VENTIS USER Guide
June 2019

Schulich
MEDICINE & DENTISTRY

Western

For Initial Login

Easiest way to access VENTIS is through the link on the Anesthesia Home page. You should bookmark this page as it gives you access to just about everything. Once you are there you can bookmark it for ease of access.
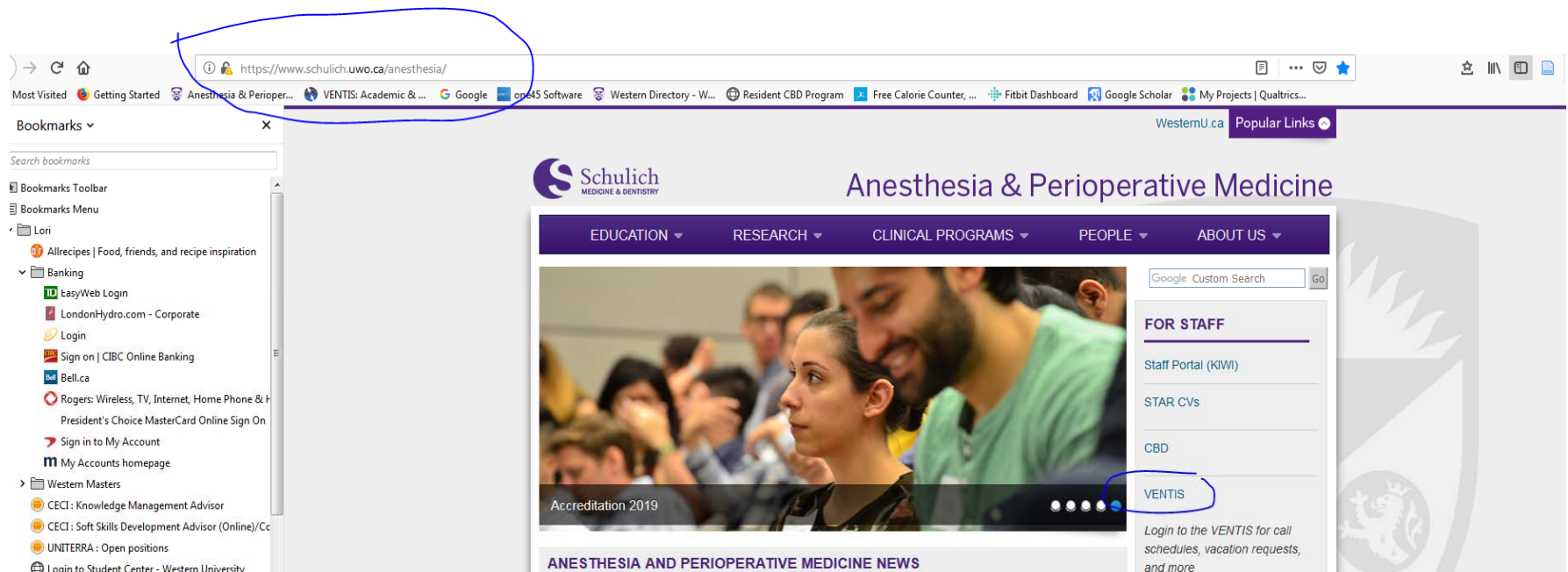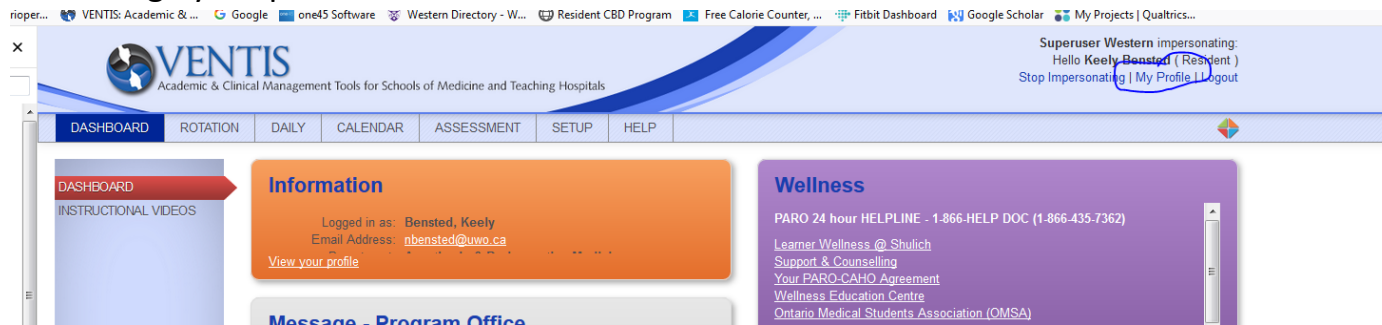
For Initial Login

Must be done from a desktop – then you will be able to log in using mobile.

You login name is your lastname and first initial, the password is "temporary". Once you log in you will be required to accept confidentialty statements and then you can go to your profile and change your password.
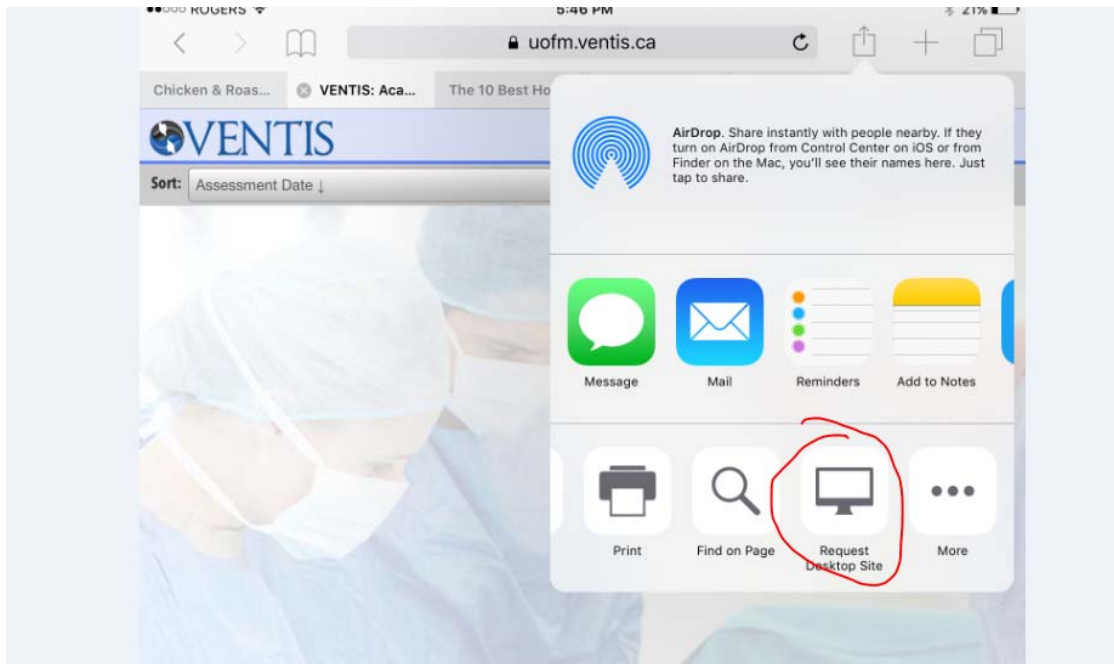

Just type your new password directly over the dots and then make sure to go to the top right and, under the green "actions" drop down, select "save changes"

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. You can uncheck boxes you don't want to see and click on the borders of the boxes themselves to resize or move. Noted 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.
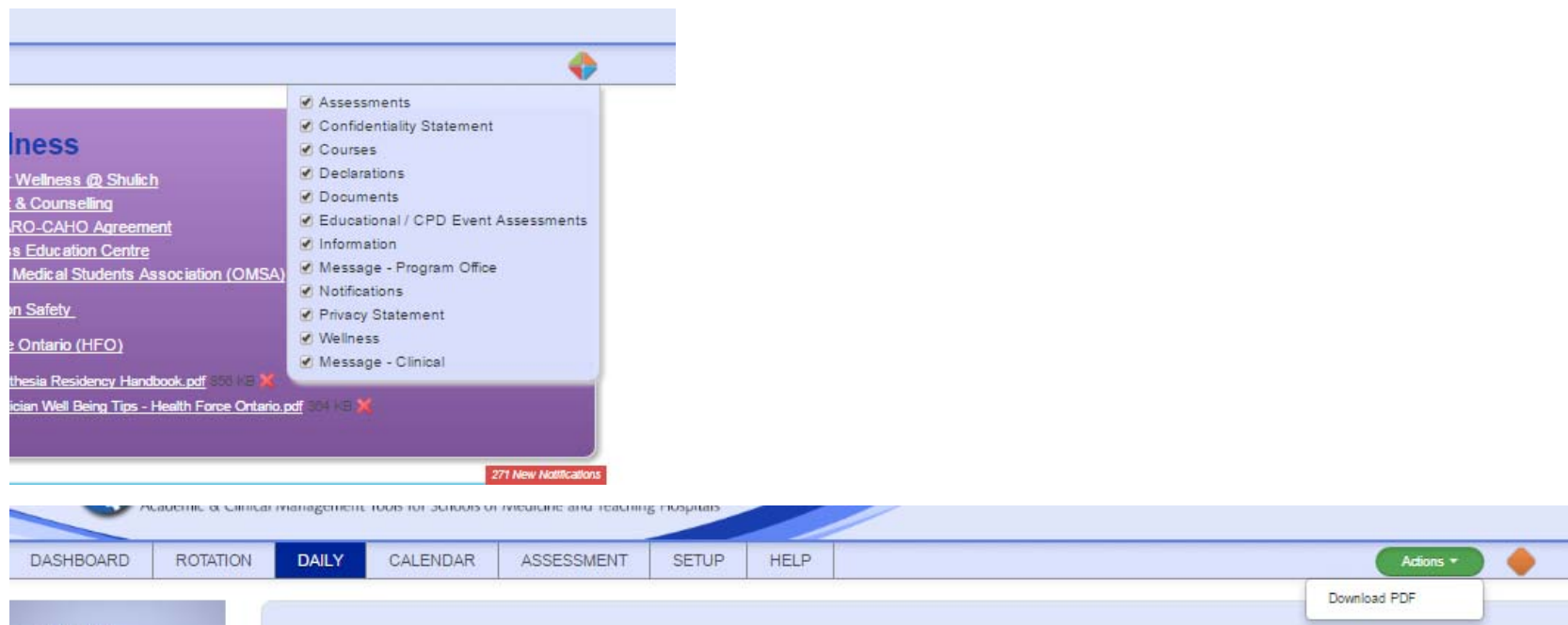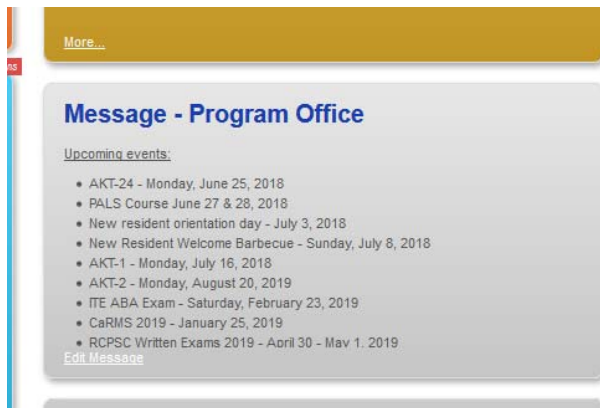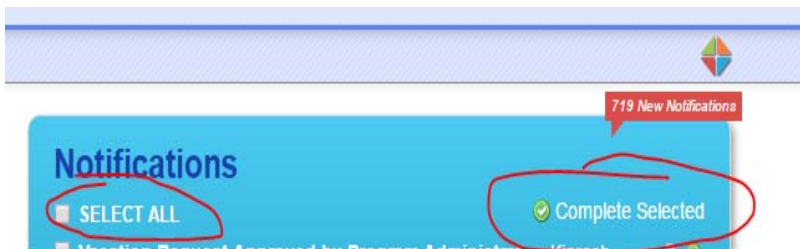
The Program Office Message box will contain information from Anesthesia PGE. You can have a look periodically to see upcoming events and announcements.
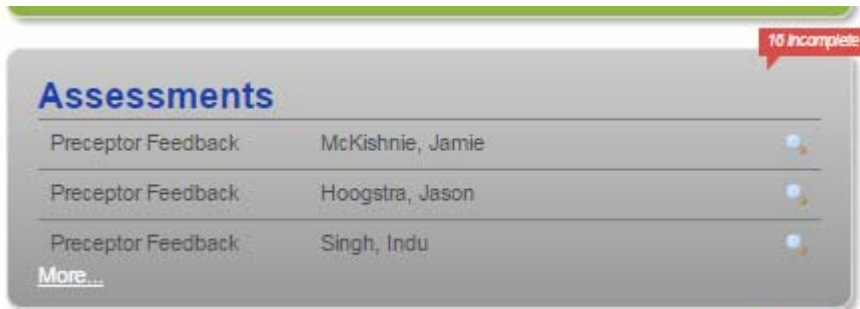

The Wellness box – links to program and external assistance, etc.

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. Periodically, once you have addressed the content, you can get rid of the notifications here by 'select'ing and "complete selected"
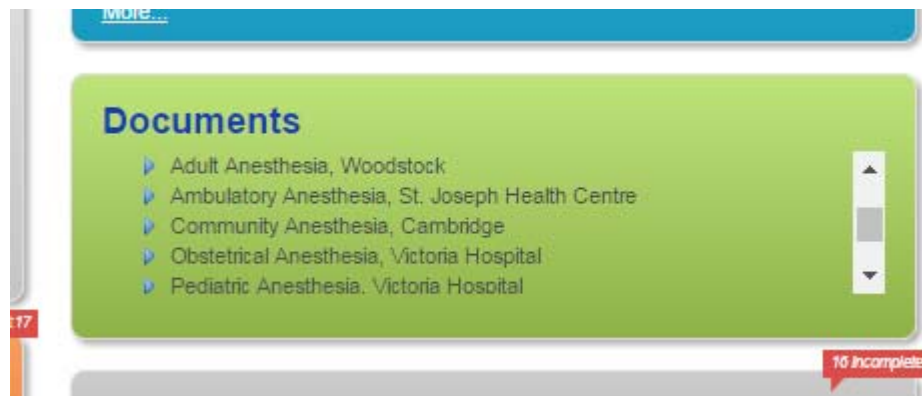
The Assessments box will contain links to assessments that you must complete as part of your rotation – generally preceptor feedback and rotation assessments. These are also replicated in the "Notifications" box.

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. (Replicated in "Notifications" box).
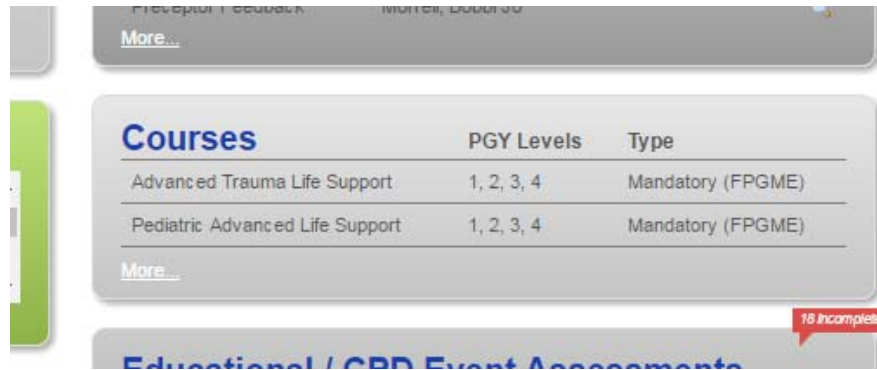

This box contains links that are associated with your rotations (ie. rotation objectives and introductory materials)

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

Courses

Courses	PGY Levels	Type
Advanced Trauma Life Support	1, 2, 3, 4	Mandatory (FPGME)
Pediatric Advanced Life Support	1, 2, 3, 4	Mandatory (FPGME)

More...

18 Incomplete

Educational / CPD Event Assessments

Message - Clinical

Has your Time Off request not been accepted or declined? Please look for 'Request Comments' in the 'Notifications - Time Off' box on your Dashboard.

'Blackout' Periods

2019

SOAP May 1-5 in Phoenix, AZ

June 3-7

CAS June 21-24 in Calgary, AB

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

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Tab 2 - Rotation

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

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.

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.

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 you will make all vacation requests

Academic – courses, teaching. Days that are not subject to PARO "professional" day designation.

Holy – do not use this, this is for program designated Christmas holiday break

Professional – these are to be used for PARO 8 day (including floater day) leave

Vacation – any days used of 28 days allowed per annum

Tab 2 - Rotation   REQUESTS
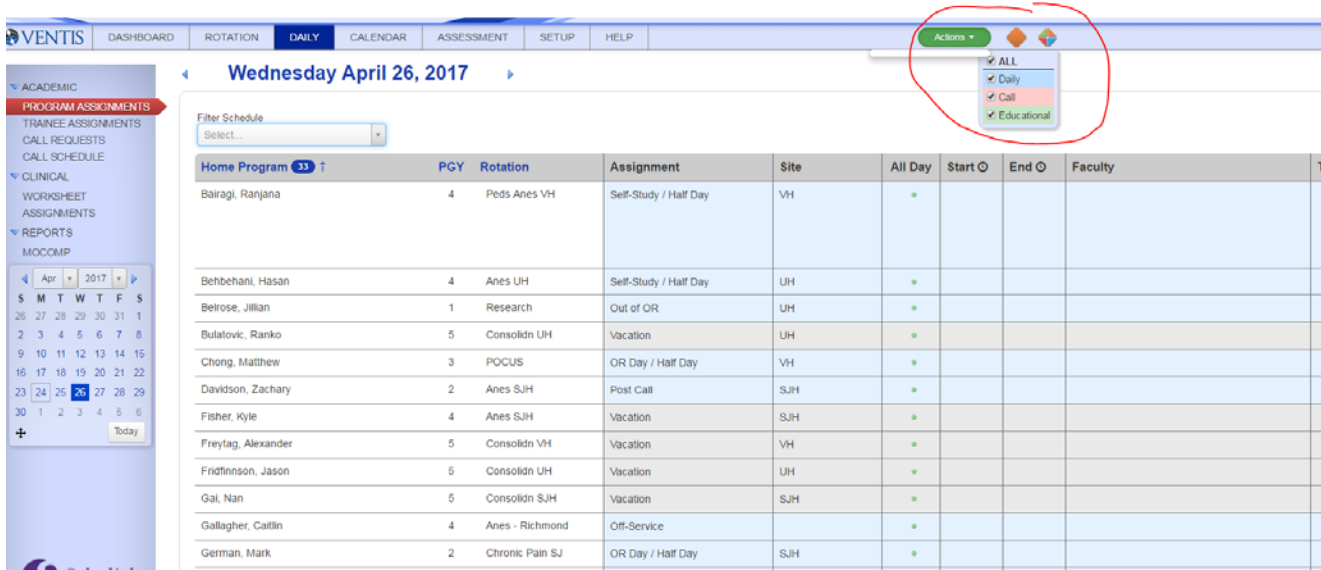
Tab 3 - Daily

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

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.

Call Check

This is also an easy way to check your call assignments for a specific Block once they have been entered. It is always a good idea to verify that your assignments (including pre and post call) have been scheduled accurately and according to the distributed call schedule.

Tab 3 - Daily

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

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

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

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.
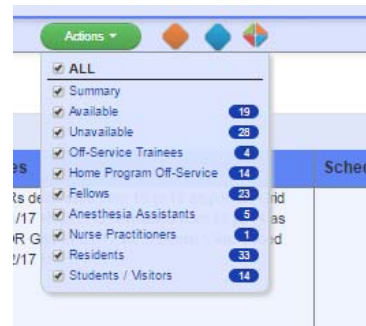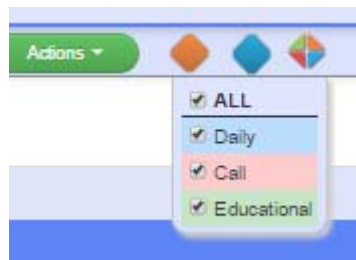You will be able to check this worksheet daily by 3:00 pm for the next day's assignment.

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

These are distributed daily, much like the Daily Encounters are distributed to your preceptors. You are expected to complete and return these. There is a minimum response rate of 80%. Remember, this information is confidential and is vital to the continued excellence of teaching in our department .

I review all feedback before it is available to your preceptors. I am able to change anything, or "uninclude" any contextual feedback that you ask me to review but not pass on. I am unable to see who has submitted the feedback, so anonymity is virtually complete. I could find out, but I won't.

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 is currently one report about you (summary reports from submitted supervisions and reviews) that will be of interest.

Daily Encounter

Tab 5 – Your Assessment Reports
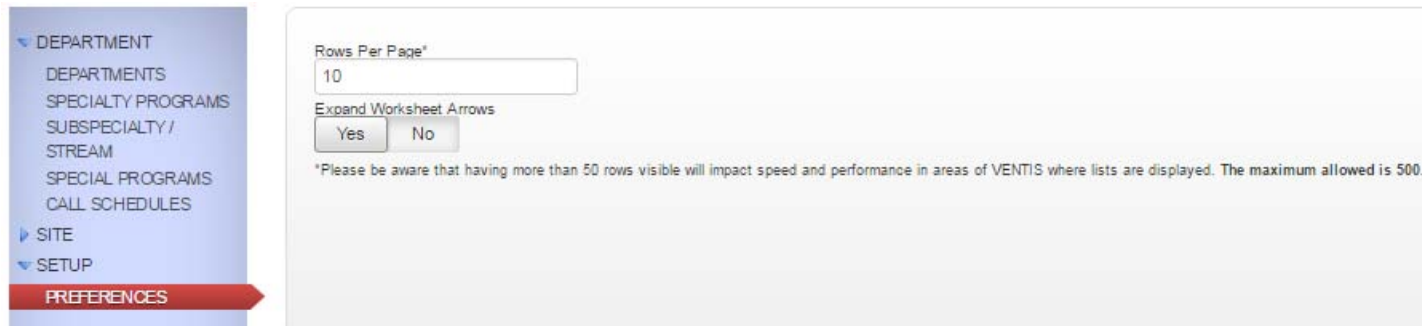
Event Presenter

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