

# **Internal Medicine Rotations: Changes to How Rotations are Requested**

# New Request System for Internal Medicine Rotations

- Online request system will pilot PGY1 requests for 2017-2018
- Option for Program Administrators to either submit requests for:
  - Individual residents (this option would be used where residents receive choice in rotations)
  - Create a template (this option would be used where all trainees are completing the same rotations)

# Rotations Requests for Senior Residents (PGY2+)

- Will be submitting via email using a standard template
  - Template will be provided to programs impacted by mid January
- We will be requesting this information be submitted earlier in the cycle (deadline – February 20, 2017)

# Why is the process being changed?

- Requests are frequently submitted very late (last request for 2016-2017 was received on May 25)
- Difficult to predict if we can accommodate new requests
- Information is currently being submitted in an inconsistent format

# Benefits of the New Process

- Will identify up front which rotations are available for Internal Medicine to schedule
- Requests will be submitted by a standard deadline
  - This will create and enforce a predictable timeline for everyone involved
- Requests will be submitted in a standard format
  - This will allow the IM Coordinators to process requests more efficiently
- Programs will be able to preview/approve draft assignments online
- Developing an option for programs to export schedules in excel or pdf
- For programs creating a template they can log in to assign the trainee names at a later date

# Important Considerations

- Deadlines will be enforced
- Only requests through the system for PGY1s and template for PGY2s will be accepted
- Programs that do not meet the deadline will have the option of requesting rotations but not all blocks/sites may be available

Activity	Timeline
Deadline for IM to Receive Rotation Requests for residents who are PGY2 or higher	February 20, 2017 at 12pm
PGY2+ Rotation Assignment Period	February 20 – March 1, 2017
PGY1 Rotation Request Period for IM Rotations	March 22 – April 3, 2017 at 9AM
Rotation Assignments Period	April 3 – 24, 2017 (note – we will be aiming to release the schedules throughout this period)
Review/Approval Period by Programs	April 25 – May 2, 2017 (all requests for changes must be submitted by May 2)



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# Questions & Discussion