



one45 Resource

ONE45 GROUP OWNER ROLES AND RESPONSIBILITIES

As part of your role within the Faculty of Medicine, you are currently responsible for the overall management and delivery of your program using the one45 software. Each Program administrator works from one or multiple groups within one45 where they can easily manage their day to day program operations. one45 offers tools to help with rotation and academic scheduling, evaluation tracking, reports, etc.

In order to maintain an appropriate level of security within one45, we have appointed one or more Group Owner(s) to these groups. Group Owners have access to most permission levels within their one45 groups.

The Role and Responsibilities of a Group Owner include:

- Entering and editing Curriculum, Rotation & Academic Schedules (if applicable)
- Managing rolodexes (rotation, student, resident, attending, admin, sites)
- Supporting Program staff, learners & faculty
- Maintaining Evaluation Workflows
- Performing Evaluation sendouts
- Tracking Evaluation completion
- Generating Reports
- Assigning and maintaining administrative access to your group
- Complete the Annual one45 Security Audit
- Sharing one45 updates to Program Staff, Faculty, learners

Programs may also have additional support staff which help Group Owners in performing specific tasks in the one45 system. Although they are not a Group Owner, their permission levels may be the same.

A Group Owner Contact List can be found in the Contact section on the [one45 MedNet Site](#). Please note this is a secured file and only available to group owner administrators that have a CWL login.

If your name is listed incorrectly as a Group Owner, please contact your Educational Administrative Systems Support Analyst at fomeas.support@ubc.ca.