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Entrada Rotation Naming & Setup Guidelines
Postgraduate Medical Education

1. Programs are required to use the PGME Standard Naming & Setup Guidelines below to ensure your Rotation naming reflects accordingly.
2. Programs have the ability to create NEW Rotations in Entrada, however you are still required to follow the revised New Rotation Checklist for Programs for each New Rotation you create in Entrada.

PGME Rotation Naming & Setup Guidelines

Entrada Rotation Details Box:	Data Field Description:	PGME Guidelines:
Title:	Refers to the Full Name of the Rotation	• Rotation Name <u>must</u> be the Full Name and reflect the Program Curriculum Map/Training Requirements • <u>Does not include</u> a site/hospital/location name • <u>Does not include</u> an abbreviation • Example: Adult Anesthesia, Basic Clinical Training • Example: General Surgery, B Service
Description:	Refers to a Free Text Box that is only visible to the user creating the schedule	*N/A*
Code:	Refers to the Short Name or Abbreviation of the Rotation	• Short Rotation/Abbreviation Name <u>must</u> reflect the Full Name of the Rotation • The abbreviation of your Program will auto-populate om the field • <u>Does not include</u> a site/hospital/location name • Example: ANES (*auto-populates*) Adult BCT
Sites:	Refers to pre-populated approved sites in Entrada	• When creating the Rotation, you can select all the possible sites the Rotation can occur at, then when you set your allocations you can choose the following; • On-Service Learners – select the site and indicate how many learners at that site (i.e. 2 on-service learners at HSC, 2 on-service at ST.B) • Off-Service Learners – you can allocate by site and you can also allocate by Program (i.e. 2 off-service learners from Program X, 1 off-service learner from Program Y) • For example, you can have <u>one rotation</u> called ANES Adult BCT and choose <u>more than one site</u> where this Rotation occurs, and assign allocations accordingly (by site or Program)
Start Date:	Refers to a pre-populated Academic Year Start Date	*N/A*
End Date	Refers to a pre-populated Academic Year End Date	*N/A*