

One45 Scheduling

Keeping an up-to-date clinical learner schedule in one45 is not only an easy and effective way to keep track of your clinical learner placements and movements, but also tracks and collects information pertinent to data reporting, such as MTD. In addition to information with respect to learner location, placements, and rotation time-lines, one45 tracks hospital service and facility information, using MTD compliant terminology. Accordingly, program administrators are being asked to keep their one45 schedules as up-to-date as possible to facilitate quarterly reporting. This will vastly expedite reporting for MTD and, provided schedules are kept up-to-date, require little effort in gathering clinical learner information for reporting purposes.

The following document is designed to assist you with scheduling in one45. In addition to this document, there are numerous in-depth help articles available within one45's Support Portal.

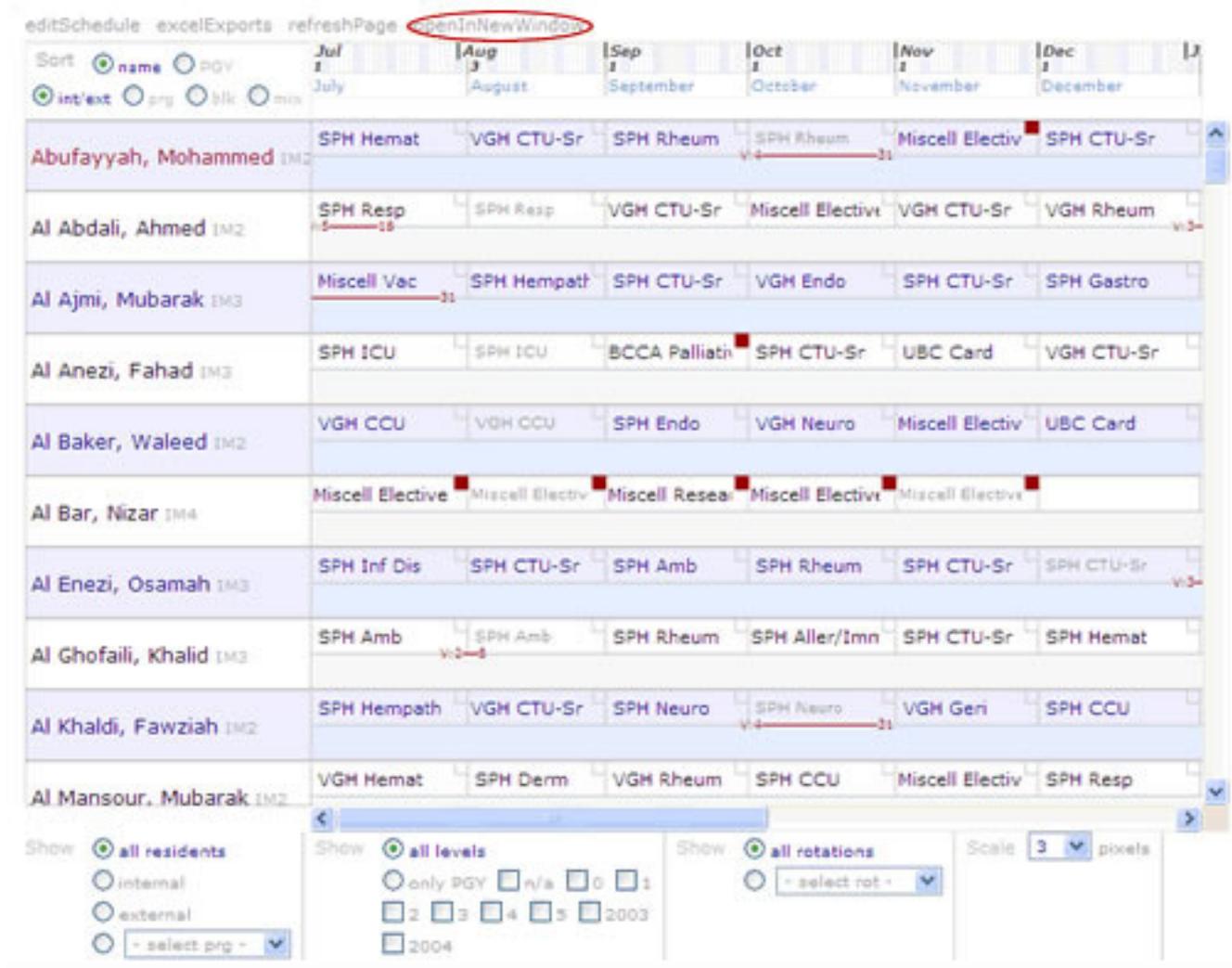
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Rotation Schedule Overview

To view your schedule:

1. Click the **Schedules** tab. Click **Rotation Schedule**.



Your schedule is organized like a spreadsheet. All of your learners are listed down the left-hand side (external learners appear in *italics*).

Across the top of your schedule is the calendar. The calendar is divided into months, and it begins with the first month of the current academic year (e.g., July). The first day of each month is represented by a solid black line.

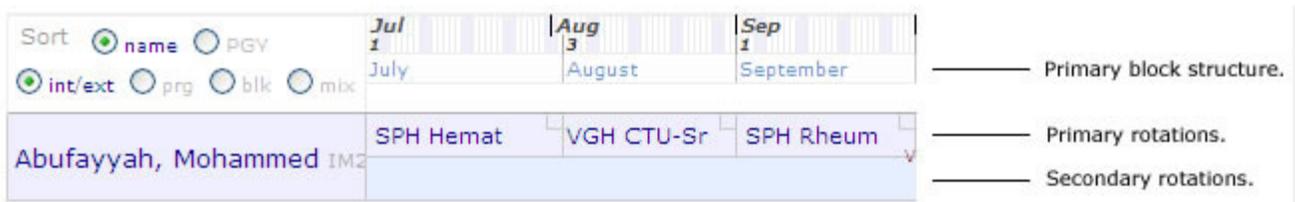
The numbers below each month represent the start date of each block. The start date is also shown with a light-grey line. In this example, we are using a monthly block structure, so most rotations begin on the first day of each month. However, there are occasional exceptions (see August in the example below).

Immediately below the calendar is your primary block structure. The names of your blocks appear in light-blue text. Since we are using a monthly block structure, each block is named after the month it occurs in.



In this example, we are using a single block structure. However, some programs use two block structures instead of one. In these cases, the secondary block structure will appear in the empty space directly below the primary one.

To the right of each learner's name are the rotations they are currently scheduled to take. The rotation names are written in short-form (e.g., CTU 3 - UH). Notice that the length of each rotation corresponds to the length of each block in your block structure. To find out how to schedule people for rotations, please see [Editing Your Schedule](#).



Again, this example only uses one block structure. For programs that use two, the rotations scheduled in the secondary block structure will appear in the space below the primary rotations.

If you know which preceptor a learner is working with during a specific rotation, you can add this information to your schedule. One45 can use this information when it is time to send evaluations. For more about this, please see [Matching Learners with their Preceptors](#).

When a learner is scheduled for a vacation (or any other sort of leave), this information is automatically added to your schedule (to read more about this process, please see [Scheduling Vacation or Leave Time](#)). Vacation or leave time appears as a solid red line beneath an individual's rotation schedule. The first and last day of the break also appears in red text.



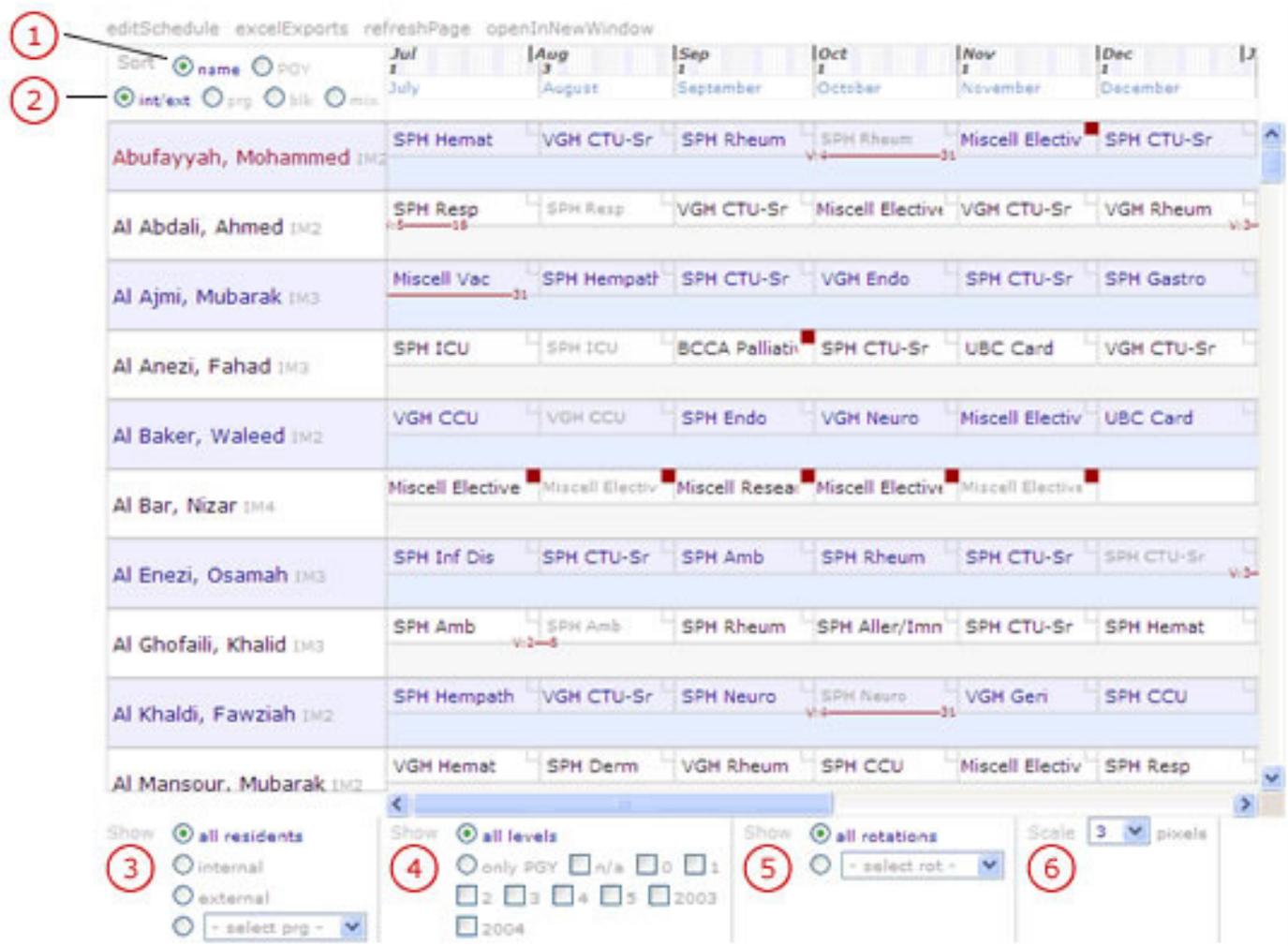
You can attach brief notes to specific rotation blocks in your schedule. These are useful for keeping track of special circumstances involving your learners and their rotations. If there is a note attached to a rotation block, the small square in the top right corner of the block will be solid red.



You can click on these squares to view or edit the note (to read more, please see [Rotation Schedule Notes](#)).

Sorting and Filtering Your Schedule

By selecting the appropriate radio buttons, you can customize the way your schedule looks and the information it displays.



By default, your schedule is sorted alphabetically by learner's last names. In **Field 1**, you can choose to sort your schedule by level instead (with levels increasing as you scroll down).

Your learners are also sorted by their internal/external status, with external learners appearing near the bottom in italics. In **Field 2**, you can change this. To sort learners by their program instead, click the "prg" radio button. To sort learners by blocks, (i.e., to group individuals who began the year in the same rotation together) click the "blk" radio button. To mix internal and external learners together alphabetically, click the "mix" radio button.

You can also filter your schedule so that it only shows a specific subset of information. In **Field 3**, you can limit your schedule to show only internal learners, only external learners or only learners in a particular program. In **Field 4**, you can filter your schedule to show only learners who are at a specific level or academic year. And in **Field 5**, you can choose to show only the learners who are enrolled in a specific rotation.

Finally, you can manage the size of your schedule on the screen by changing the scale in the drop-down menu in **Field 6**. The default scale is 3 pixels. You should experiment with the scale to find the size most suitable to you.

How do I edit my rotation schedule?

From time to time you may need to make small changes to your rotation schedule. You may need to update the rotation name, the length, add a preceptor name, write a note for the resident to view, or simply delete it. Likewise, by keeping an up-to-date schedule, resident movements can be tracked, which are required when reporting MTD data to the Ministry of Health. The steps below outline how to perform these types of tasks.

1. Click the **Schedules** tab, then **Rotation Schedule** from the left menu bar. Your rotation schedule will appear.

2006/07 refreshPage fullScreenView

	Jul 1 - 17	Aug 1 - 17	Sep 1 - 16
Sort <input checked="" type="radio"/> name <input type="radio"/> level <input checked="" type="radio"/> int/ext <input type="radio"/> prg <input type="radio"/> blk <input type="radio"/> mix	blk 1 blk 1	blk 2 blk 3	blk 3 blk 5
Buck, Willow AN5	AMB - MCG	AMB - MCG	AMB - MCG
Buckley, Delaney AN4	CT/VAS - MCG	CT/VAS - MCG	SICU - MCG
Carlson, Kenia AN1	MICU - MCG	MED - VA	MED - MCG

2. Select the **block** you want to make changes to. The Rotation Picker window will appear.

3. In the **Rotation Picker**, select the **new rotation** and how many blocks the rotation will be in length. If you require [preceptors](#) and [notes](#) add in this additional information as well. If you simply wish to remove/delete the rotation completely, click the **remove rotation** link next to the grey trash bin icon located at the top of this window.

2006/07 refreshPage fullScreenView

Sort name level
 int/ext prg blk mix

	Jul 1	17	Aug 1	17	Sep 1	16
	blk 1		blk 2		blk 3	
	blk 1	blk 2	blk 3	blk 4	blk 5	blk 6

Adding Willow Buck to rotation ✕

[show change history](#)

Choose rotation

- Acute Pain - MCG
- AMB - MCG
- Anesth Resident Daily Evals
- Anesthesia Program Review
- ASMP
- CCU - VA
- Chronic Pain - MCG
- CT/VAS - MCG
- ENT - MCG
- ER - MCG
- FM - MCG
- GEN ANES MCG

Choose preceptor(s)

[add preceptor\(s\)](#)

Schedule current block
 # block(s) consecutively

Publish note resident faculty [clear](#)

add note

save

4. Select **Save** and the new rotation now appears in the block. If you are asked to override existing data with the new data, click **yes**.

2006/07 refreshPage fullScreenView

Sort name level
 int/ext prg blk mix

	Jul 1	17	Aug 1	17	Sep 1	16
	blk 1		blk 2		blk 3	
	blk 1	blk 2	blk 3	blk 4	blk 5	blk 6

Buck, Willow AN5	Acute Pain - MCG	Acute Pain - MCG	AMB - MCG			
Buckley, Delaney AN4	CT/VAS - MCG	CT/VAS - MCG	SICU - MCG			
Carlson, Kenia AN1	MICU - MCG	MED - VA	MED - MCG			

How do I match learners with their preceptors on the rotation schedule?

If you know which preceptor a learner is working with in a particular rotation, you should add this information into the one45 system. This will simplify the sendout process, because preceptors will receive the appropriate evaluation forms directly without the need of a form distributor.

To match a learner with a preceptor:

1. Click the **Schedules** tab. Click on **Rotation Schedule**. After a few moments, your schedule appears.

	Jul 1	17	Aug 1	17	Sep 1	16
Sort <input checked="" type="radio"/> name <input type="radio"/> level <input checked="" type="radio"/> int/ext <input type="radio"/> prg <input type="radio"/> blk <input type="radio"/> mix	blk 1		blk 2		blk 3	blk 6
	blk 1	blk 2	blk 3	blk 4	blk 5	blk 6
Buck, Willow AN5	Acute Pain - MCG		Acute Pain - MCG		AMB - MCG	
Buckley, Delaney AN4	CT/VAS - MCG		CT/VAS - MCG		SICU - MCG	
Carlson, Kenia AN1	MICU - MCG		MED - VA		MED - MCG	

2. Find the learner in the list on the left-hand side. To the right of the learner's name, click the **rotation** the learner is taking with the preceptor. The Rotation Picker appears.

3. In the Rotation Picker, click the **add preceptor(s)** link. The attach preceptor to block window appears.

Willow Buck in Acute Pain - MCG (Jul 1 - 31)

[remove rotation](#)

Choose rotation

- *EMG-Advance/Neuropain - MCG
- *Neurosurgery - MCG
- *Ortho Spine - MCG
- *Pain Oconee - MCG
- *Pain Psychology - MCG
- *PT/OT - MCG
- Acute Pain - MCG**
- AMB - MCG
- Anesth Resident Daily Evals
- Anesthesia Program Review
- ASMP
- CCU - VA

Choose preceptor(s)

[add preceptor\(s\)](#)

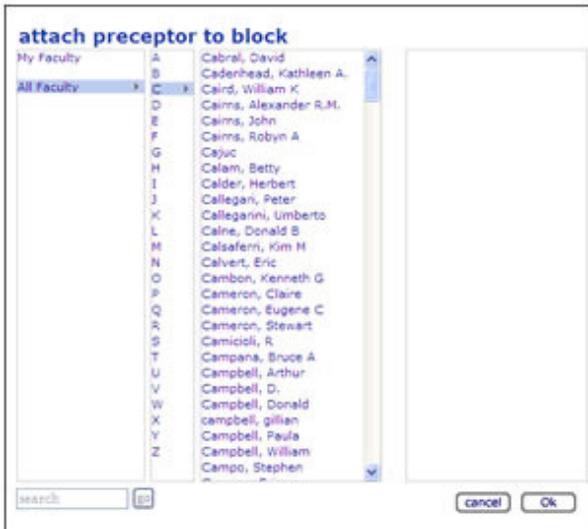
Schedule current block block(s) consecutively

Publish note for resident faculty [clear](#)

add note

[save](#)

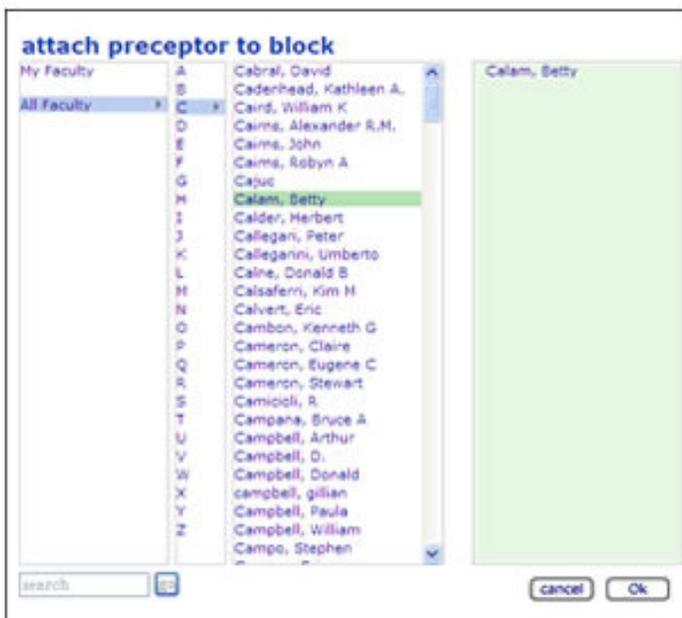
4. In the new window, click the **first letter of the preceptor's last name**. A list of all faculty members whose last names begin with that letter appears.



If you know the preceptor is in your Faculty Rolodex, you can narrow this search by clicking **My Faculty** instead. A list of your faculty will appear.

You can also find a preceptor by typing the first few letters of their last name into the search box and clicking the Go button. A list of matching faculty will appear.

5. In the list of faculty, click the **preceptor**. Their name appears on the right-hand side.



You can match a learner with more than one preceptor in a given rotation. To do this, repeat **steps 3 and 4** until all the preceptors are listed on the right-hand side.

To remove a preceptor that you have selected by mistake, simply click on their name.

6. Click the **Ok** button. The preceptor is now matched with the learner for that particular rotation. One45 can use this information when it is time to send out evaluation forms for that block. If you wish to have the forms go directly to the supervisors you have listed on the schedule please check with your one45 representative that this workflow is set up for your program.

2006/07 refreshPage fullScreenView

	Jul 1 17	Aug 1 17	Sep 1 16
Sort <input checked="" type="radio"/> name <input type="radio"/> level <input checked="" type="radio"/> int/ext <input type="radio"/> prg <input type="radio"/> blk <input type="radio"/> mix	blk 1 blk 1	blk 2 blk 3	blk 3 blk 5
Buck, Willow AN3	Acute Pain - MCG (1 Lane)	Acute Pain - MCG	AMB - MCG
Buckley, Delaney AN4	CT/VAS - MCG	CT/VAS - MCG	SICU - MCG
Carlson, Kenia AN1	MICU - MCG	MED - VA	MED - MCG

Vacation or Leave Time

Many medical programs use a rotation called "vacation" to schedule leave time for their learners. While this is still possible with one45, the Vacation/Leave tool gives you much more flexibility and power. Not only does an individual's leave time appear in their eDossier under the Vacation/Leave tab, but it also appears in their Schedules tab in line with their rotations *and* in your schedule.

To schedule vacation or leave time, a learner must first send you the information (i.e., the dates and the reason for the leave). Then you can add this information to the one45 system.

To add vacation/leave time to a learner's schedule:

1. Open the learner's **eDossier**.
2. Click the **Vacation/Leave** tab.
3. Click **add new leave**.

The screenshot shows the one45 interface for a resident named Tristian Baxter. The main content area displays the 'VACATION/LEAVE HISTORY FOR TRISTIAN BAXTER (2006/2007)'. A navigation menu on the left includes 'Vacation/Leave'. In the main area, there is a 'view:' dropdown set to '2006/07' and a red circle around the 'add new leave' link. Below this are radio buttons for 'Breakdown By Vacation Type' (selected) and 'No Breakdown'. A table shows the history of leave events:

type	from	to	days app'd	days used	wkdays app'd	wkdays used	note
Conference							
conference	Jan 01/07	Jan 01/07	1	0	1	0	AAMC
			1	0	1	0	
Vacation							
vacation	Oct 01/06	Dec 08/06	69	69	50	50	
			69	69	50	50	

4. Enter the leave details in the corresponding fields and click the **Ok** button.

Add leave

Select reason: **vacation**

Private

From

To

Add note here

When you add vacation or leave time for an individual into one45, the information automatically appears in a number of different places throughout the system. For example, learners can view their leave time in-line with their rotation schedule in their eDossiers.

Rotation	Start Date	End Date	Postgrad	Days	Notes	Leave Reason
Hematology/Oncology (Dr. Hodges)	Oct 1/06	Oct 31/06	Postgrad demo	2 - 4	Hematology/Oncology Goals & Objectives (76Kb:doc) Procedures commonly encountered (24Kb:doc) Peds Clerkship Goals and Objectives (899Kb:pdf)	vacation Oct 1 - Dec 8
Behavior/Development (Dr. Gilliam)	Nov 1/06	Nov 30/06	Postgrad demo	2 - 4	Behavior Development Goals and Objectives (88Kb:) Procedures commonly encountered (24Kb:doc)	vacation Oct 1 - Dec 8
Subspecialty Inpatient	Dec 1/06	Dec 31/06	Postgrad demo	2 - 4	Subspecialty Inpatient Goals and Objectives (107Kb:doc) Subspecialty Inpatient Rotation Overview (39Kb:doc) Peds Clerkship Goals and Objectives (899Kb:pdf) Subspecialty Inpatient Rotation ScSubspecialty Inpatient Rotation Schedule (31Kb:ppt) Procedures commonly encountered (24Kb:doc)	vacation Oct 1 - Dec 8

You can also view this information in your schedule. Leave time is represented by a solid red line beneath a learner's rotations. The red letter at the start of the line corresponds to the reason for the leave (i.e., Vacation, Conference, Interview, Sick, Other) and the first and last day of the leave also appear in red text. If you drag your mouse over this area, a pop-up appears with the full leave information.

2006/07 refreshPage fullScreenView

Sort name level
 int/ext prg blk mix

	Jul 1	17	Aug 1	17	Sep 1	16
	blk 1		blk 2		blk 3	
	blk 1	blk 2	blk 3	blk 4	blk 5	blk 6

Adding Willow Buck to rotation

[show change history](#)

Choose rotation

- Acute Pain - MCG
- AMB - MCG
- Anesth Resident Daily Evals
- Anesthesia Program Review
- ASMP
- CCU - VA
- Chronic Pain - MCG
- CT/VAS - MCG
- ENT - MCG
- ER - MCG
- FM - MCG
- GEN ANES MCG

Choose preceptor(s)

[add preceptor\(s\)](#)

Schedule current block
 # block(s) consecutively

Publish note resident faculty [clear](#)

add note

[save](#)

Learner's leave information is also displayed in the rotation schedules that faculty use. Leave dates appear in italics below a learner's name (the lower-case letter represents the reason for the leave, as discussed above).

	July (Jul 1-Aug 2, 2004)	August (Aug 3-31)	September (Sep 1-30)
BC Womens Fetal/Mat Med			
BCCA Med Onc	Su, Winnie IM2 (Jul 1-Aug 2) Shah, Justin IM2 (Jul 1-Aug 2 with <i>v:Jul 19-25</i>) Glick, Naomi OOP2 (Jul 1-Aug 2) Johal, Balvindar OOP2 (Jul 1-Aug 2)	Shah, Justin IM2 (Aug 3-31) Turner, Jeffrey IM2 (Aug 3-31) Robson, Danny OOP3 (Aug 3-31)	Dueck, Gregory IM2 (Sep 1-30) Pick, Neora OOP4 (Sep 1-30)

To make changes to a learner's leave time:

1. Open the learner's eDossier.
2. Click the **Vacation/Leave** tab.
3. Click **edit** beside the leave you want to make changes to (if you want to remove the leave, click **del** instead).

one45 | LOG OUT | Schedules | Sendouts | Reports | Forms | Setup | Baxte.. | New Interface Help | Find A Person

Welcome test | Postgrad demo | 2006/07 | me | roledexes

Tristian Baxter Resident (PGY1)

To Dos 43
 Personal Info
 Contact List
 Handouts & Links
 Pt/Procedure Logs
 Marks
 Evaluations
 Evaluations
 Schedules
 My Calendar
 Rotations
 Duty Hours
Vacation/Leave
 Academic Sessions
 Track Attendance
 Admins Only
 Low Performance

VACATION/LEAVE HISTORY FOR TRISTIAN BAXTER (2006/2007)
 view: 2006/07 | add new leave | excel report | print page (with notes column) [x]

Breakdown By Vacation Type
 No Breakdown

Type	from	to	days app'd	days used	wkdays app'd	wkdays used	note
Conference							
conference	Jan 01/07	Jan 01/07	1	0	1	0	AAMC del / add
			1	0	1	0	
Vacation							
vacation	Oct 01/06	Dec 08/06	69	69	50	50	del / add
			69	69	50	50	

4. Enter the new leave details in the corresponding fields and click the **Ok** button.

Add leave

Select reason: vacation

Private

From [calendar icon]

To [calendar icon]

Add note here [text area]

Cancel Ok

How Schulich learners end up in one45:

As per Schulich institutional policy one45 cannot/will not generate new accounts for clinical learners. Clinical learners (i.e., residents, students) have one45 accounts generated for them automatically once UWO's registrar's office has assigned them a UWO Student # and Login ID (e.g., loginid@uwo.ca). Once they have this crucial student identification information in place, Schulich's one45 software **AUTOMATICALLY** generates these individuals their personalized accounts.

This process can take some time near the beginning of the new academic year, and not all one45 accounts are generated at the same time. Provided **ALL** registration paperwork has been completed and submitted, resident one45 accounts are usually all in place **by the end of in May** for PGE programs. If your resident does not yet have a one45 account, be patient, and it will be generated once they have the aforementioned **Student # and Login ID**.

How do I add learners to my rolodex?

All residents or students who are scheduled for a rotation in your program must be added to your Rolodex.

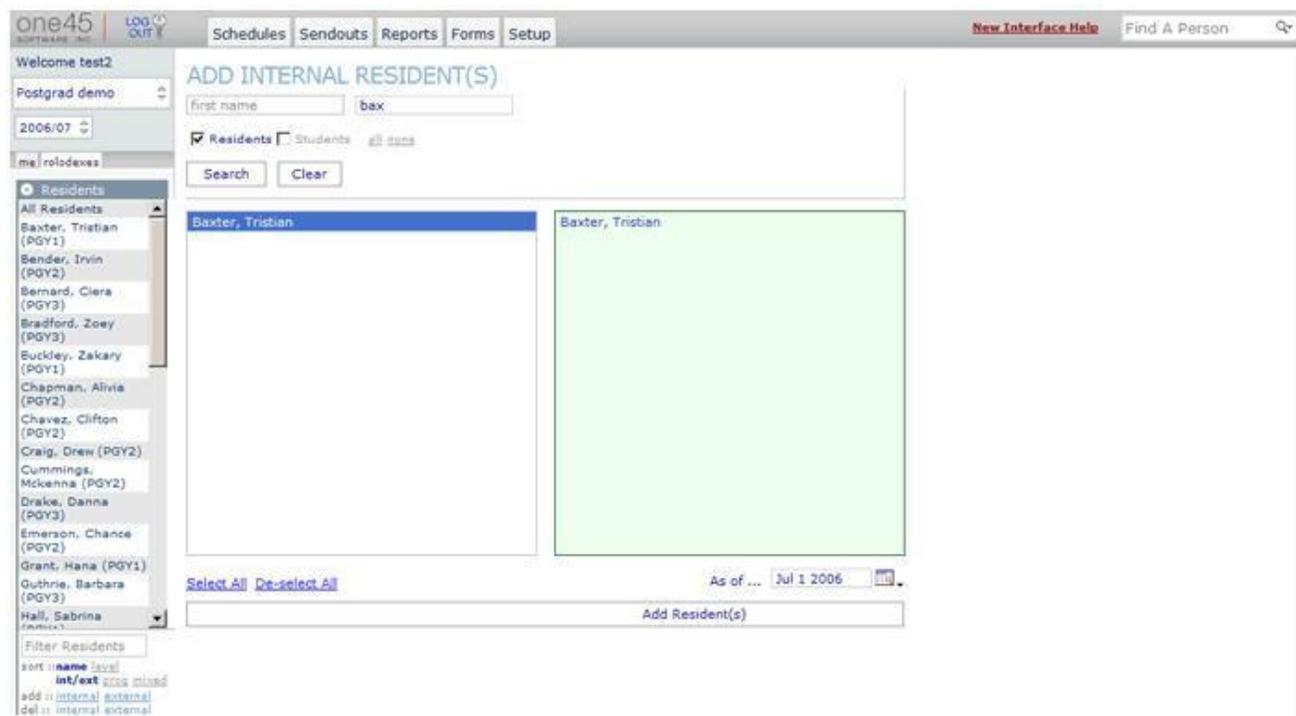
One45 can add large batches of learners to your program for you, once they have user accounts generated by Schulich. If you want one45 to add learners to your rolodex for you, you must contact them via the **Support Portal**.

Otherwise, learners should be added to your rolodexes manually. The following steps provide a guide on how to do this:

1. Click the rolodexes tab.
2. Click the Resident/Student tab.
3. Click on the internal link next to add
4. Search for the learner that you would like to add by the first few letters of his/her last name. An individual may also be listed under a slightly different spelling. This is why you only type the first few letters of their last name in the People Picker.
5. If the learner's appears, click on his/her name (if the learner does not appear, go to step 8).
6. Click the calendar icon and select the effective date (i.e., the day the learner starts your program).

The default date for adding a resident is July 1 of the year you are working in, not the current year.

7. Click the Add Resident(s)/Student(s) button. The learner's eDossier appears and their name is added to your Rolodex.



How do I remove learners from my rolodex?

When a learner leaves your program (i.e., when they graduate or complete their last rotation in your program) they should be removed from your Rolodex.

When you remove a learner from your Rolodex you do not delete them from the one45 system as a whole. The learner is still listed and all of their data remains intact.

To remove learners from your Rolodex:

Unless they are leaving the program early **or they were added by mistake**, internal learners should be automatically removed from your program and your Rolodex at the **end of their graduating year**.

External learners are automatically removed from your Rolodex at the beginning of the next academic year. The only reason you would need to remove one manually is if they've been added by mistake.

1. Click the **rolodexes** tab.
2. Click the **Resident/Student** tab.
3. Click on the **internal** link next to del.
4. Select the learner(s) that you would like to remove.
5. Click the **calendar icon** and select the effective date (i.e., the day the learners leave your program).

REMOVE INTERNAL RESIDENT(S)

The screenshot displays the 'REMOVE INTERNAL RESIDENT(S)' interface. On the left, a scrollable list of learner names and their associated academic years (AN) is shown. The first three entries are highlighted in blue: Blair, Ellie(AN2); Bray, Raphael(AN0); and Brock, Demarcus(AN5). Below this list are links for 'Select All' and 'De-select All'. On the right, a green box contains the names of the selected learners: Blair, Ellie(AN2); Bray, Raphael(AN0); and Brock, Demarcus(AN5). At the bottom right, there is a date selection field labeled 'As of ...' with the date 'Jun 30 2009' and a calendar icon. Below the date field is a button labeled 'Remove Resident(s)'.

The default date for removing learners is the last day of the current academic year. If you are removing someone who was added by mistake, make sure to choose the last day of the previous academic year as their removal date. If you choose a removal date in the current academic year, the resident will continue to appear in your Rolodex for that entire year.

6. Click the **Remove Resident(s)/Student(s)** button. The learners' names are deleted from your Rolodex.

Q. Why does a learner continue to appear in my Rolodex even after I've removed them?

A. If the removal date for the learner was in the current academic year (i.e., they were removed partway through the year), the learner will continue to appear in your Rolodex for the entire year. If you want to remove someone completely from an academic year (e.g., if they were added by mistake), you must choose the last day of the previous year as their removal date.

They might also be still displayed because they are scheduled into a rotation or a learning moment sometime in the current year. You would have to remove them from a scheduled on the rotation schedules first to be able to remove the learners from your rolodex.