

PGME INSTRUCTIONS FOR MANAGING ROTATION DATA – FOR PROGRAM ADMINISTRATORS

BACKGROUND

To ensure consistency, data integrity, and standardization across all rotations within the Postgraduate Medical Education (PGME) programs, the following guidelines will be implemented for managing rotation data. All processes will be centralized through the Education Systems t Team.

Starting February 2025, rotation-related requests will be submitted through a **new Qualtrics form**, which simplifies rotation creation for program administrators, centralizes the process, and ensures that all rotation data is standardized and accurate for reporting purposes. All requests for new rotations, edits to existing rotations, and deactivations will be submitted to and processed by the Education **Systems Team**.

Key Steps for Rotation Management:

- New Rotation Requests
- Deactivation of Rotations

By following these guidelines, PGME programs will ensure that all rotation data is effectively managed, standardized and maintained accurately.

NEW ROTATION FORM REQUESTS

TO CHECK BEFORE YOU COMPLETE A NEW ROTATION FORM:

- *MANAGE ROTATIONS ACTIVE ROTATION LIST TO ENSURE THE ROTATION DOES NOT CURRENTLY EXIST IN YOUR ONE45 GROUP (SHOULD WE INCLUDE HOW TO CHECK THIS?)*
- *HAVE ALL REQUIRED DETAILS TO CREATE A NEW ROTATION (REFER TO ROTATION INFORMATION REQUIREMENTS DOCUMENT)*
 - **Step 1:** Program Administrators will submit a **New Rotation Form** to the Education Systems Team.
 - **Step 2:** The Education Systems Team will **verify the submitted data** for completeness and accuracy.
 - **Step 3:** The Education Systems Team will add the new rotation to **One45**.
 - **Step 4:** Once the rotation is added to One45, the **Education Systems Team will notify the program that the new rotation has been added.**
 - **Step 5:** The **program can setup their evaluation workflow** (if applicable)
 - **Step 6:** The **program can add the rotation** to the learner's **rotation schedule**
 - **Step 7:** The Education Systems Team will report the clinical placement schedule to CPMS and add the appropriate rotation information.
 - **Step 8:** The **Education Systems Team** will ensure the rotation reporting tool is updated with the required rotation information

DEACTIVATION OF ROTATIONS FORM REQUESTS

TO CHECK BEFORE YOU COMPLETE A DEACTIVATE ROTATION FORM:

- *THE ROTATION IS NOT SCHEDULED FOR A FUTURE DATE*
 - *THAT ALL EVALUATION FORMS HAVE BEEN SENT OUT FOR THE ROTATION IF SCHEDULED*
 - *YOU DO NOT HAVE PLANS TO SCHEDULE THE ROTATION IN THE FUTURE*
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- **Step 1:** When a rotation is no longer required, **Program Administrators** must notify the **Education Systems Team** by submitting a **Deactivate Rotation Form**
 - **Step 2:** The **Education Systems Team** will verify the deactivation request and ensure the rotation is appropriately marked inactive in **One45**.
 - **Step 3:** The **Education Systems Team** will *notify the Program* once the rotation is deactivated.

Important Notes:

- For programs that require multiple new rotations or to deactivate multiple rotations at once, a meeting with the Education Systems Team may be required to ensure accurate data entry and to answer any questions.
- All requests should be submitted well in advance (no less than 6 weeks) to avoid disruptions to rotation schedules and reporting deadlines.

SUPPORTING DOCUMENTS

Programs can refer to the following supporting documentation for creating, updating, or deactivating rotations:

- **Guidelines for Rotation Management_Program Admin**
- **New Rotation Form Checklist_Program Admin**

SUPPORT

For any questions or issues related to rotation management, please contact the **Education Systems Team** at:

- cp.support@ubc.ca

ROTATION AUDIT (ANNUAL)

OCCURS BETWEEN AUGUST-SEPTEMBER

- Review Rotation Inventories for accuracy
- Identify and report any errors or updates to existing rotations
- Identify rotations for deactivation