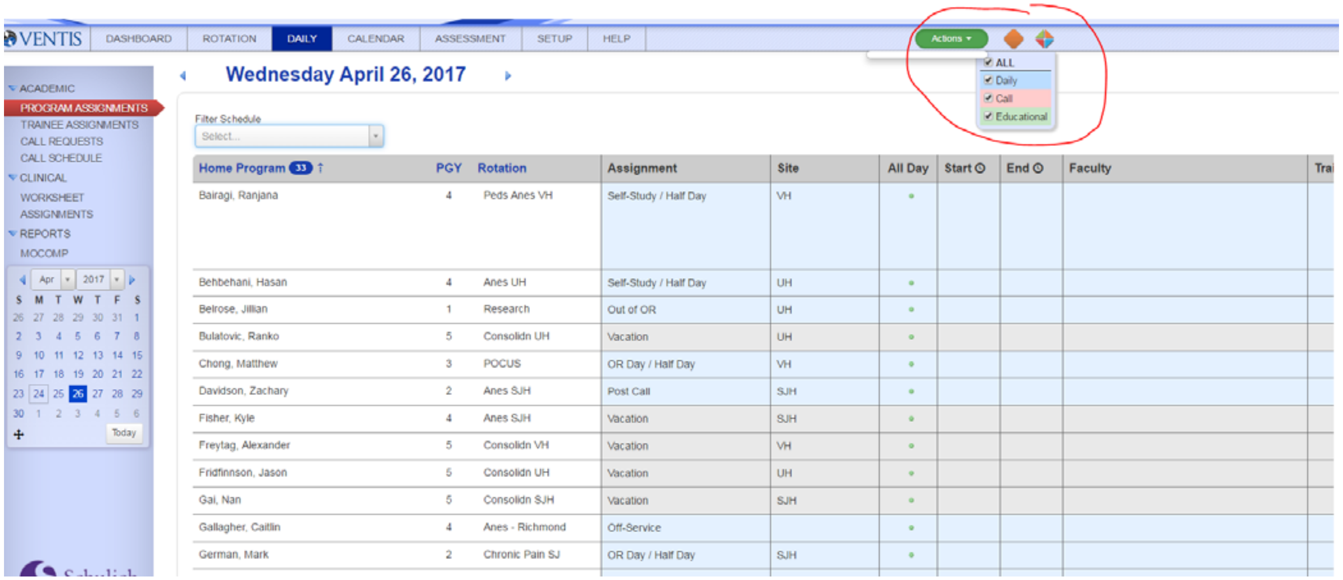




Tab 3 - Daily

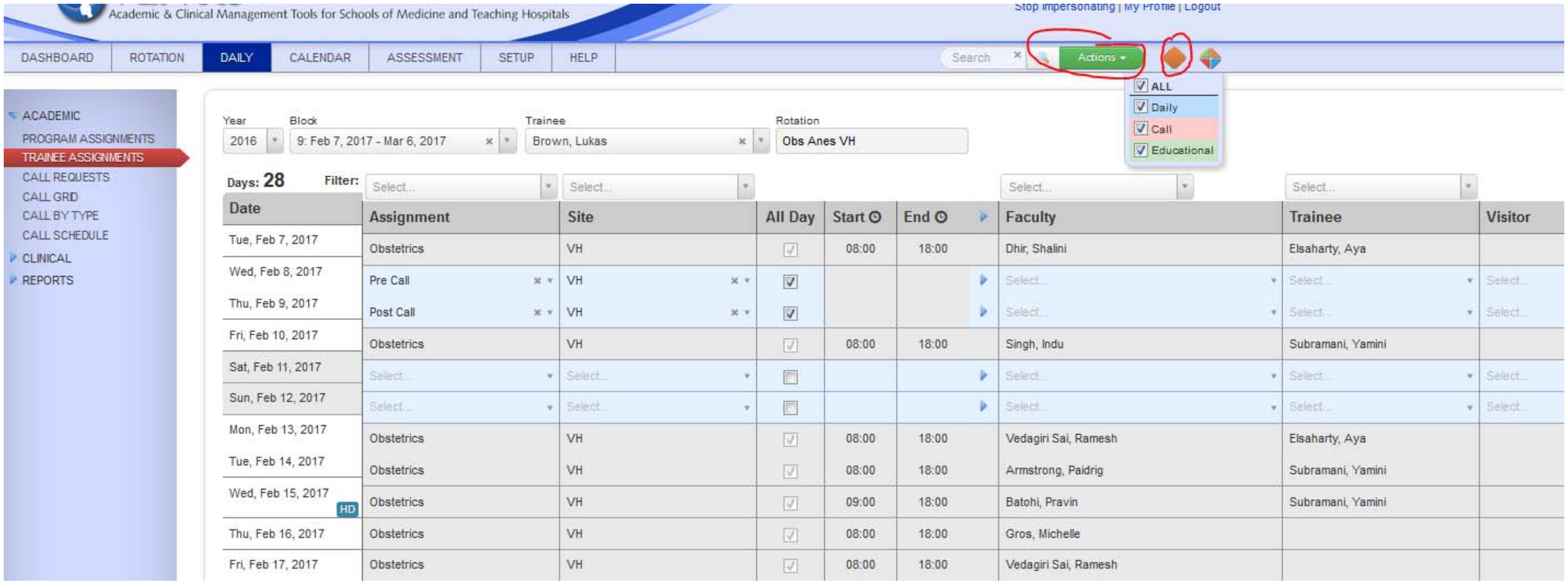
This tab contains the all scheduling information that you will need to access, both academic and clinical as listed on the sidebar.

Program Assignments



This record shows you all activities for all anesthesia residents including rotation, daily assignment, site, call and educational events. You can filter the table using the rust diamond to see only the activities you would like to look at. This can be useful for see who is on call (trainees only) or what educational events are occurring on that date.

Trainee Assignment

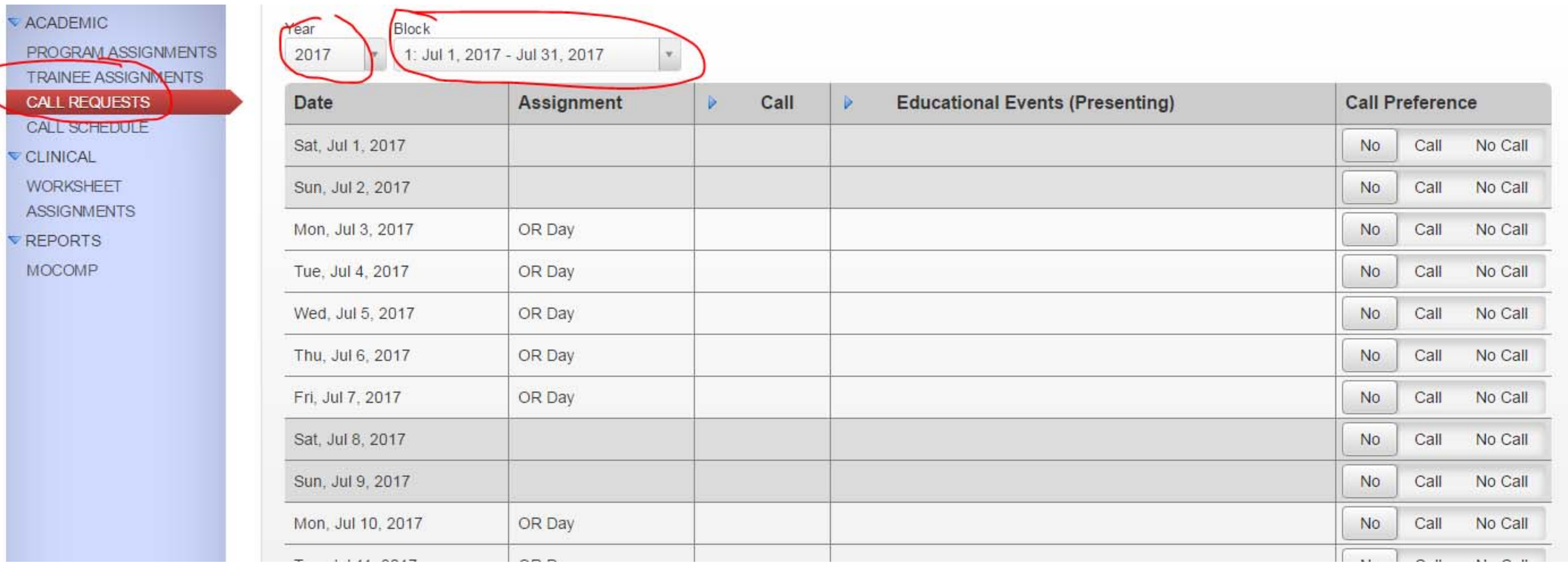


Date	Assignment	Site	All Day	Start	End	Faculty	Trainee	Visitor
Tue, Feb 7, 2017	Obstetrics	VH		08:00	18:00	Dhir, Shalini	Elsaharty, Aya	
Wed, Feb 8, 2017	Pre Call	VH				Select...	Select...	Select...
Thu, Feb 9, 2017	Post Call	VH				Select...	Select...	Select...
Fri, Feb 10, 2017	Obstetrics	VH		08:00	18:00	Singh, Indu	Subramani, Yamini	
Sat, Feb 11, 2017	Select...	Select...				Select...	Select...	Select...
Sun, Feb 12, 2017	Select...	Select...				Select...	Select...	Select...
Mon, Feb 13, 2017	Obstetrics	VH		08:00	18:00	Vedagiri Sai, Ramesh	Elsaharty, Aya	
Tue, Feb 14, 2017	Obstetrics	VH		08:00	18:00	Armstrong, Paidrig	Subramani, Yamini	
Wed, Feb 15, 2017 HD	Obstetrics	VH		09:00	18:00	Batohi, Pravin	Subramani, Yamini	
Thu, Feb 16, 2017	Obstetrics	VH		08:00	18:00	Gros, Michelle		
Fri, Feb 17, 2017	Obstetrics	VH		08:00	18:00	Vedagiri Sai, Ramesh		

This sheet has the same functionality and information as the Program Assignment sheet, only it is specific to you. You can select any Block and see the entire schedule. You can download a pdf of this sheet using the green "action" button at the top.

Call Requests

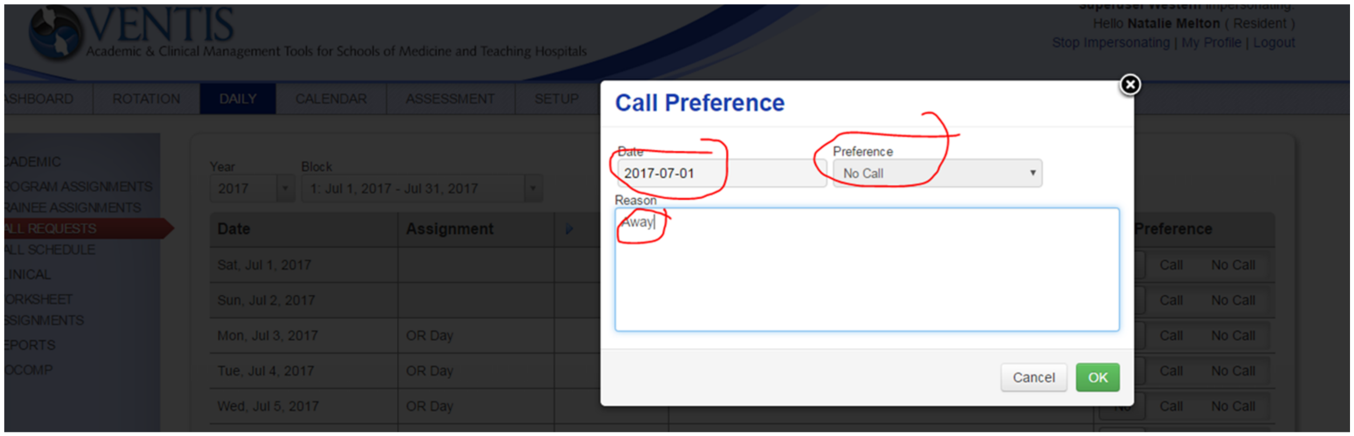
You can use this tab and make your call requests for every block. The requests will be closed when the Block resident is not accepting any more requests and you won't be able to select any options.



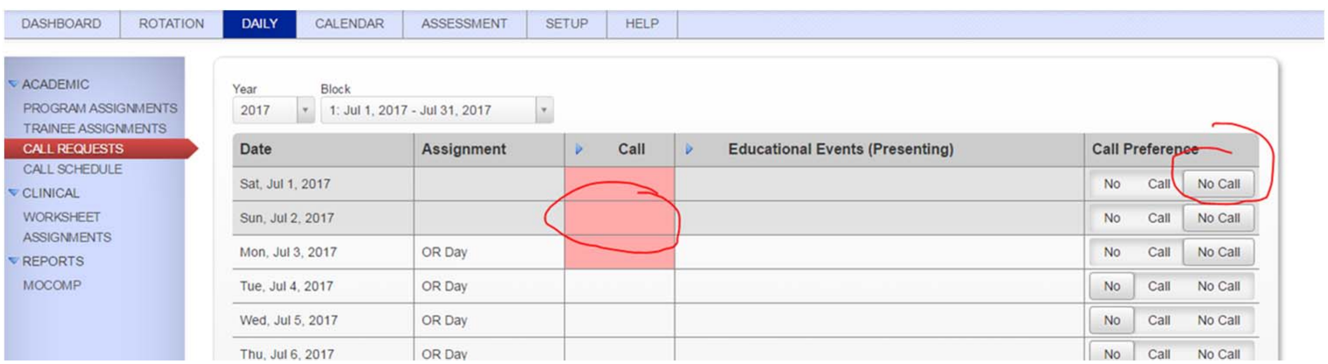
Call Requests

PROCESS

Click on “No Call” if you need/would like to be off call. A pop-up will require that you confirm the date and enter a reason. Can be “vacation”, on course, etc.



Once you have selected “no call”, the time will be highlighted in red. If you select “Call”, the highlight will be green.



Tab 3 - Daily

- PROGRAM ASSIGNMENTS
- TRAINEE ASSIGNMENTS
- CALL REQUESTS
- CALL SCHEDULE
- CLINICAL
- WORKSHEET ASSIGNMENTS
- REPORTS
- MOCOMP

Year: 2016 | Block: 9: Feb 7, 2017 - Mar 6, 2017

Title	Specialty / Subspecialty / Stream	Scheduler	Columns	Approved	
Victoria Hospital	Anesthesiology	, ...	14	Yes	View Download
University Hospital	Anesthesiology	, ...	16	Yes	View Download

"Call Schedule" will allow you to view and/or download all approved resident call schedules by block

Year: 2016 | Block: 9: Feb 7, 2017 - Mar 6, 2017 | Download

Anesthesiology: University Hospital

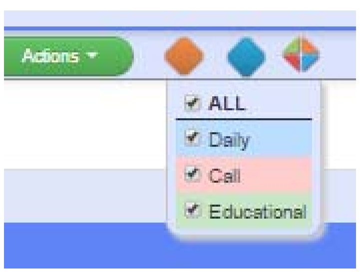
Resident OR Call Schedule

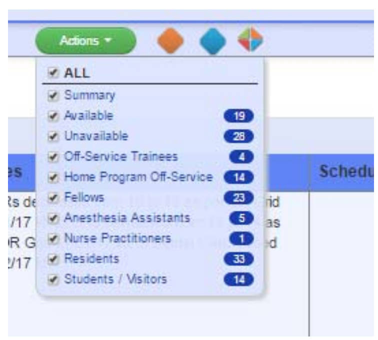
Date	Resident OR Call 19855	OR Day Call	Wknd OR 2nd Day Call	OR 1st Night Call	Wknd OR 2nd Night Call	OR 2nd Call	Wknd OR 1st Day Call	Wknd OR 1st Night Call
Tue Feb 7	Mohajer, Kiarash			Turkstra, Tim		Flier, Suzanne		
Wed Feb 8	Melton, Natalie			Mack, Peter		Zhou, Ray		
Thu Feb 9	German, Mark			Dhir, Achal		Arango, Miguel		
Fri Feb 10	Melton, Natalie			McFarling, Matthew		Cave, Anita		
Sat Feb 11	Belrose, Jillian		Giraldo, Mauricio		Granton, Jeff		Granton, Jeff	Giraldo, Mauricio
Sun Feb 12	Melton, Natalie		Zhou, Ray McFarling, Matthew				Zhou, Ray	McFarling, Matthew
Mon Feb 13	Fridfinnson, Jason			Noppens, Ruediger		Taneja, Ravi		

Tab 3 - Daily

The “Clinical Worksheet” provides daily assignment information. It contains citywide scheduling and assignments for all OR/Clinic/Rooms.
You will be able to check this worksheet daily by 3:00 pm for the next day’s assignment.

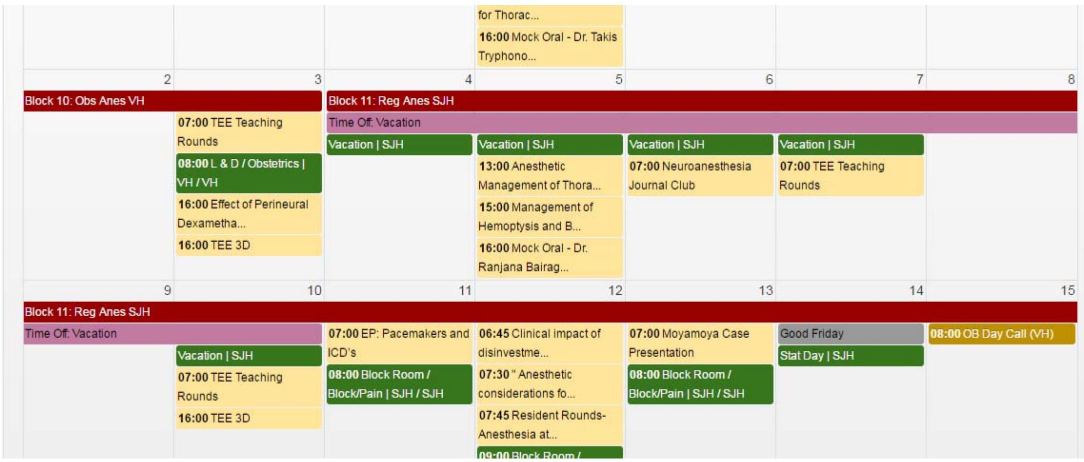
There are many filters and options you can use on this sheet to only look at your site and information that is important to you. You can do this with the coloured diamonds beside the green action button

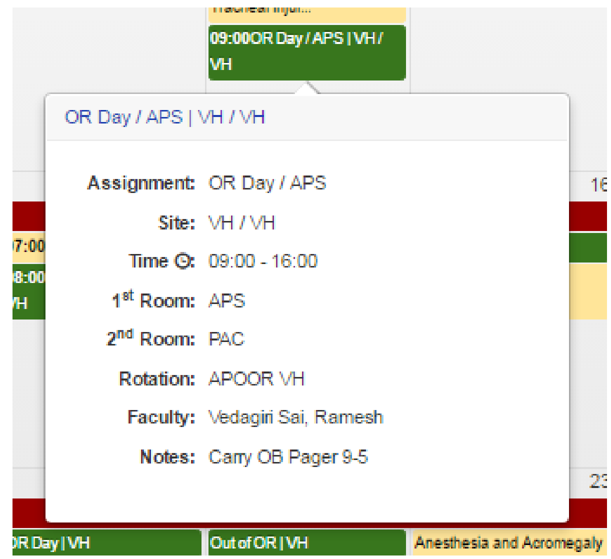




Tab 4 - Calendar

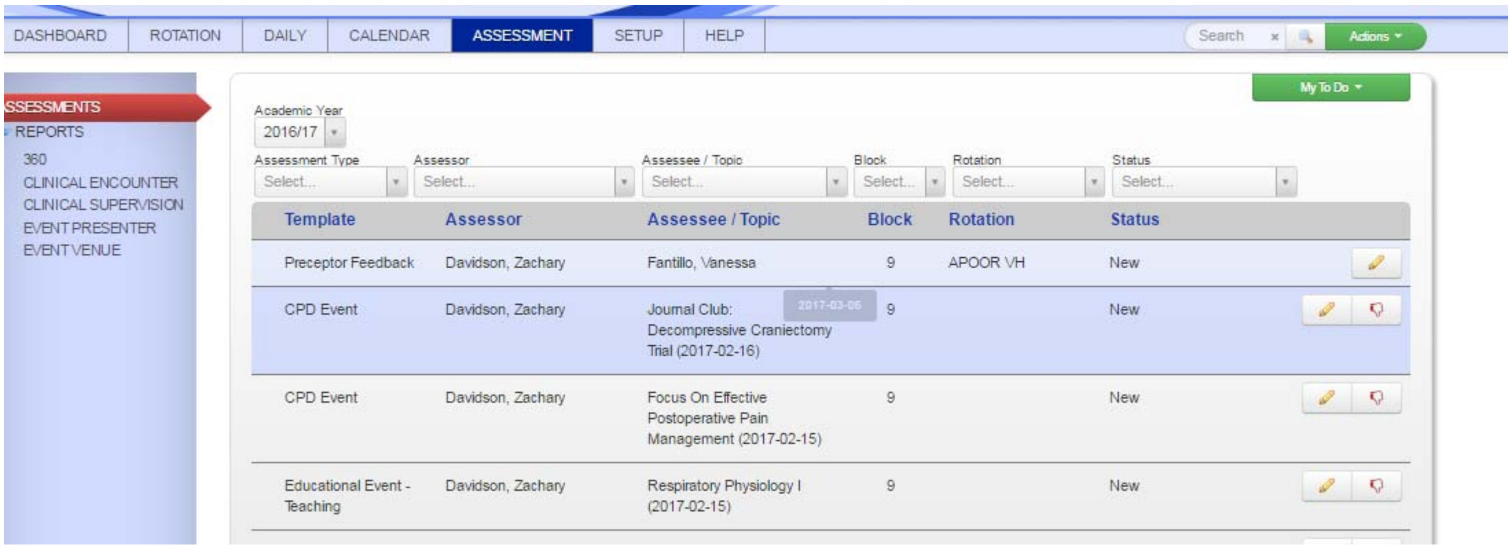
This is one of the best tabs in the program. All in one place, intuitively, is all of the information you will need on a daily basis. It includes all assignments, educational events, call and scheduled vacation. Clicking on any item will populate a detailed description and provide links to any pertinent documents.





Tab 5 - Assessment

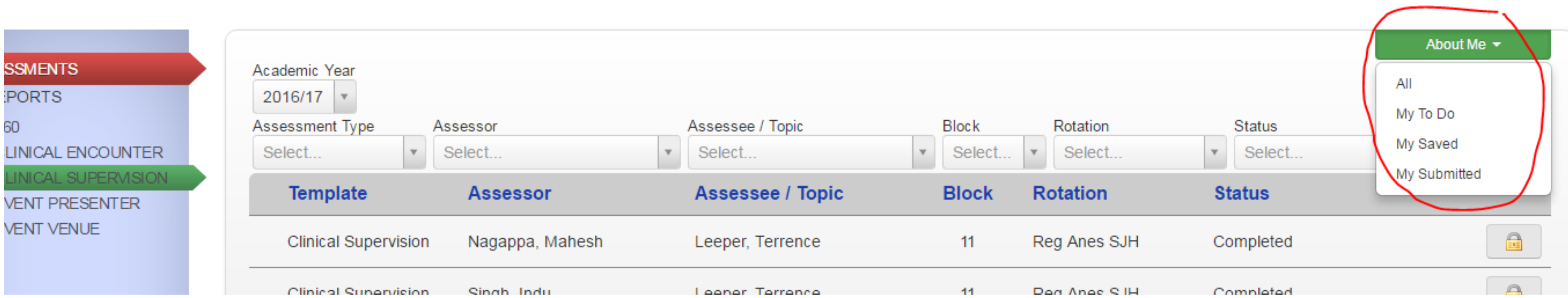
The landing page for this tab shows you all of your “to do” assessments, for all events. You can have a look around and check the sorting and filter features. The “pencil” button will pull up the assessment for you to complete, and the “thumbs down” will allow you to opt out of an event you did not attend.



All assessments are click technology using likert scales, with some mandatory text boxes. The program scrolls through the assessment, moving to the next question once you have selected your response.

Tab 5 - Assessment

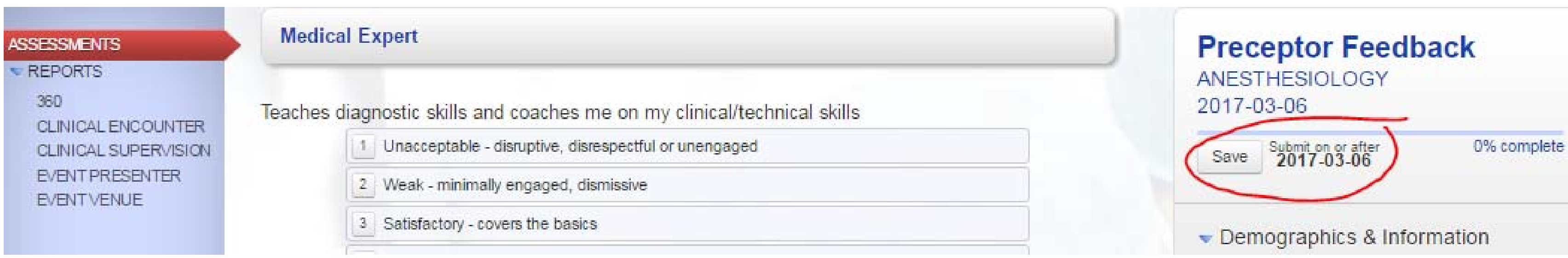
You are able to look at different assessments using the Green tab on the top right including about me, my to do, my save and my submitted. You can sort and filter any reports using the drop boxes at the top of the page, or the column headers.



You will notice a "lock" on some of these assessments, they will not be unlocked for your viewing until you have completed your assigned assessments for the Block. Once this is done (after the end of the Block) you will be able to see each assessment (dailies and ITARs) that have been completed about you, either individually, or in a report.

Tab 5 – Completing Preceptor Feedback

In order to protect the confidentiality of your scoring, preceptor feedback represents a cumulative experience during one rotation. You may have the same consultant on several occasions but you are asked to complete only one evaluation for that consultant. You may add content to the assessment any time after the first experience (the assessment generates on your first match), but you will only be able to complete and submit it after the end of the rotation. Remember, this information is confidential and is vital to the continued excellence of teaching in our department .



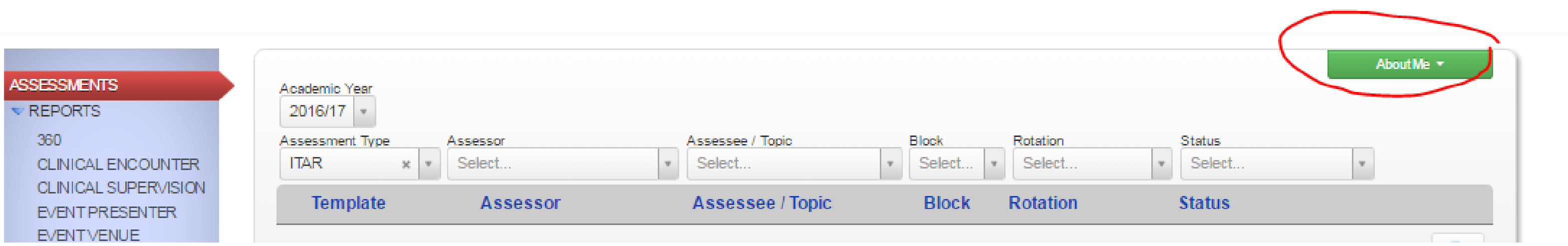
Tab 5 – Educational Event Feedback

You will be “invited” to many events for which you will receive assessments. Some you will not attend, which can be removed from your “to do”s here on the dashboard. These assessments are distributed the day of the event, and, as always, your feedback is important to the maintenance or relevant and meaningful curriculum.

Tab 5 – Your Assessments

This tab is also where you will be able to view assessments that are specific to you. You will only be able to access this information at the end of a rotation once you have completed all of your preceptor and rotation assessments for that block.

Using the green “My to do” button, you should select “about me”. All assessments of you will be viewable including ITARs and individual clinical supervisions. There are many useful filters across the top of the page, and all columns are sortable

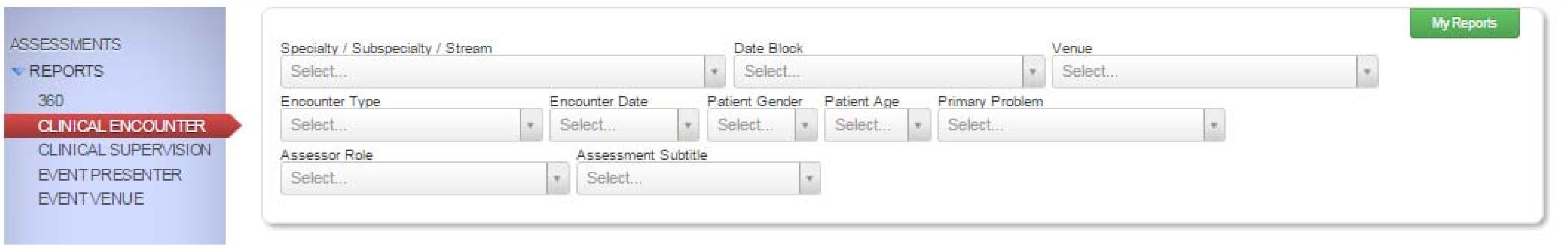


Tab 5 – Your Assessment Reports

There are several reports about you (summary reports from submitted supervisions and reviews) that will be of interest.

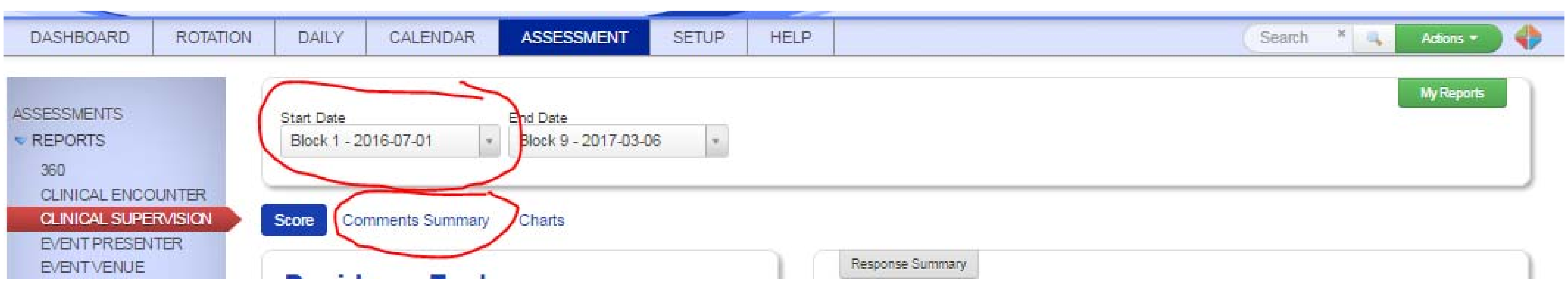
Clinical Encounters

You are able to view clinical encounter feedback using a variety of different filters



Clinical Supervision

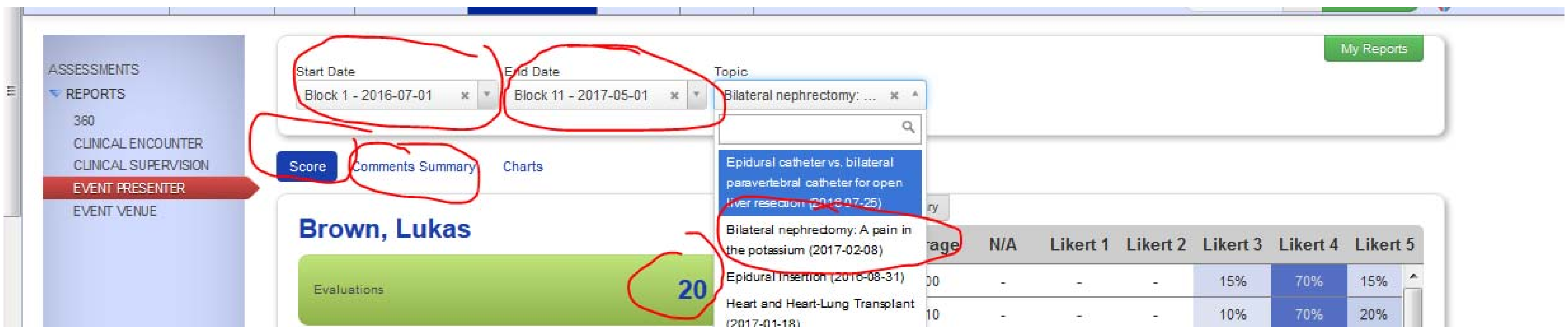
You are able to view a summary report of all supervisions completed during the selected time period. You may select each tab (“score” “comments summary” or “charts” to see your averaged likert scoring, all comments by question and a chart comparing your performance to that of your peers.



Tab 5 – Your Assessment Reports

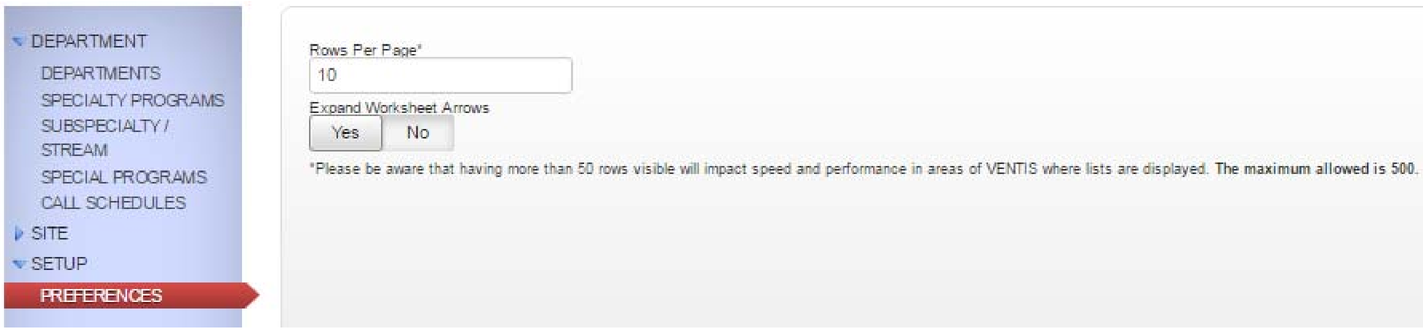
Event Presenter

As an event presenter you will receive feedback from your peers and/or faculty. To check a summary of these assessments, you click on "event presenter" enter the block date(s). You may have several events from which to choose. When you select one, a report, with scores and comments summaries will be available for viewing. Comments must be approved before they can be published, so if you are unable to access a report, send me an email and I will make sure the report information is complete.



Tab 6 – Setup

The only utility you have in this tab is to change your "rows per page" – I recommend you change it to 50 – and "expand work sheet arrows". The default is yes and you should leave it on that setting for optimal worksheet views.



Tab 7– Help

This tab is still a work in progress as the program is tweaked for utility. It is, however, very useful, and you should refer to it when necessary as a first goto.

You can also, at any time, send me a quick email or give me a call and I will be happy to help.

How to get help
Lori.dengler@lhsc.on.ca or Ext 34247