New Innovations (RMS) Block Scheduling FAQs



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FAQ: Should I record vacations on the block schedule?

Vacations should be recorded on the block schedule as non-primary rotations.

FAQ: Why do faculty need to be on the block schedule?

The faculty are put on the block schedule so they automatically match with residents and fellows in the Evaluations module. When faculty and residents are on the same rotation for the same dates, they can be matched to evaluate each other.

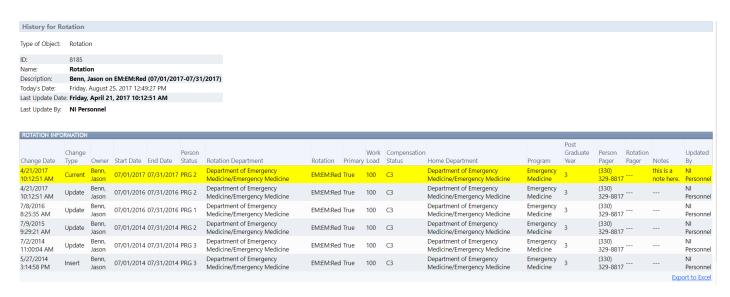
FAQ: How can I determine who scheduled a rotation?

View Scheduled Rotation History

- 1. Go to Schedules > Block Scheduling > Schedule Rotations
- 2. Select the name from the dropdown list
- 3. Select the Academic Year
- 4. Click **History**



View information about the Rotation for which a Person scheduled. Below that is the history for the Rotation.



FAQ- How can I see a block schedule with just my residents on it?

Follow these steps to create a custom view that displays only your residents:

- 1. Go to Schedules>Block Scheduling>View Schedules
- 2. Click New
- 3. In the box labeled "Include These Status Types", select the status types for your residents
- In the Rotators section, check "Do Not Show" if you don't want residents who rotate to your department to be included
- 5. Click View Block Schedule
- 6. If you wish to save this view to be available in the Schedule View drop down box, Enter a name and click **Save**
- 7. If you wish this view to be the default view displayed, check "Set as default".

FAQ - How can I include the dates of the blocks when I view the block schedule?

If you would like the Block rotation dates to appear when viewing the Block Schedule, you will need to include the dates in the Academic Year.

- Go to Administration > Software Setup > Local Setup > Academic Years
- Click on the name of the academic year
- Check the "Include Dates" checkbox
 When checked, we add the date to each academic year interval name. This interval name shows up in schedules and throughout the software
- Click Save

FAQ - How can I hide the block schedule for the upcoming year from my residents until it is complete?

You can hide the block schedule from residents by hiding the academic year: This action will not hide it for level 5 and 6 administrators.

- 1. Go to Administration > Software Setup > Local Setup > Academic Years
- 2. Click on the academic year name
- 3. Place a check in the check box labeled "Hidden"
- 4. Click Save

When you are ready to publish the schedule simply retrace the steps outlined above and uncheck the "Hidden" option.

FAQ - Why do certain rotation names not show up on our block schedule?

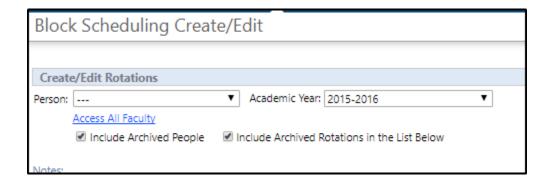
Make sure that the view displayed has not been filtered to omit certain rotation names. To check:

- 1. Go to Schedules > Block Scheduling > View Schedule
- 2. To the right of the Schedule View name click Edit
- 3. Under the section labeled 'Which Rotations' make sure the rotation name you seek is included (hold down the ctrl button to select it)
- 4. Click Save and Return

FAQ - How can I view a complete block schedule for a prior academic year?

Viewing an Individual's Schedule for a prior Academic Year

- Go to Schedules > Block Scheduling > Schedule Rotations
- Select the Academic Year
- Check to Include Archived People and Archived Rotations in the List Below
- Select the individual's name



View a Complete Department Schedule for a Prior Academic Year

- Go to Schedules > Block Scheduling > View Schedule
- Click New
- Click Show Department Filter for Personnel Below
- Click Include Archived for Departments, People and Statuses
- Click Update People List
- Click Show Department and Training Location Filters for Rotations Below
- Check to Include Archived Departments, Rotations and Show all Institutions/Locations
- Click Update Rotation List
- Click View Block Schedule
- Select the desired Academic Year