

Instructions for Proposal Submission, Self-Scheduling, and ITER Distribution

Part 1: Proposal

1. From your to-do box on one45, select *Choose elective proposal* to open a new window; click the drop down box to select what type of proposal you are submitting, enter the dates of the rotation, then click submit.

Test Test (Student) Student (2011)

help

To Dos 12

Personal Info

Contact List

Handouts & Links

Pt/Procedure Logs

TEST'S TO DOS: 12 [expand all](#) [collapse all](#)

[Choose elective proposal](#)

▼ Proposal Forms (2)

dal.ca https://one45.med.dal.ca/one.php?manager=proposalView&purpose=

Please choose the elective proposal you would like to complete and the proposed dates. To submit more than one proposal submit a form and then open this window a second time to submit another form.

Choose form: Elective :: Med 4 - Elective Proposal Form

Start: Sep 1, 2010 End: end date

Submit

dal.ca https://one45.med.dal.ca/one.php?manager=proposalView&purpose=

Please choose the elective proposal you would like to complete and the proposed dates. To submit more than one proposal submit a form and then open this window a second time to submit another form.

Choose form: Elective :: Med 4 - Elective Proposal Form

Start: Sep 1, End: end date

Submit

- Elective :: Med 4 - Elective Proposal Form
- Care of the Elderly :: Med 4 - Elective Proposal Form
- Interdisciplinary :: Med 4 - Elective Proposal Form
- Non-Tertiary/Community :: Med 4 - Elective Proposal Form

You can submit an infinite number of proposals.

2. You will then go back to your to-do box, and under *Forms to Complete*, select the blue link for the *Med 4 – Elective Proposal Form*.

The screenshot shows a web interface for a student. The top navigation bar includes a home icon, the text 'Test Test (Student)', and 'Student (2011)'. A 'help' link is visible. A left sidebar contains a 'To Dos' section with 13 items, including 'Personal Info', 'Contact List', 'Handouts & Links', 'Pt/Procedure Logs', 'Evaluations', 'Schedules', 'My Calendar', 'My Rotations', and 'My Courses'. The main content area is titled 'TEST'S TO DOS: 12' with 'expand all' and 'collapse all' links. Below this is a 'Choose elective proposal' section. It contains a 'Proposal Forms (2)' dropdown and a 'Forms to complete (1)' dropdown. A message says 'Please fill in the forms you see here'. A table lists the forms to complete:

Target	Activity	Program	Dates	Form	Contact
Med 4 - Elective Proposal Form	test1	Yr4 Clerkship	Sep 27 - Oct 15/10	Med 4 - Elective Proposal Form	del Vanessa Voerman

This will open a new window, where you will complete the details of the rotation (i.e. University, Department/Division, Preceptor Name and Contact Information, Objectives, Methodology, etc.).

The header section of the form includes utility icons for 'print', 'pdf', and 'view'. Below these is the Dalhousie University logo and the text 'Dalhousie University Yr4 Clerkship'. To the right, it states 'Evaluated By: Test (Student), Test (Student) - 2011' and 'Dates: Sep 27 - Oct 15, 2010'.

* indicates a mandatory response

Undergraduate Medical Education Elective Proposal Form

Specify Medical School Offering Elective:

If you have selected "other", please indicate the institution:

Program:

NOTE: For Non-Dal Electives, choose the program that most closely describes your experience.

If you have selected "other", please indicate the program:

Preceptor:

If you have entered the preceptor's name above, please complete this additional information:

Address (including city, province, postal code and country):

Phone number:

Type of Proposal:

- Year 4: Care of the Elderly
- Year 4: Elective
- Year 4: Interdisciplinary
- Year 4: Non-Tertiary/Community

Specific Objectives:

Medical Expert

[Instructions](#)

Communicator

[Instructions](#)

Collaborator

[Instructions](#)

Manager

[Instructions](#)

Health Advocate

[Instructions](#)

Scholar

[Instructions](#)

Professional

[Instructions](#)**Methodology:****(How are you going to do it?)**

Is this an International Elective?

 Yes No**Submit**

Commit responses and remove form from your inbox.

Save and Close

Save current responses and keep form available in your inbox for revision.

Cancel

Discard any changes to responses and keep form available in inbox for completion.

If you are still working on your objectives, or don't have all of the necessary information, you can save your proposal and return to it at a later time.

When you have completed all of the required information, and are ready to have your proposal approved, click Submit. This will cause the proposal to be sent to either Dr. Watson or Dr. Gordon for their approval.

- After you submit the proposal you will be taken back to your to-do page, where you can monitor the approval status of your proposals.

The screenshot shows a web interface for a student named 'Student (2011)'. The main heading is 'TEST'S TO DOS: 12' with links for 'expand all' and 'collapse all'. Below this is a section titled 'Choose elective proposal' and a sub-section 'Proposal Forms (3)'. A text block explains that forms with 'pending approval' status have not been approved or denied yet, while those with 'feedback submitted' have been. A table lists three forms:

Form	Status
Med 4 - Elective Proposal Form	pending approval
Elective Proposal - Med 1 / 2	pending approval
Med 4 - Elective Proposal Form	approved sign off

A red arrow points to the 'sign off' link in the 'approved' row.

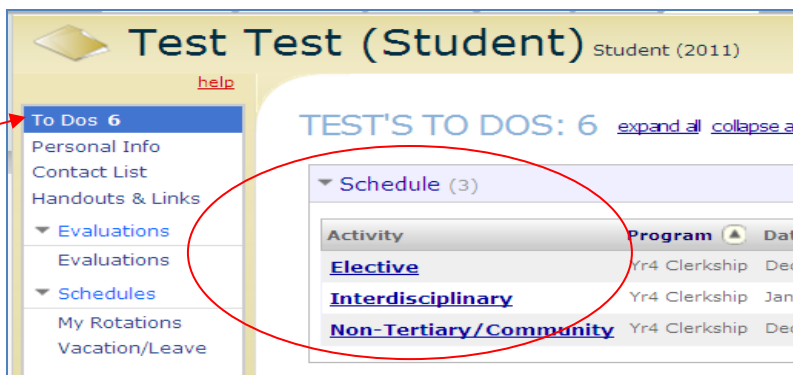
After a proposal has been approved, you will need to click the blue link to review the written comments from Dr. Watson or Dr. Gordon. You can sign off on proposals when you have reviewed the comments. Once you sign off on an approved proposal, it will disappear from your to-do box.

Part 2: Self-Schedule

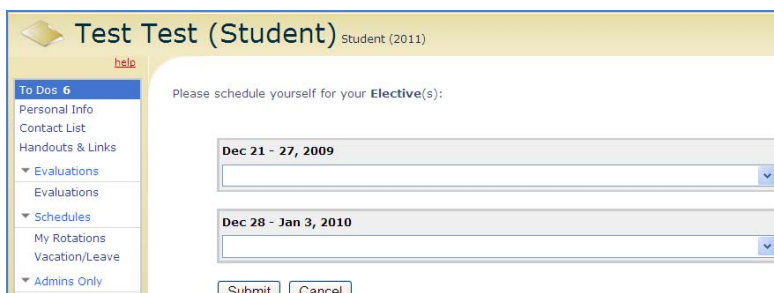
You've completed your proposal and have received a notice to self-schedule:

How to self-schedule: (*self-scheduling creates your ITER for that rotation*)

1. Logging into one45 will take you to your to-do box where you will see a box titled *Schedule* with blue links under Activity. Each blue link will correspond to your approved proposals.



2. Click on the blue link under schedule in your to do box. A screen will open that will ask you to schedule yourself using the drop down box:



PLEASE NOTE: It is very important that your activity and dates match your proposal activity and dates. Please let Vanessa (vanessa.voerman@dal.ca) know if the *activity* under *schedule* in your to-do box isn't correct.

Part 3: Distribute ITERs

Now that you have self-scheduled, your ITER for that rotation should show up in your to-do box under a new title called *Forms to distribute*.

How to distribute your ITERs to your preceptor:

The screenshot shows the 'Test Test (Student)' interface. The 'To Dos' list on the left includes 'Forms to distribute (2)', which is circled in red. The main content area shows a table of activities to be distributed:

Activity	Program	Dates	Contact
Elective	Yr4 Clerkship	Dec 21 - 27/09	Vanessa Voerman
Interdisciplinary	Yr4 Clerkship	Jan 4 - 10/10	Vanessa Voerman
Non-Tertiary/Community	Yr4 Clerkship	Dec 14 - 20/09	Vanessa Voerman

Below this table, there is a section titled 'Forms to distribute (2)' with a red circle around it. It contains a table with columns for Activity, Program, Dates, Form, and Contact:

Activity	Program	Dates	Form	Contact
Allied Health [Annapolis Valley, NS]	Yr4 Clerkship	Dec 7 - 13/09	Med 4 - ITER (Class of 2010)	del Vanessa
Anaesthesia [Halifax, NS]	Yr4 Clerkship	Nov 9 - 15/09	Med 4 - ITER (Class of 2010)	del Vanessa

1. Click on the Blue Link for your ITER, a new screen will appear.
2. Click on "Add attending" to choose the preceptor(s)

The screenshot shows the 'Allied Health [Annapolis Valley, NS]' ITER distribution screen. The title is 'Med 4 - ITER (Class of 2010)'. Below the title, there is a red circle around the 'Add attending' button. The screen also features a 'Send Forms' button and a 'Cancel' button.

3. Check the boxes for your preceptors

The screenshot shows the 'Anaesthesia [Halifax, NS]' ITER distribution screen. The title is 'Med 4 - ITER (Class of 2010)'. Below the title, there are two preceptors listed: 'Dr. Test (Faculty), Test' and 'Test, FP Resident (PGY1) Family Practice - Saint John'. The checkbox for 'Dr. Test (Faculty), Test' is checked and circled in red, while the checkbox for 'Test, FP Resident (PGY1) Family Practice - Saint John' is unchecked and circled in red. A red arrow points to the 'Send Forms' button at the bottom.

4. Click Send Forms.

Please let Vanessa know if you have trouble with your preceptor completing your ITER.

What to do if your preceptor does not show up on the list:

If you are confident that you have exhausted all of the search possibilities (i.e. common misspellings, 'Mac' vs. 'Mc', 'ph' vs. 'v', etc.) and your preceptor still does not show up on the list, you can manually enter his or her name into the system.

To avoid creating a duplicate account, please ensure you have searched multiple ways for the preceptor's name before manually entering a new attending.

Clicking *Enter Manually* will bring you to the screen below, where you will enter the first and last name, as well as the email address, for the person who is evaluating you, then click submit:

Note: If you do not enter an email address, or enter it incorrectly, the ITER **will not** be sent to the preceptor. Please let Vanessa know if you make a mistake.