PGME PROGRAM ADMINISTRATOR CHECKLIST FOR COMPLETING A NEW ROTATION FORM

SUMMARY

To successfully complete the **New Rotation Form via Qualtrics**, you will need to ensure that you have the following information available. You may need to follow up with your Program Director or manager to confirm certain rotation details. This information is **required from your program** and is not information the Education Systems Team can provide.

ONE45 GROUP NAME (MANDATORY)

- Ensure you know your exact **One45 Group Name** where you need the rotation added. This group name must follow this format and represents your program/site - PG-Department-Specialty-Site

ROTATION CATEGORY (MANDATORY)

- **Identify the appropriate rotation category**:
  - **Standard Rotation**: Rotation that involves a standard number of hours per week.
  - **Longitudinal**: Rotation that spans over a long period of time, running concurrently with core and other rotations throughout the academic year.
  - **Rural**: Rotation
  - **Non-Clinical Research**: Rotation focused on research (non-clinical, no clinical access required).
  - **Clinical Research:** Rotation focused on research but with a clinical component (clinical access required)
  - **Placeholder**: Temporary shell rotation used to indicate the type of rotation, which will be updated with details once finalized.

CLINICAL SPECIALTY (MANDATORY)

- **Confirm the clinical specialty** of the faculty or program teaching rotation.

Note: This information can be cross-checked with the **Clinical Specialty List**

PRIMARY AND ALTERNATE CLINICAL LOCATIONS (MANDATORY)

- List **all clinical locations** where residents will spend time during the rotation.
- There **must** be a **Primary Location** (where the learner spends the majority of their time).
- There m**ay be more than one Primary Location** (ex. If they are spending equal amounts of time, 50/50 or 33, 33, 33)
- There **may** be **Alternate Location(s)** (where the learners are spending the minority of their time, 80 Primary and 10/10 Alternate)

Note: This information can be cross-checked with the **Clinical Location List**

CALL OR ACCESS LOCATIONS (OPTIONAL)

- Consider if any rotation requires **call duties** or specific **access to locations** (e.g., emergency room, hospital wards).

ROTATION DETAIL (OPTIONAL)

- **Provide any distinguishing details** for this rotation that help differentiate it from other rotations. This is optional but can be helpful. Do not use abbreviations.
- **Note** if the rotation falls under any other category than Standard Rotation, the rotation category will automatically appear in the rotation detail section of the name (ex. Rural, Longitudinal).
- For rotations that occur outside of a location specified in the Clinical Location list, we need to identify information as follows:
  - **Out of Province (OOP)**: Must specify the **province**
  - **Out of Country (OOC)**: Must specify the **Country**
  - **Private Practice/Office (PPO):** Must specify the **city** where the PPO is based.

ROTATION TYPE (OPTIONAL)

- R**otation Type** (e.g., Core, Elective, Selective)

ROTATION NAME

- The system will **auto-generate the name** of the rotation based on your selections (rotation category, specialty, etc.) so please do not provide a suggested name.